



Development Services Department
 230 W. Hickman Road
 Waukeee, IA 50263
 Phone: (515) 978-9533
 Fax: (515) 987-1845

Information Required for Final Plat Approval
 Land Subdivision Ordinance – Section 303.1-303.173

FINAL PLAT CHECKLIST FOR PLANNING AND ZONING

Name of Project: _____ **Submittal Date:** _____

Owner: _____ **Engineer:** _____

Fees Paid: **Y** **N** **Amount Paid:** \$ _____

Copy of site plan submitted to City engineer (Veenstra & Kimm) **Yes**___ **No**___

Required Information:

1. Final plat computer generated on sheets of paper not larger than 24" x 36" and scaled to (100) to (1") or larger. Yes___ No___ N/A___
2. List angular and lineal dimensions for all lines, angles and curvatures describing boundaries. Yes___ No___ N/A___
3. List true angles and distances to the nearest lines or official monuments. Yes___ No___ N/A___
4. Lines of adjoining streets and alleys, with widths and names. Yes___ No___ N/A___
5. Township, county and section lines accurately tied to lines of subdivision by distance and angles. Yes___ No___ N/A___
6. Radii, arcs and chords, points of tangency, central angles for all curvilinear streets and radii for all rounded corners. Yes___ No___ N/A___
7. Exact dimensions of all lots. Yes___ No___ N/A___
8. Identification of all lots and blocks using consecutive numbers. Yes___ No___ N/A___
9. Exact location of all land dedicated for public use, marked *Dedicated to Public*. Yes___ No___ N/A___
10. Exact location of utility and drainage easements verified with Construction plans. Yes___ No___ N/A___
11. Building set back lines as established by the restrictive residence districts ordinance or deed restrictions. Yes___ No___ N/A___
12. If community type water and sewerage facilities are not available, statement that any lot sold or transferred will have a minimum width and area equal to that shown on the plat to accommodate private well and wastewater disposal system. Yes___ No___ N/A___
13. If proposed entrance of the subdivision is onto a controlled access road, a letter from the City's Engineer regarding such entrance shall accompany final plat. Yes___ No___ N/A___
14. Certification by a Licensed Land Surveyor that the plat represents a survey made by him with monuments and markers shown thereon. Yes___ No___ N/A___
15. Every plat shall be accompanied by:
 - a. Statement by the proprietors and their spouses, if any, that the plat is

- prepared with their free consent and in accordance with their desire, signed and acknowledgment before an officer authorized to take the acknowledgment of deeds. Yes___ No___ N/A___
- b. Statement from the mortgage holders or lien holders, if any, that the plat is prepared with their free consent and in accordance with their desire, signed and acknowledged before and officer authorized to take the acknowledgment of deeds. Yes___ No___ N/A___
- c. An opinion by an attorney-at-law who has examined the abstract of title of the land being platted. The opinion shall state the names of the proprietors and holders of mortgages, liens, or other encumbrances on the land being platted and shall note the encumbrances, along with any bonds securing the encumbrances. Yes___ No___ N/A___
- d. A certificate of the treasurer that the land is free from certified taxes and certified special assessments or that land is free from certified taxes and that the certified special assessments are secured by bond. Yes___ No___ N/A___
- e. A certificate by the owner or owners dedicating to the public for full public use of all street and street rights-of-way and other land designated as Dedicated to Public, and the granting of utility and drainage easements as shown on the plat. Yes___ No___ N/A___
- f. A Resolution of Plat Improvement Acceptance including:
- Copy of Resolution with Mayor’s and Administrator’s signature Yes___ No___ N/A___
 - City Engineer’s Report (Specifications/Ordinances Met) Yes___ No___ N/A___
 - One (1) reproducible mylar set of As Built plans Yes___ No___ N/A___
 - Three (3) sets of “As Built” construction plans Yes___ No___ N/A___
- g. Bonds as required :
- Separate Performance Bonds for Sanitary Sewer, Water Main, Storm Sewer, and Pavement - If not they are not already installed Yes___ No___ N/A___
 - Performance Bonds for appropriate sidewalks Yes___ No___ N/A___
 - Separate Maintenance Bonds for :
 - Sanitary Sewer - two (2) years
 - Water Main - two (2) years
 - Storm Sewer - two (2) years
 - Pavement - four (4) years
 - Sidewalks - two (2) years
- h. Streetlight placement and specifications designated on final plan map. Yes___ No___ N/A___
- i. Street signs and any additional signage designated on final plat map with accompanying check for payment for erection of said signs. Yes___ No___ N/A___
- j. Restrictive Covenants – if applicable Yes___ No___ N/A___
- k. Recorder’s Certificate – To include subdivision name, legal description & current ownership. Document certifies there are no liens or encumbrances unless so stated. This document is prepared by the party initiating the subdivision & is submitted to the County Recorder along with a copy of the attorney’s opinion for review & signature. This is a Dallas County Zoning Ordinance requirement. Yes___ No___ N/A___
- l. Groundwater Hazard Statement – Subdivision name & owners listed as Transferor – no listing for transferee. Yes___ No___ N/A___
- m. Receipt of fees:

- Park Site Dedication, Reservation or Payment In-Lieu-Of Dedication Yes___ No___ N/A___
- Warning Siren Capital Fees Yes___ No___ N/A___
- Real Estate Taxes paid current Yes___ No___ N/A___

m. This Property IS___, IS NOT___ included in a connection fee district. Fees paid (if applicable). Yes___ No___ N/A___

o. Four (4) original drawings (any size) plus one (1) exact copy no greater than 11” x 17” or less than 8 ½ “ x 11” in size. Yes___ No___ N/A___

p. For plats within two (2) miles of the City of Waukee Corporate limits, a letter is required from the County Sanitarian stating the plat has been approved. Yes___ No___ N/A___

16. Any Special Agreements are in written form. Yes___ No___ N/A___