

**FINAL PLAT CHECKLIST**

Case # \_\_\_\_\_  
Date Filed \_\_\_\_\_

- I. Name of Subdivision \_\_\_\_\_
- II. Name of Owner \_\_\_\_\_
- III. Name of subdivider \_\_\_\_\_
- IV. Name of person who prepared the Plat \_\_\_\_\_
- V. Signature of person who completed this checklist \_\_\_\_\_

**Instructions:**

The following checklist will be reviewed by the Planning and Zoning staff and shall accompany the Final Plat when it is submitted to the Planning Commission. If the answer to any of the questions is "no", a written explanation must accompany this checklist.

	Yes	No
VI. Does the Final Plat show the following information?	_____	_____
A. Name of subdivision	_____	_____
B. Location of section, township, range, County and State, including the descriptive boundaries of the subdivision based on an accurate traverse, giving angular and linear dimensions which must be mathematically correct. The allowable error of closing on any portion of the plat shall be one (1) foot in five thousand (5,000).	_____	_____
C. Location of monuments or bench marks. Location of such monuments shall be shown in reference to existing official monuments or the nearest established street lines, including the true angles and distances to such reference points or monuments.	_____	_____
D. The location of lots, streets, public highways, alleys, parks and other features, with accurate dimensions in feet and decimals of feet with the length of radii on all curves and other information necessary to reproduce the plat on the ground. Dimensions shall be shown from all curves to lot lines.	_____	_____

	Yes	No
E. Lots numbered clearly. Blocks numbered or lettered clearly in the center of the block.	_____	_____
F. Exact locations, widths and names of all streets and alleys to be dedicated.	_____	_____
G. Boundary lines and descriptions of the boundary lines of any area other than streets and alleys, which are to be dedicated or reserved for public use	_____	_____
H. Building setback lines on the front and side streets with dimensions	_____	_____
I. Name and address of the developer, surveyor or the licensed engineer making the plat	_____	_____
J. Scale of plat, one (1) inch equals one hundred (100) feet or larger, date of preparation and north point	_____	_____
K. Statement dedicating all easements	_____	_____
L. Statement dedicating all streets, alleys and all other areas not previously dedicated	_____	_____
VII. Was the original (on Mylar, tracing cloth or similar material) and thirteen (13) copies submitted?	_____	_____
VIII. Has the developer guaranteed the installation of the following improvements?	_____	_____
A. Streets	_____	_____
B. Water	_____	_____
C. Sewer	_____	_____
D. Sidewalks	_____	_____
E. Other improvements as required	_____	_____
1. _____		
2. _____		

	Yes	No
IX. How has installation been guaranteed	_____	_____
A. Actual construction	_____	_____
B. Bond	_____	_____
C. Petition	_____	_____
X. Signatures?		
A. Owner or owners and all mortgagors	_____	_____
1. Notarization	_____	_____
B. Engineer, surveyor or person preparing plat	_____	_____
XI. Title opinion:		
A. Submitted (date) _____	_____	_____
B. Have all owners and mortgagors signed plat?	_____	_____
XII. Has certification been submitted stating that all taxes and special assessments due and payable have been paid?	_____	_____
XIII. Deed restrictions:		
A. Are any deed restrictions planned for subdivision?	_____	_____
B. If so, has a copy been submitted?	_____	_____
XIV. Are additional comments attached?	_____	_____
XV. Planning Commission action:	_____	_____
Governing Body Action	_____	_____

**NOTE:** Any revisions to the original plans required by the Board of Aldermen, must be submitted to the City before the Plat is recorded.