



Final Plat Checklist and Submission Requirements

Submit this checklist with all final plat submittals including any revised final plats. Clearly check the boxes for all items completed. If check boxes are left blank, explain the reasoning at the bottom of the checklist.

Plats will not be accepted that do not provided all information required below.

Name of Final Plat: _____

Final Plat Preparation/Composition/Layout Requirements

1. Plat shall be clearly marked 'Final Plat'
2. Final Plat shall be prepared by a land surveyor
3. Final plat must be referenced to the respective horizontal control system points
4. All boundary lines shall be indicated by a direct bearing reference. (bearings to be shown in degrees, minutes, and seconds)
5. Distance to be shown in nearest .01 foot
6. Plat scale 1"=20', 30', 40', 50', 60', 100', (200' allowed with prior approval)
7. Minimum unadjusted error of closure for subdivision boundaries 1:10,000
8. Minimum unadjusted error for individual lots 1:5,000
9. Multiple sheets with match lines permitted
10. Use index sheet to show relationship between multiple sheets
11. 15 copies to be submitted
12. Size of plat shall be at least 8 ½ " x 11" but no larger than 18" x 24"

Basic Plat Information Required

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| 1. Accuracy standards | 6. Legal description |
| 2. Area of subdivided property to nearest .01 acre | 7. Map scale for plat |
| 3. Boundary lines tied to two section corners or two monuments of record | 8. North arrow |
| 4. Bar scale (graphic) | 9. Owner's name, address, and telephone number |
| 5. Curve data | 10. Plat boundaries |

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|---|---|
| 11. Preparer's name, address, and telephone & fax | 14. Surveyor's seal and date |
| 12. Subdivider's name, address, and telephone & fax | 15. Vicinity or location map (min. scale of 1" = 2000') |
| 13. Subdivision Name | |

Existing Easements and Adjoining Subdivisions

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| 1. Adjoining subdivision names and lot numbers | 4. Easement dimensions |
| 2. Easement purpose | 5. Easements to be traceable |
| 3. Easement location/layout | |

Planned Lot Layout

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|--|---|
| 1. Block number (when applicable) | 6. Lot numbers |
| 2. Excepted parcels clearly identified | 7. Lot dimensions |
| 3. Identification and use of reserved land | 8. Lot area in square feet; acres (to nearest .01 acre) if more than one (1) acre |
| 4. Identification of re-subdivided areas | 9. Monuments of record identified |
| 5. Lot location/layout | 10. Non-buildable lot to be lettered |

Planned Streets / Alley / Easements

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|--|---|
| 1. Alley location | 5. Street / road names |
| 2. Block length / layout (when applicable) | 6. Street location / layout |
| 3. Easements, planned – location and purpose | 7. Streets or additional ROW to be lettered |
| 4. Street ROW width(s) | 8. Private streets to be shown and clearly labeled as private streets |

Additional Information

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| 1. Approximate flood hazard delineation (and source of information) | 2. Other items as required by State Code |
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Final Plat Supportive / Accompanying Materials

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|--|---|
| 1. Agreement to annex and application for voluntary annexation (if applicable) | 4. Copy of approved preliminary plat with certification |
| 2. All required agreements and certificates submitted on 8 ½ x 11" paper | 5. Dedication of easements |
| 3. Plan of improvements (to Marion Engineering Dept) | 6. Development Agreement / Memorandum of Agreement |

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| <p>7. Digital file of final plat (email to tbellach@cityofmarion.org and / or dhockett@cityofmarion.org)</p> <p>8. Easement approvals from the utility providers</p> <p>9. Latitude and departure calculations documenting an unadjusted error of 1:10,000</p> <p>10. Legal description of land within subdivision</p> <p>11. Maintenance bond and acceptance of improvements from City Engineer</p> <p>12. Mortgage holder's or lien holder's certificate (if applicable)</p> | <p>13. Owner's certificate / consent to plat / dedications (3 copies of Bound Documents)</p> <p>14. Petition regarding private streets (private streets must be justified)</p> <p>15. Petition and assessment of agreements</p> <p>16. Bonding or other approved performance security for required improvements not installed, including street lighting</p> <p>17. Storm water management impact fee</p> <p>18. Submittal or application fee</p> <p>19. Surveyor's Certificate</p> <p>20. Temporary easements for improvements</p> |
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Please confirm that all items requested have been completed and submitted by the established submission deadlines.

IMPORTANT: If any items were marked as not completed (N) please explain below or on a separate sheet:

PRIMARY CONTACT:

Name: _____

Company (If Applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

e-mail: _____

DEVELOPER / APPLICANT:

Name: _____

Company (If Applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

e-mail: _____