



Community Development Department
 204 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
 Post Construction Ordinance – Code Section 204D

FINAL PLAT CHECKLIST

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

Owner: _____ **Engineer:** _____

Fees Paid: Yes No **Amount Paid:** \$ _____

► **PDF of entire submittal provided to Staff Contact** Yes No

Required Information:

- | | | | |
|--|--------|-------|--------|
| 1. Final plat computer generated on sheets of paper not larger than 34" x 22" 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. Location of plat by quarter section, township, range, and legal description of the property provided in metes and bounds, with the Point of beginning clearly identified on the plat for reference. | Yes___ | No___ | N/A___ |
| 8. All existing or proposed monuments/pins related to the plat boundary and proposed lots within the plat. | Yes___ | No___ | N/A___ |
| 8. Exact dimensions of all lots. | Yes___ | No___ | N/A___ |
| 9. Addresses assigned by the City to each lot within the plat using consecutive numbers. | Yes___ | No___ | N/A___ |
| 10. Exact location of all land dedicated for public use, marked <i>Dedicated to Public</i> . | Yes___ | No___ | N/A___ |
| 11. Exact location of utility and drainage easements verified with Construction plans. | Yes___ | No___ | N/A___ |
| 12. All existing easements within or adjacent to the plat indicated with recorded Book and Page. | Yes___ | No___ | N/A___ |

13. Names of property owners, zoning, and property lines adjoining the plat are indicated. Yes___ No___ N/A___
15. Bulk regulations established by Zoning Ordinance or deed restrictions with setback lines indicated on all lots within the plat. Yes___ No___ N/A___
17. Certification by a Licensed Land Surveyor with State Registration Number that the plat represents a survey made by him with monuments and markers shown thereon. Yes___ No___ N/A___
18. A vicinity map identifying the location of the plat within context of the surrounding area. Map to be scaled to (1000') to (1") minimum. Yes___ No___ N/A___
19. Legal Documents Required for Recording with Dallas County:
- a. Statement from Dallas County Auditor approving plat name. Yes___ No___ N/A___
 - b. 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___
 - c. 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___
 - d. 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___
 - e. 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___
 - f. A warranty deed 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. Yes___ No___ N/A___
 - g. All easement documents related to areas reserved for public or private utilities, storm water management, association signs, or other infrastructure outside of designated rights-of-way shown on the plat. Yes___ No___ N/A___
 - h. 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___
 - Three (3) sets of "As Built" construction plans Yes___ No___ N/A___
 - One (1) digital set in PDF form Yes___ No___ N/A___
 - i. Bonds as required :
 - Separate Performance Bonds for Sanitary Sewer, Water Main, Storm Sewer, Pavement, and Subgrade Prep Yes___ No___ N/A___
 - Performance Bonds for designated Public Improvements Yes___ No___ N/A___
 - Separate Maintenance Bonds for :
 - Sanitary Sewer - four (4) years
 - Water Main - four (4) years
 - Storm Sewer - four (4) years
 - Pavement - four (4) years
 - Subgrade Prep - four (4) years

- j. Restrictive Covenants – if applicable Yes___ No___ N/A___
- k. Groundwater Hazard Statement(s) for all property dedicated to the City of Waukee. Yes___ No___ N/A___
- l. Receipt of fees:
 - 1. Park Site Dedication Yes___ No___ N/A___
 - 2. Warning Siren Fees Yes___ No___ N/A___
 - 3. Real Estate Taxes paid current Yes___ No___ N/A___
 - 4. This Property IS___, IS NOT___ included in a connection fee district. Fees paid (if applicable). Yes___ No___ N/A___
- m. 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, all with original signatures. Yes___ No___ N/A___
- n. 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___
- 20. Any Special Agreements are in written form. Yes___ No___ N/A___
- 21. Post Construction Ordinance Requirements:
 - a. A site plan specific to the storm water management facilities of the property indicating the permanent measures utilized by the designer and requirements for maintenance of said facilities. Yes___ No___ N/A___
 - b. Documentation of practices considered and reasons why said practices are not feasible if NO permanent measures are utilized. Yes___ No___ N/A___
 - c. As-built plan(s) of all storm water management facilities on site OR a certification statement signed by SWPPP designer indicating facilities were constructed as designed. Yes___ No___ N/A___
 - d. A “Maintenance Covenant” provided for review. Yes___ No___ N/A___
- 22. Elevation Exhibit with the assigned MPE, MOE, or MOS for each lot with the plat signed by the engineer of record for the subdivision. Yes___ No___ N/A___

Explanation of all items not provided:
