



**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  
 Post Construction Ordinance – Code Section 204D

## FINAL PLAT CHECKLIST

**Name of Project:** \_\_\_\_\_ **Submittal Date:** \_\_\_\_\_

**Owner:** \_\_\_\_\_ **Engineer:** \_\_\_\_\_

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

- ▶ **5 Full Sized (34" X 22") hard copies delivered to Waukeee City Hall** Yes  No
- ▶ **PDF of entire submittal provided on CD or Emailed to Staff Contact** Yes  No
- ▶ **Copy of Final Plat submitted to City Engineer (Veenstra & Kimm)** 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\_\_\_

Explanation of all items not provided:

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