

APPLICATION FOR REQUESTED ACTION  
Final Plat

Planning Case # \_\_\_\_\_  
Filing Fee \_\_\_\_\_  
Plat Esrow \_\_\_\_\_  
Hearing Date \_\_\_\_\_

APPLICANT \_\_\_\_\_ E-MAIL \_\_\_\_\_

PHONE \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_ (FAX)

ADDRESS \_\_\_\_\_

DEVELOPER (if other than applicant) \_\_\_\_\_

PHONE \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_ (FAX)

ADDRESS \_\_\_\_\_

LEGAL DESCRIPTION \_\_\_\_\_

ACREAGE/SIZE OF PROPERTY \_\_\_\_\_

CURRENT ZONING \_\_\_\_\_

PROPOSED ZONING IF CHANGE IS NEEDED \_\_\_\_\_

EXISTING USE OF PROPERTY \_\_\_\_\_

PROPOSED USE OF PROPERTY \_\_\_\_\_

(Including number of units per acre and types of uses if mixed use)

IDENTIFY ALL ADJACENT LAND USES \_\_\_\_\_

PROPERTY IS -  ABSTRACT  TORRENS

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

(Must submit proof of property control)

**PLEASE PROVIDE ALL INFORMATION REQUESTED ON THIS FORM  
AND THE ATTACHED CHECKLIST.**

**FINAL PLAT**  
**Required Submittals**

◆ **5 copies of the final plat showing:**

- Name of subdivision
- Location by section, township, range, county, and state, and including descriptive boundaries of the subdivision
- Exact location of existing and proposed monuments shall be shown and described on the final plat
- Location of lots, streets, public highways, alleys, parks, and other features, with accurate dimensions in feet and decimals of feet
- Lots numbered clearly. Blocks are to be numbered, with numbers shown clearly in the center of the block
- Exact locations, widths, and names of all streets to be dedicated
- Location and width of all easements to be dedicated
- Name and address of developer and surveyor
- Scale of plat (shown graphically on a bar scale)
- Date and North arrow
- Statement dedicating all easements as follows: Easements for installation and maintenance of utilities and drainage facilities are reserved over, under, and along the strips marked "utility easement".
- Statement dedicating all streets, alleys, and other public areas not previously dedicated as follows: Streets, alleys, and other public areas shown on this plat and not heretofore dedicated to public use are hereby so dedicated.
- Notarized certification by a registered surveyor
- Certification indicating that all taxes and special assessments due on the property have been paid in full.
- Execution of all owners of any interest in the land and any holders of a mortgage thereon of the certificates required, including dedication of streets, utility easements, and other public area.
- Space for certificates of approval and review to be filled in by the signatures of the Mayor and City Administrator

◆ **Required supplemental information**

- Other information as required
- Title Opinion, prepared within the last six months

◆ **Filing fee & Plat Escrow**

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

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