



Final Plat Checklist

City of Johnston, Iowa

Final Plat Submittals SHALL include the following:

- Completed Development Application (must have property owner's signature)
- Application Fee (See Fees of the City of Johnston) (Applicants will be invoiced for the actual cost of review by the City's consultants.)
- Four (4) copies 24" x 36", **folded**, and one (1) 11" x 17" reduced copy of the Plat
 - Additional twenty (20) copies required after Development Review meeting for Plan and Zoning and City Council distribution
 - Additional twenty (20) copies, that have addressed all the conditions, required after City Council Approval for City distribution

Please note that it is the responsibility of the applicant (owner, developer or consultant) to compare this checklist to the submittals, and ensure that all items and requirements listed are included. No application will be accepted unless it complies with all the submittal requirements. Incomplete applications will be returned to the applicant without further review.

The Final Plat shall include, but is not limited to, the following:

- _____ Name and address of owner/developer, consultant(s) and surveyor
- _____ Name of subdivision, revision date, north arrow, and scale
- _____ Legal description and acreage
- _____ Certification by a registered land surveyor
- _____ Zoning district (if planned unit development identify name of PUD, underlying zoning and setbacks if different than underlying zoning)
- _____ Plat boundary indicated by a heavy line
- _____ Front building setback line
- _____ Lots lines with dimensions and acreage
- _____ Location and legal description of adjoining property
- _____ Location, names and widths of all existing and proposed right-of-way
- _____ Flood Insurance Rate Map designation(s), panel number and date
- _____ Identify areas subject to inundation in the event of a 100-year flood with improvements in place
- _____ Buffer areas where required
- _____ All dimensions, distances, bearings and angles
- _____ Street addresses for each lot (provided by staff)
- _____ Locations of all found or set monuments
- _____ Identify areas dedicated for public use (right-of-way, schools, parks, trails, etc.)
- _____ Easements as necessary (**The book and page number of existing easements shall be labeled on the plan**)
 - _____ Water
 - _____ Sanitary Sewer
 - _____ Storm Sewer
 - _____ Overland Flowage
 - _____ Public Utilities
 - _____ Others as required

FINAL PLAT DOCUMENTATION

All **original executed** final plat documentation must be submitted to the Community Development Department **a minimum of 6 working days prior to the City Council meeting date**. In addition, copies of the final plat document must be submitted with a copy of the final plat to the City's Attorney, at the following address:

Tim Pearson, Attorney at Law
Laden and Pearson, P.C.
3231 E. Euclid Avenue, Ste. 300
Des Moines, IA 50317
Telephone: 515-262-9817 Fax: 515-266-6600
Email: tim@ladenpearsonlaw.com

Required Final Plat Documentation:

The following is a partial list of standard legal documents required; this list will vary based on the conditions of each individual plat.

- _____ Attorney's Title Opinion
- _____ Polk County Treasurer's Tax Certificate
- _____ Owner(s) Consent to Plat
- _____ Lender(s) Consent to Plat (if mortgage on the property)
- _____ Warranty Deed to Street Lots (if applicable)
- _____ Groundwater Hazard Statement for Street Lots (if applicable)
- _____ Mortgagee's Partial Release of Mortgage & Partial Subordination of Mortgage to Easements
- _____ Participation in adjacent roadway construction, Execution of a Notice of Potential Assessment Covenant for Roadway Improvements or Execution of Petition and Waiver (if applicable)
- _____ Easement documents for all easements identified on the plat, except Public Utility Easements, in a format acceptable to the City
 - _____ Water
 - _____ Sanitary Sewer
 - _____ Storm Sewer
 - _____ Overland Flowage
 - _____ Others as required
- _____ Maintenance Bond for Roadway Paving (for a period of 4 years after acceptance)
- _____ Maintenance Bond for Underground Utilities (for a period of 4 years after acceptance)
- _____ Protective/Restrictive Covenants (if applicable)
- _____ As-Built Drawings on Streets & Public Utilities
- _____ Subdivision Performance Bond for an amount based upon an Engineer's Estimate of Remaining Improvements plus 10% is required if Final Plat approval is requested prior to the completion and acceptance of public improvements.

Other Payment Requirements (When Applicable):

Any required fees must be paid prior to the City's release of the Final Plat for recordation.

- _____ Payment of Beaver Creek Trunk Sewer Fee
- _____ Payment of Beaver Drive Storm Sewer District Fee
- _____ Payment of NW Water District Fee
- _____ Payment of NW 100th Street Water District Fee
- _____ Payment of the Northwest Area Sanitary Sewer Connection District Fee