



# Preliminary Plat Checklist

City of Johnston, Iowa

**Preliminary 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 Preliminary 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
	Zoning district (if planned unit development identify name of PUD and underlying zoning)
	Vicinity sketch
	Plat boundary indicated by a heavy line
	Front building setback line
	Lot lines with dimensions and acreage
	Existing buildings, streets, utilities, easements and right-of-way
	Location and name(s) of adjacent property owners, excluding subdivided property
	Existing and proposed site grading, in compliance with Chapter 145, Erosion and Sediment Control and Stormwater Management. Note that an inventory of all existing trees of 6-inch caliper and greater is required.
	Executed stormwater NPDES General Permit no. 2 from the Iowa Department of Natural Resources
	Stormwater Pollution Prevention Plan (SWPPP), illustrating all phases of construction and including both temporary and proposed permanent stormwater facilities. A Stormwater Management Agreement will be required with the Final Plat for any permanent facilities.
	Easements for public utilities, access, pedestrian facilities and others as required
	Location, names and pavement widths of all existing and proposed streets, proposed right-of-way
	Proposed utility services, line sizes, easements and off-site sources of service
	Water
	Sanitary Sewer
	Storm Sewer
	Overland Flowage
	Stormwater Management Design Plan and Stormwater calculations. Note that use of the Natural Resources Conservation Service (NRCS) WinTR-55 analysis or approved equal is required, and that the calculations and subsequent design must consider, document and address water quality and quantity components (stormwater detention and retention).
	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
	Identify areas dedicated for public use (right-of-way, schools, parks, trails, etc.)
	Buffers between differing land uses, in compliance with Chapter 166, Zoning–General Regulations.
	Buffers adjacent to streams, in compliance with Chapter 145, Erosion and Sediment Control and Stormwater Management.



# 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 ( <b>The book and page number of existing easements shall be labeled on the plan</b> )
	Water
	Sanitary Sewer
	Storm Sewer
	Overland Flowage
	Public Utilities
	Others as required
	A Stormwater Management Agreement will be required for any proposed, permanent facilities, in compliance with Chapter 145, Erosion and Sediment Control and Stormwater Management.

## 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 100 <sup>th</sup> Street Water District Fee
	Payment of the Northwest Area Sanitary Sewer Connection District Fee