



2022 APPLICATION FORM FOR FINAL PLATS

City of Polk City, Iowa

Thank you for your interest in the City of Polk City!

It is the responsibility of the applicant (owner, developer and consultants) to compare their project submittal to City Code and this checklist and ensure that all items and requirements are included. If an application is substantially incomplete, the review will be delayed and the review schedule will be amended.

Subdivision Name: _____

Location: _____

Total Area of Plat (in acres): _____ acres

Total Number of Buildable Lots: _____ lots

Applicant: *This form MUST be signed by Applicant.*

Developer/Owner Signature _____	Engineer's Name _____
Street Address _____	Street Address _____
City, State _____	City, State _____
Telephone No. _____	Telephone No. _____
Email Address _____	Email Address _____

Final Plat Application Fee:

Base Application Fee	\$200.00		\$200.00
Additional Fee	\$20.00 per Lot	=>	
Total			

Amount Paid: \$ _____

City Engineering Review Fee:

1. The City Engineer shall review all development applications; including plans, calculations and other submittals; for compliance to city code and policies, SUDAS, and other applicable standards. If a Traffic Impact Study is required, this study will be prepared by the City Engineer.
2. City Engineering Review Fees, including preparation of a Traffic Impact Study if required, shall be reimbursed to the City based on actual fees, as invoiced to the City. Such fees shall be invoices on an hourly basis, based on the City Engineer's current fee schedule.

Deposit Paid, if required: \$ _____

Documents to be Submitted for Review:

✓ If Provided	Plan / Document
<input type="checkbox"/>	Completed Final Plat Application Form including Check List
<input type="checkbox"/>	Final Plat Application Fee and City Engineering Review Fee
<input type="checkbox"/>	Final Plat Drawing(s)
<input type="checkbox"/>	Easement Legal Descriptions
<input type="checkbox"/>	Accompanying Information (See Check List)
<input type="checkbox"/>	Other (Please Specify):

CITY OF POLK CITY, IOWA

FINAL PLAT CHECKLIST

FINAL PLAT DRAWINGS

Description	OK	Not OK	Comments
GENERAL (24" x 35" format)			
Name and Number of Plat			
Name and Address of Property Owner/Applicant			
Name and Address of PE / LS			
Seal & Certification by PE / LS			
24" x 36" Format			
North Arrow & Scale			
Date(s) and Submittal # for each submittal			
Box for City approval stamp (1.5" x 3.5")			
Zoning, including Floodplain Overlay if applicable			
Standard final plat notes (cluster mailbox, etc.)			
Response on how/where comments were addressed			
PROPERTY BOUNDARIES			
Legal Description (metes & bounds)			
Area in acres			
Ties to 2 Section Corners			
Adjoining Subdivision Names			
Boundry in Heavy Line			
Bearings, Distances, Angles for all lots, outlots, ROW			
Curve Data and Curve Numbers			
SURVEY			
Location and Ties of all Monuments Set			
Location of all Monuments Found			
Existing Easements, noting the recorded book & page			
STREETS - Existing & Proposed			
Name of Street, including direction if applicable			
Centerline bearings, distances			
Centerline curve data (R, CA, L, Ch)			
Right-of-Way and Width			
LOTS			
Lot Lines with bearings and dimensions			
Lot Numbers, Lot Letters, Outlot Letters			
Lot width at setback as needed to confirm min. width			
Public Dedication Designation in () - ex. "(street)"			
Building Setback Lines			
Reduced, dimensioned setbacks if lacking hydrant coverage			
Address List for all Lots			
NOTES			
Driveway restrictions from higher classified streets			
Prop owner responsible for maintaining OFE, incl. erosion			
Abutting prop owner responsible for maintaining OFE area			
Location of Siren, if applicable			
Repeat of applicable Preliminary Plat notes			
Reference to Engineer's Exhibit			

FINAL PLAT DRAWINGS (Continued)					
Description	OK	Not OK	Comments		
EASEMENTS <i>(Dimensioned and Labeled as either "Public" or "Private")</i>					
Storm Water Management Facility Easement & Agreement					
Ingress/Egress					
Overland Flowage					
Storm Sewer					
Sanitary Sewer					
Water Main					
Sidewalk					
Recreational Trail					
Landscape Buffer					
Monument Sign					
Public Utility Easement (P.U.E.)					
Other:					
ACCOMPANYING INFORMATION					
DESCRIPTION	REVIEWED		AS REVISED		\$ AMOUNT
	OK	Not OK	Signed	Recorded	
GENERAL					
Preliminary Plat - previously approved by Council					
Revised Final Plat Drawing addressing all comments					
Legal Description for all easements					
Calculations for LF of all sidewalks yet to be paved					
CAD file of Final Plat					
PUBLIC IMPROVEMENTS					
Construction Drawings, if not previously approved					
Walk-thru					
Polk City Public Works Punch List					
As-built Record Drawings (GIS/CAD, pdf, certified)					
As-Built Grading Plan (swale flowlines, detention volume)					
Engineer's statement that grading conforms to SWMP					
L.S. Certification that property pins have been set					
Public Works' Recommendation for acceptance					
Cost opinion for outstanding Punch List Items, if any					
Service Locates Table					
4-Year Maintenance Bonds					
Street Lights installed or contract for installation					
Cluster Mailboxes installed (or developer letter re: install)					
ENGINEER'S EXHIBIT					
Plan establishing MOE, MBE, and/or MPE					
Definition of MOE, MBE, and MPE					
LEGAL DOCUMENTS					
Title Opinion					
Consent to Plat of proprietors & mortgage holders					
HOA covering private Storm Water Maintenance					
Certificate of Treasurer					
Warranty Deed to streets, parks, trails					
Other:					

AGREEMENTS					
Development Agreement, if needed					
Agreement to Complete Public Improvements, if needed					
Satisfaction of Agreement, if applicable					
ACCOMPANYING INFORMATION (continued)					
DESCRIPTION	REVIEWED		RECEIVED		\$ AMOUNT
	OK	Not OK	Signed	Recorded	
BONDS					
Maintenance Bond - Paving					
Maintenance Bond - Sanitary Sewer					
Maintenance Bond - Storm Sewer					
Maintenance Bond - Watermain					
Performance Bond - Sidewalks					
Performance Bond - Public Improve unless completed					
PETITION & WAIVERS					
P & W for Future Sidewalks, if applicable					
P & W for Future Streets, if applicable					
Other:					
PUBLIC UTILITIES					
Street Lighting & Electrical Dist System contract					
Natural Gas Distribution System proposal					
Telephone Service provider's proposal					
Cable Television Service provider's proposal					
Other:					
FEES					
Filing Fee					
Assessments, if any, paid in full					
Park Land Donation Fee, if applicable					
Trunk Sanitary Sewer Fee paid in full					
Certified Check or Bond for Punchlist Items					
City Engineer and City Attorney fees paid in full					
EASEMENTS <i>(Signed Documents with Legal Descriptions or, for off-site easements, an Easement Plat)</i>					
Ingress/Egress					
Overland Flowage					
Detention (separate easement for public storm sewers)					
Storm Sewer					
Sanitary Sewer					
Water Main					
Public Sidewalk					
Recreation Trail					
Buffer					
Public Utility Easement (P.U.E.)					
REAL ESTATE TRANSFER					
Warranty Deed for street rights-of-way					
Warranty Deed for park land					
Groundwater Hazard Statements for all dedications					
Other:					