

Final Plat Checklist

The final plat shall depict or contain the information indicated in the following table. An “x” indicates that the information is required. A “check” to the right of the “x” indicates the information has been provided on the plat.

Information Required	Final Plat
Title block containing	
Property designation	x_____
Name of owner	x_____
Location (including township, county and state)	x_____
Date or dates survey was conducted and plat prepared	x_____
A scale of drawing in feet per inch listed in words or figures	x_____
A bar graph	x_____
Name, address, registration number and seal of the Registered Land Surveyor	x_____
The name of the subdivider	x_____
A sketch vicinity map showing the relationship between the proposed subdivision and surrounding area	x_____
Corporate limits, township, boundaries, county lines if on the subdivision tract	x_____
The names, addresses and telephone numbers of all owners, mortgagees, registered land surveyors, land planners, architects and professional engineers responsible for the subdivision	x_____
The registration numbers and seals of the professional engineers	x_____
Date of plat preparation	x_____
North arrow and orientation	x_____
The boundaries of the tract or portion thereof to be subdivided, distinctly and accurately represented with all bearings and distances shown	x_____
The exact boundary lines of the tract to be	x_____

subdivided, fully dimensioned by lengths and bearings and the location of existing boundary lines of adjoining lands

The names of owners of adjoining properties x_____

The names of any adjoining subdivisions of record or proposed and under review x_____

Minimum building setback lines x_____

The zoning classifications of the tract to be subdivided and adjoining properties x_____

Existing property lines on the tract to be subdivided and on adjoining properties x_____

Existing buildings or other structures, water courses, railroads, bridges, culverts, storm drains, both on the land to be subdivided and land immediately adjoining x_____

Proposed lot lines, lot and block numbers and approximate dimensions x_____

The lots numbered consecutively throughout the subdivision x_____

Wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or streambeds and any other natural features affecting the site x_____

The exact location of the flood hazard, floodway and floodway fringe areas from the community's FHBM or other FEMA maps x_____

The following data concerning streets:

Proposed streets x_____

Existing and platted streets on adjoining properties and in the proposed subdivision x_____

Rights-of-way, locations and dimensions x_____

Pavement widths x¹_____

Approximate grades	x ¹ _____
Design engineering data for all corners and curves	x_____
Typical street cross sections	x_____
Street names	x_____
Street maintenance agreement in accordance with	x_____
Type of street dedication; all streets must be designated either “public” or “private”. Where public streets are involved which will not be dedicated to a municipality, the subdivider must submit the following documents to the State Department of Transportation District Highway Office for review: a complete site layout, including any future expansion anticipated; horizontal alignment indicating general curve data on site layout plan; vertical alignment indicated by percent grade, PI station and vertical curve length on site plan layout; (the District Engineer may require the plotting of the ground profile and grade line for roads where special conditions or problems exist); typical section indicating the pavement design and width and the slopes, widths and details for either the curb and gutter or the shoulder and ditch proposed; drainage facilities and drainage areas.	x_____
Where streets are dedicated to the public, but not accepted into a municipal or the state system before lots are sold, a statement explaining the status of the street in accordance with § 154.49(B).	x_____
If any street is proposed to intersect with a state maintained road, the subdivider shall apply for driveway approval as required by the State Department of Transportation, Division of Highways’ Manual on Driveway Regulations.	x_____
Evidence that the subdivider has obtained such approval.	x_____
The location and dimensions of all:	
Utility and other easements	x_____

Riding Trails	X_____
Natural buffers	X_____
Pedestrian or bicycle paths	X_____
Parks and recreation areas with specific type indicated	X_____
School sites	X_____
Areas to be dedicated to or reserved for public use	X_____
Areas to be used for purposes other than residential with the purpose of each stated	X_____
The future ownership (dedication or reservation for public use to governmental body, for owners to duly constituted homeowners' association or for tenants remaining in subdivider's ownership) of recreation and open space lands	X_____
The plans for utility layouts including:	
Public or Community Sewage System (if any)	X ¹ _____
Storm sewers	X ¹ _____
Other drainage facilities, (if any)	X ¹ _____
Public water system (if any)	X ¹ _____
Natural gas lines	X ¹ _____
Telephone lines	X ¹ _____
Electric lines	X ¹ _____
Illustrating connections to existing systems, showing line sizes, the location of fire hydrants, blowoffs, manholes, force mains and gate valves.	X ¹ _____
Plans for individual water supply and septic tank systems, if any	X_____
Profiles based upon mean sea level datum	X_____

for sanitary sewers and storm sewers

Site calculations including:

Acreage in total tract to be subdivided x_____

Acreage in parks and recreation areas and other nonresidential uses x_____

Total number of parcels created x_____

Acreage in the smallest lot in the subdivision x_____

Linear feet in streets x_____

The name and location of any property or buildings within the proposed subdivision or within any contiguous property that is located on the U.S. Department of Interior's National Register of Historic Places x_____

Sufficient engineering data to determine readily and reproduce on the ground every straight or curved line, street line, lot line, right-of-way line, easement line and setback line, including dimensions, bearings or deflection angles, radii, central angles and tangent distance for the center line of curved property lines that are not the boundary line of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute. x_____

The accurate locations and descriptions of all monuments, markers and control points. x_____

A copy of any proposed deed restrictions or similar covenants. Such restrictions are mandatory when private recreation areas are established. x_____

A copy of the erosion control plan submitted to the appropriate authority and a copy of the letter of approval of the erosion control plan by the appropriate authority. x_____

Topographic map with contour intervals of five feet x_____

All certifications required in § 154.31 x_____

Any other information considered by either the subdivider or the Planning Board to be pertinent to the review of the plat. x_____

¹Required on preliminary and final plats for major subdivisions and required only on final plats for minor subdivision.