



FINAL PLAT CHECKLIST

Plat Name: _____

Subdivider's Name _____

Final Plats shall include the following information:

After approval of the Preliminary Plat by the Planning Commission, the subdivider shall prepare and submit to the Planning Commission a Final Plat prepared by a registered engineer and registered land surveyor for recording purposes and shall submit to the City Engineer:

- ☐ A sanitary sewer plan
- ☐ A surface storm drainage plan within the subdivision (this requirement may vary on a case by case basis, subject to City Council review and approval).
- ☐ A street profile plan with a statement of proposed street improvements

Final Plat, in conformance with the approved Preliminary Plat, shall include:

- ☐ Name of subdivision
- ☐ Date, north arrow and scale
- ☐ Boundary lines of area being subdivided (heavy dashed lines) with accurate distance, angles other than 90 degrees, boundaries and location of section and half-section lines in relation to Plat.
- ☐ Include lands adjoining subdivision for a distance of two hundred (200) feet on all sides, all names of such additions, and streets, together with property lines, lot and block numbers and other designations, (except dimensions, to be shown by broken lines.) Dimensions of bounding streets, together with lot dimensions on side adjoining streets shall be shown.
- ☐ Identifications systems for all lots and blocks.
- ☐ Proposed streets, cul-de-sacs, (with names), alleys, easements and other dedications and lots of other parcels of land must be accurately dimensioned. All angles other than ninety (90) degrees, as required to definitely establish lines or parcels of land, must be shown.
- ☐ Locations of markings (in feet and decimals of a foot) of iron pipe, three-quarters (3/4) of an inch plus or minus, in diameter and not less than two (2) feet in length at all lot corners and change in alignments of such lines.

- ❑ The point of beginning and ending of curve, its radius and total deflection angle.
- ❑ Certification by a registered land surveyor.
- ❑ A notarized certification signed and acknowledged by all parties having any titled interest in, or lien upon the land to be subdivided consenting to the Final Plat including the dedication of parts of the land for streets, easements, and other purposes.
- ❑ A certification signed by the County Treasurer stating that there are no regular or special taxes due or delinquent against the platted land.
- ❑ A form for the approval of the Planning Commission.
- ❑ A form for the approval of the City Council to be signed by the Mayor and attested to by the City Clerk.
- ❑ Location description of the subdivision by the section, township, range, county, and state and including metes and bounds description for the boundaries of the subdivision.
- ❑ A form for the approval of the City Engineer.
- ❑ A form for Acknowledgement by Notary.
- ❑ A form for Certificate of County Register of Deeds.
- ❑ One copy of any private restrictions or covenants affecting the subdivision or any part thereof, if applicable.

**Please refer to the Springfield Subdivision Regulations for subdivision design standards.*