

Property Location for Final Plat (street address and/or boundary description):

Subdivision Name: _____

Gross acreage of subdivision: _____ Total number of proposed lots: _____

Current property zoning: _____

Is subdivision within Van Meter's corporate limits yes ☐ no

Is subject property within a 100-year floodplain ☐ yes ☐ no

Applicant/Contact Person: _____

Full Name: _____ Company: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Cell Phone: _____

E-mail: _____

Property Owner: _____

Full Name: _____ Company: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Cell Phone: _____

E-mail: _____

Attorney _____

Full Name: _____ Firm Name: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Cell Phone: _____

E-mail: _____

Land Surveyor/Engineer: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Cell Phone: _____

E-mail: _____

I (We) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Van Meter, and have submitted all the required information.

Signed by: _____ Date: _____

(Applicant/Contact Person)

Note: No other signature may be substituted for the Property Owner's Signature

and: _____ Date: _____

(Property Owner)

Final Plat Drawing Application Checklist

Preliminary Plat approval ☐ Plan & Zoning Commission ☐ City Council

The following is the required information as set forth in Section 170.14 of the Van Meter Code of Ordinances. **Paper copies on sheets not to exceed 18" x 24". Please submit 1 paper copy and 1 electronic copy.**

1. The name of the subdivision
2. Name and address of the owner and subdivider
3. Scale and a graphic bar scale, north arrow and date on each sheet
4. All monuments to be of record, as required by Chapter 354 of the Code of Iowa
5. Sufficient survey data to positively describe the bounds of every lot, block, street, easement or other areas shown on the plat, as well as the outer boundaries of the subdivided land
6. All distance, bearing, curve and other survey data, as required by Chapter 354 of the Code of Iowa
7. All adjoining properties shall be identified, and where such adjoining properties are a part of a recorded subdivision, the name of that subdivision shall be shown. If the subdivision platted is a re-subdivision of a part or the whole of a previously recorded subdivision, sufficient ties shall be shown to controlling lines appearing on the earlier plat to permit an overlay to be made. Re-subdivision shall be labeled as such in a subtitle following the name of the subdivision wherever the name appears on the plat.
8. Street names and clear designation of public alleys
9. Lot letters and numbers
10. Accurate dimensions for any property to be dedicated or reserved for public use, and the purpose for which such property is dedicated or reserved for public use
11. The purpose of any easement shown on the plat shall be confined to only those easements pertaining to public utilities including gas, power, telephone, cable television, water, sewer, easements for ingress and egress and such drainage easements as are deemed necessary for the orderly development of the land encompassed within the plat
12. All interior excepted parcels, clearly indicated and labeled "not a part of this plat."
13. Outlots, including identification and purpose
14. The minimum unadjusted acceptable error of closure for all subdivision boundaries shall be 1:10,000 and shall be 1:5,000 for any individual lot
15. A statement by a registered land surveyor that the plat was prepared by the surveyor or under the surveyor's direct personal supervision, signed and dated by the surveyor and bearing the surveyor's Iowa registration number or seal, and a sealed certificate of the accuracy of the plat by the registered land surveyor who drew the plat
16. Lot address numbers as assigned by the City - **City Engineer will provide prior to Council approval**
17. Notes and restrictions required by the City

Final Plat Drawing Application Checklist - Required Attachments

1. All documents required under Section 354.11 of the Code of Iowa, as amended or modified from time to time
2. The encumbrance bond, if any
3. A statement of restrictions of all types that run with the land
4. Where the improvements have been installed; the maintenance bond required by this chapter
5. If private streets or other private improvements have been approved, an agreement in the form of a covenant running with the land, in a form approved by the City Attorney, providing for the construction or reconstruction of any improvements to meet City standards, and the assessment of all costs to the property owners in the event of annexation and dedication and acceptance shall be required
6. A resolution and certificate for approval by the City Council and for signatures of the Mayor - **Not required, City will provide**
7. Warranty deeds for all lots to be deeded to the City for street right-of-way or other purposes
8. The applicable fee, if any

Application Fee: \$10 per lot + any applicable engineering fees that have not yet been billed.

Applications shall be submitted to the City Clerk of Van Meter, City Hall, 310 Mill Street - PO BOX 160, Van Meter, IA 50261. Electronic submission shall be sent to pandz@vanmeteria.gov.

No application can be accepted for filing unless all required information is submitted.

For Staff Use: Application complete

Fee paid

Received by: _____ Date: _____