



# FINAL PLAT APPLICATION

CITY OF TIFFIN · 300 RAILROAD ST, PO BOX 259 · TIFFIN, IA 52340

### **Applicant Information:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Address: \_\_\_\_\_  
Street or PO Box # City State Zip Code  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Additional Contact:**

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Property Owner (if other than applicant):**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
Street or PO Box # City State Zip Code  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Engineer of Record:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Property Information:**

Address (if no address, list name of closest streets): \_\_\_\_\_  
 Assessor's Parcel # (Attach Legal Description): \_\_\_\_\_  
 Subdivision Name: \_\_\_\_\_ Number of Lots: \_\_\_\_\_  
 Property Size: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

### **For Staff Use:**

\_\_\_\_\_ Submitted to City Hall \$ \_\_\_\_\_ in fees paid on \_\_\_\_\_  
 Copy to Building Inspector \_\_\_\_\_ Received Building Inspector Review  
 Copy to City Attorney \_\_\_\_\_ Received City Attorney's Review  
 Copy to City Engineer \_\_\_\_\_ Received City Engineer's Review  
 Copy to Fire Chief \_\_\_\_\_ Received Fire Chief's Review  
 \_\_\_\_\_ Date of first Council Meeting \_\_\_\_\_ Recommend & Resolution # \_\_\_\_\_ - \_\_\_\_\_ Approved  
 \_\_\_\_\_ Developer's Agreement Approved by Council  
 City Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PRELIMINARY CHECKLIST:**

Please attach following items. Additional materials may be required during the review process. Failure to submit the complete application materials may result in delays in processing, use the following checklist to confirm that application is complete.

**Submittal Deadline:** 1<sup>st</sup> working day of each month at 12:00 Noon

**Submittal Requirements:**

- 1 completed copy of this application form, including checklist.
- Application fee: \$600.00 plus \$50.00/lot. Applicant is responsible for actual costs of the City Engineer's review and any additional engineering reviews.
- 7 scalable copies folded to 8.5x11 & Acrobat "PDF" files.
- Other information requested by City Staff for review of the proposed project.
- If the applicant is other than the legal owner, the applicant interest shall be indicated and the legal owner's authority to apply shall be included in a certified legal form.

**Final Plat Checklist:**

- Location map of the property showing subdivision name and outline of area to be subdivided.
- Legal description
- Acreage and name of proposed subdivision
- Name and address of owner, subdivider, and person(s) who prepared the plat, owner's attorney, representative, or agent if any and date prepared
- North point and graphic scale
- Contours of 5' intervals or less
- Accurate property boundary lines, with dimensions and angles, which provide a land survey of the tract, closing with an error of not more than one foot in 10,000 feet.
- Locations of existing lot lines, streets, public utilities, water mains, sanitary sewers, storm sewers, drain pipes, culverts, watercourses, storm water detention facilities, and any other public improvements in the proposed subdivision
- Existing streets and utilities on adjoining properties
- Layout of proposed blocks and lots, including the dimensions of each and the lots and block number in numerical order, for lots where the lot width is different from the frontages, the lot width must be included on the plat;
- Locations, names, widths, and other dimensions of the proposed streets, utility and other easements, parks, and other open spaces or reserved areas.
- Certification by the utility companies that utility easements are properly placed for the installation of utilities;
- Grades of proposed streets;
- Complete Curve notes for all curves included in the plat;
- Minimum Low Opening (MLO) table, when require by City;
- A cross-section of the proposed streets showing the roadway locations, the type of curb and gutter, the paving, sidewalks to be installed
- The layout of proposed water mains and sanitary sewers;
- The drainage of the land, including proposed storm sewers, ditches, swales, culverts, storm water management facilities, and other structures;
- Certification of the accuracy of the plat by a registered land surveyor of the State.
- 3 sets as-built drawings,
- 4 sets of legal documents
- A signature block for endorsement by the City Clerk certifying the City Council's approval of the plat.