

# Final Plat Approval of a Major Subdivision

## *Application Packet*

### 1. Application Packet

**Complete and submit all the required materials that are part of this Application Packet. Failure to do so will result in a delay in accepting your application until it is complete.**

The Application Packet for Final Plat Approval of a Major Subdivision includes the following:

- Application Form
- Final Plat - Major Subdivision Checklist

### 2. What must be submitted?

- One (1) completed and signed Application Form
- One (1) completed Final Plat - Major Subdivision Checklist
- Sixteen (16) copies of the Final Plat, no larger than 24"x36"
- Two (2) 11"x17" blackline copies (only if originals are larger than 11"x17")
- Upon final submittal of revised drawings, one (1) computer diskette containing a Computer Design Drawing of the Final Plat (Hardware and software specifications for the Computer Design Drawing are explained later in this application packet)
- Final Plat Attachments, as described on the Checklist
- The required fee of **\$330.00**

*No application will be accepted unless it complies with all the submittal requirements. Applications that are incomplete will be returned to the applicant outlining the deficiencies.*

### 3. What is the process?

- The **Final Plat** is the third and last step in the approval process for a Major Subdivision. The first step and second steps have already occurred. These included the *Pre-application Conference* and the *Preliminary Plat*. The **Final Plat** application must be filed after the *Preliminary Plat* has been approved, but within one year of the date of approval of the *Preliminary Plat*.
- The Department of Planning and Housing shall forward the Final Plat to the City Council for its review within 30 days after the applicant has filed a complete Application for **Final Plat Approval of a Major Subdivision** if the Department finds and reports in writing that the Final Plat substantially conforms to the approved *Preliminary Plat*. An Application for **Final Plat Approval of a Major Subdivision** shall be "complete" for the purpose of commencing time periods within which action by the City Council is required when so certified by the Department of Planning and Housing.
- See the Final Plat process in the table on Page 2. Note that there is not a submittal deadline, but application completeness is determined before staff review begins.

<b>FINAL PLAT APPLICATION PROCESSING SCHEDULE</b>					
<b>Submittal Date</b>	<b>Notice of Application Completeness</b>	<b>Staff Review Begins</b>	<b>Staff Comments to Applicant</b>	<b>Revisions Submitted (if applicable)</b>	<b>City Council Review and Action</b>
Determined by applicant	Within 3 working days of submittal	Immediately following notice of <u>complete</u> application	Within 7 days of notice of complete application	Determined by applicant	Between 12 & 26 days after final revisions submitted, or after request to process as is.
	If application is incomplete, process begins anew on submittal date of new information.		If no revisions or additional information required, project will be scheduled for City Council review within 12-26 days of final staff comments.	Staff response to revisions within 7 working days of submittal. Applicant may revise again or request to process as is.	Number of days depends upon both date of submittal and the number of weeks in a month.

4. **Where should submittals be made?**

- Submit the completed Final Plat for a Major Subdivision Application Packet to:

Department of Planning and Housing  
City of Ames  
515 Clark Avenue Room 214  
Ames, Iowa 50010

**IF YOU HAVE ANY QUESTIONS WHILE COMPLETING THIS APPLICATION,  
PLEASE CONTACT THE DEPARTMENT OF PLANNING AND HOUSING.**

Phone: 515-239-5400  
E-mail: [planning@cityofames.org](mailto:planning@cityofames.org)

# Final Plat Approval of a Major Subdivision

## *Application Form*

(This form must be filled out completely before your application will be accepted.)

1. **Property Location** of this Final Plat for a Major Subdivision (Street Address and/or Boundary Description): \_\_\_\_\_  
\_\_\_\_\_
2. **Description of Existing Use(s) and Proposed Use(s) of the Property:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. **Subdivision Name:** \_\_\_\_\_
4. **Property Owner:** \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)  
Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_
5. **Attorney:** \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)  
Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_
6. **Land Surveyor:** \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)  
Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

7. **Contact Person:** \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone Number: \_\_\_\_\_ 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 Ames, and have submitted all the required information.*

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Property Owner(s)

\_\_\_\_\_  
Print Name

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

# Final Plat Approval of a Major Subdivision

## *Final Plat – Major Subdivision Checklist*

(This form must be filled out completely before your application will be accepted.)

### The following items are included with this submittal for Final Plat Approval of a Major Subdivision:

- ☐ One (1) completed and signed Application Form
- ☐ One (1) completed Final Plat – Major Subdivision Checklist
- ☐ Sixteen (16) copies of the Final Plat no larger than 24"x36" (**Note: Two (2) copies of the Final Plat need to have original signatures for filing. One (1) will be filed with the Story County Recorder's office and one (1) will be filed with the Ames City Clerk's office.**)
- ☐ Two (2) 11"x17" blackline copies of the plat (only if the originals are larger than 11"x17") with original signatures and in a format that meets the recording requirements of Story County
- ☐ Upon final submittal of revised drawings, one (1) computer diskette containing a Computer Design Drawing of the Final Plat. (Hardware and software specifications for the Computer Design Drawing are explained later in this application packet.)
- ☐ Three (3) copies of the resolution to be decided on by the City Council approving the Final Plat and accepting lands to be dedicated for public use
- ☐ Two (2) documents from the property owners consenting to the subdivision and consenting to dedication of easements and right-of-way, each with original signatures
- ☐ Two (2) documents from all mortgage and lien holders indicating consent to the subdivision, each with original signatures
- ☐ Two (2) title opinions from an attorney indicating that the land is owned in fee by the owner who has consented to the subdivision, each with original signatures
- ☐ Two (2) certificates from the County Treasurer that all tax payment obligations on the property have been paid, each with original signatures
- ☐ Two (2) easement documents for all utilities and other purposes, each with original signatures
- ☐ Two (2) agreement for sidewalk documents, each with original signatures
- ☐ One (1) copy of a certificate from the Municipal Engineer that improvements have been installed according to "as built" plans, or two (2) signed copies of the Improvement Agreement for required public improvements, and a certificate from the City Clerk that the bond has been approved by the City Attorney and is on file guaranteeing the completion of all improvements
- ☐ Three (3) copies of a resolution for approval by the City Council indicating that some or all of the subdivision improvements have been installed and are to be accepted
- ☐ The application filing fee of **\$330.00**

**NOTE: The Developer will need to provide a completed Groundwater Hazard Statement to the Story County Recorder at the time the Final Plat documents are recorded.**

**Section 23.503 of the Subdivision Regulations describes the information that must be shown on the Final Plat of a Major Subdivision, as follows:**

**General Information:**

- ☐ Name, address and other pertinent information about the owner and the developer
- ☐ Name of the proposed subdivision on each sheet and a notation identifying any re-subdivision as such wherever the name of the proposed subdivision appears
- ☐ Statement by a registered land surveyor that the plat was prepared by or under his or her supervision
- ☐ The surveyor's signature, Iowa registration number or seal, and certification of the accuracy of the plat. **(Note: Two copies of the Final Plat need to have original signatures for filing. One (1) will be filed with the Story County Recorder's office and one (1) will be filed with the Ames City Clerk's office.)**
- ☐ The number of each sheet
- ☐ Total number of sheets included in the plat
- ☐ Match lines indicating where each sheet adjoins any other sheet, and an index sheet showing the relationship between the sheets
- ☐ Scale of 1" = 50', unless an alternate scale has been approved by the Director of the Department of Planning and Housing
- ☐ North arrow and the preparation or submission date on each sheet
- ☐ Sheets sized at 24"x36" or smaller and no less than 8.5"x11"
- ☐ Upon final submittal of revised drawings, one (1) computer diskette containing a Computer Design Drawing of the Final Plat. (Hardware and software specifications for the Computer Design Drawing are explained later in this application packet.)
- ☐ **If changes are made**, then the final submittal of revised drawings shall include:
  - ☐ Two (2) reduced copies (11"x17") with the original signature of the surveyor certifying the Final Plat
  - ☐ Two (2) full size copies (24"x36") with the original signature of the surveyor certifying the Final Plat
  - ☐ Five (5) full size copies (24"x36") that are signed by the surveyor, but do not need to have the original signature
  - ☐ One (1) reduced copy (11"x17") that is signed by the surveyor, but does not need to have the original signature

**Survey Data:**

- ☐ Indicate all monuments existing or to be of record, as required by the Code of Iowa
- ☐ Survey data describing existing or proposed lots, blocks, public or private way, railroad or utility right-of-way
- ☐ The outer boundaries of the tract or parcel proposed to be subdivided drawn in a solid, bold black line
- ☐ Reference ties to at least two section corners within the United States Public Land Survey System or to at least two established monuments within any existing recorded plat when the proposed subdivision is a re-subdivision in whole or in part
- ☐ Distance, bearing, curve, and other survey data, as required by the Code of Iowa
- ☐ Street stationing data for each street
- ☐ Two monuments on the boundary shall be noted as being in accordance with the City's requirements relative to the established State Plane Coordinate System as defined in the Code of Iowa

**Existing Features:**

- ☐ Location, areas, and dimensions of any existing flood plains
- ☐ Any existing or proposed public ways

**Lot and Block Numbering and Design:**

- ☐ Lot and block numbers for lots to be platted
- ☐ Lot and block numbers for all adjoining or interior excepted tracts or parcels by clear and relevant identifying information including the notation: "not a part of this plat"
- ☐ The square footage of any lot to be platted by the proposed subdivision, to be shown on the plat either on each such lot or in a lot area table

**Other Information on the Plat:**

- ☐ The following notation:  
"SOIL BORINGS ARE REQUIRED IN AREAS WITHIN THIS PLAT WHICH HAVE BEEN IDENTIFIED BY THE CITY OF AMES AS HAVING SOILS THAT MAKE CONSTRUCTION OF BUILDINGS DIFFICULT."
- ☐ Any other information previously provided on the Sketch Plan or Preliminary Plat and requested by the Department of Planning and Housing

**Final Plat Attachments:**

- ☐ Complete legal description of the tract or parcel to be subdivided
- ☐ A certificate signed by the owners and notarized that the plat is prepared with their free consent and is in accordance with their desire
- ☐ A certificate signed and notarized by any mortgage holders or lien holders that the plat is prepared with their free consent and is in accordance with their desire
- ☐ A document dedicating to the public all lands within the plat that are designated for streets, alleys, easements, parks, open areas, school property, or other public use provided that such dedication is approved by the City Council
- ☐ An opinion by an attorney indicating that fee title to the tract or parcel proposed to be subdivided is in the name of the owner
- ☐ A certificate from the County Treasurer indicating that the tract or parcel proposed to be subdivided is free from certified taxes and from certified special assessments
- ☐ A certificate from the Municipal Engineer that “as built” plans show that all required improvements have been satisfactorily completed in accordance with approved construction plans, or a Certificate from the City Clerk that a bond guaranteeing completion of all required improvements has been approved by the City Attorney and filed with the City Clerk
- ☐ A resolution to be approved by the City Council indicating that some or all of the required improvements have been installed according to “as built” plans as certified by the City Engineer and are to be accepted by the City
- ☐ A resolution to be approved by the City Council describing the tract or parcel to be subdivided and stating that the plat depicting the proposed subdivision has been reviewed by the Planning and Zoning Commission, that the owner has complied with all relevant provisions of the code of the City of Ames and the laws of the State of Iowa, that the City has accepted any areas dedicated for public use, that the plat is hereby approved, and that the Mayor and the City Clerk are hereby directed to certify the resolution.