



## **Final Plat Approval of a Minor Subdivision**

### *Application Packet*

1. **Application Packet.** *Be sure to complete and submit all the required materials that are a 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 Minor Subdivision* includes the following:

- Application Form (*This form must be filled out completely for all applications.*), and
- *Final Plat – Minor Subdivision Checklist (Use this Checklist to prepare the Final Plat.)*.

2. **What must be submitted?**

- One (1) completed and signed Application Form.
- A copy of the Sketch Plan Letter from the Planning & Housing Department.
- One (1) completed *Final Plat – Minor Subdivision Checklist*.
- Twelve (12) copies of the *Final Plat*, no larger than 24” by 36” and (2) reproducible backline copies no larger than 11”x17” prepared in accordance with subsection 23.501
- A PDF of the *Final Plat*.
- Warranty Deed and Acquisition Plat, if applicable.
- A CAD file (AutoCAD or MicroStation) prepared in accordance with the established State Plane Coordinate System as defined in Chapter 355 of the Code of Iowa is required once the *Final Plat* is approved.
- Payment of the application filing fee as established by the City Council.

***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 second and last step in the approval process for a Minor Subdivision. The first step has already occurred with the Pre-application Conference. See the *Final Plat* process in the table below. Note that there is not a submittal deadline, but application completeness is determined before staff review begins.

| FINAL PLAT APPLICATION PROCESSING SCHEDULE |                                                                                         |                                                             |                                                                                                                                                  |                                                                                                                         |                                                                                          |
|--------------------------------------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Submittal Date                             | Notice of Application Completeness                                                      | Staff Review Begins                                         | Staff Comments to Applicant                                                                                                                      | Revisions Submitted (if applicable)                                                                                     | City Council Review and Action                                                           |
| Determined by applicant                    | Within 3 working days of submittal                                                      | Immediately following notice of <u>complete</u> application | Within 10 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 Minor Subdivision Application Packet* to the:

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

- The applicant shall file an application for ***Final Plat Approval of a Minor Subdivision*** with the Department of Planning & Housing. The deadline to file this application can be found on the City's web site at <http://www.cityofames.org> by following the "Boards and Commissions Work Schedule" link on the Department of Planning & Housing home page or by calling 515-239-5400.

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

Phone: 515-239-5400  
FAX: 515-239-5404  
E-mail: [planning@cityofames.org](mailto:planning@cityofames.org)

# Final Plat Approval of a Minor 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 Minor 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: \_\_\_\_\_

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

Telephone: \_\_\_\_\_  
(Home) (Business) (Fax)

5. **Attorney:** \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_  
(Home) (Business) (Fax)

6. **Land Surveyor:** \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_  
(Home) (Business) (Fax)

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

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

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

Telephone: \_\_\_\_\_  
(Home) (Business) (Fax)

E-mail address: \_\_\_\_\_

**Duplicate this sheet as needed. Names and signatures of the owners of each lot or parcel that the proposed plat of survey encompasses are required.**

*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 Minor Subdivision

## *Final Plat – Minor Subdivision Checklist*

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

**The following items are included with this submittal for approval of a *Final Plat* for a *Minor Subdivision*:**

- ☐ One (1) completed and signed Application Form.
- ☐ A copy of the Sketch Plan Letter from the Planning & Housing Department.
- ☐ One (1) completed *Final Plat – Minor Subdivision Checklist*.
- ☐ Twelve (12) copies of the *Final Plat* no larger than 24" by 36".
- ☐ Two (2) reproducible blackline copies of the *Final Plat* no larger than 11" x 17".
- ☐ A PDF of the *Final Plat*.
- ☐ Warranty Deed and Acquisition Plat (if applicable).
- ☐ Two (2) Consent and Dedication 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) Mortgagee's Consent documents, from all mortgage and lien holders indicating consent to the subdivision, each signed and notarized with original signatures.
- ☐ Two (2) Attorney Opinion of Title documents, indicating that fee title to the tract or parcel proposed to be subdivided is in the name of the owner, each with original signatures.
- ☐ Two (2) Certificate of County Treasurer documents indicating that all tax payment obligations on the property have been paid, with original signatures.
- ☐ Two (2) Execution of Easement documents for all utilities and other purposes, each with original signatures.
- ☐ Two (2) Sidewalk and Street Tree Agreement documents, each with original signatures.
- ☐ Three (3) Resolution documents, for City Council approval of the *Final Plat of the Minor Subdivision* and accepting lands to be dedicated for public use (if applicable).
- ☐ Payment for the application filing fee as established by the City Council.

**NOTE: A CAD file (AutoCAD or MicroStation) prepared in accordance with the established State Plane Coordinate System as defined in Chapter 355 of the Code of Iowa is required once the *Final Plat* is approved; AND**

**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 23.504 of the subdivision regulations describes the information that must be shown on the *Final Plat of a Minor Subdivision*, as follows:**

**General Information:**

- ☐ Name, address and other pertinent information about the owner and the developer.
- ☐ Complete legal description of the tract or parcel to be subdivided.
- ☐ 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 & Housing.
- ☐ North arrow and the preparation or submission date on each sheet.
- ☐ Sheets sized at 24" by 36" or smaller, but no less than 8-1/2" by 11".
- ☐ Resubmittals (prior to final) may be by PDF.
- ☐ Final Submittal. IF changes are made, then the Final Submittal of revised *Final Plat* drawings shall include:
  - # Copies of Approved Plans in a format that meets the recording requirements of Story County:
    - ☐ Two (2) full size copies (24"x36") with the original signature of the surveyor certifying the Plat.
    - ☐ Two (2) reduced copies (no larger than 11"x17") with the original signature of the surveyor certifying the Plat.
  - # Copies of Approved Plans (digital signature is acceptable):
    - ☐ One (1) full size copy (24"x36") with signature of the surveyor certifying the Plat.
    - ☐ Six (6) reduced copies (no larger than 11"x17") with signature of the surveyor certifying the Plat.
    - ☐ A PDF of the *Final Approved Plat*
    - ☐ A CAD file (AutoCAD or MicroStation) prepared in accordance with the established State Plane Coordinate System as defined in Chapter 355 of the Code of Iowa.

**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.
- ☐ Ties to at least two section corners within the United States Public Land Survey System or to two established monuments within any existing recorded plat when the proposed subdivision is a re-subdivision in whole or in part.

- ☐ Two boundary monuments shall be noted as being in accordance with the City's requirements relative to the established State Plane Coordinate System as defined in Chapter 355 Code of Iowa.
- ☐ Distance, bearing, curve, and other survey data, as required by the Code of Iowa.

**Existing Features:**

- ☐ Location of flood plain as applicable.
- ☐ The names of existing streets.

**Lot and Block Numbering and Design:**

- ☐ Lot and/or block letters for lots to be platted.
- ☐ Lot and block numbers for all adjoining or interior excepted tracts or parcels with a clear label:  
"not a part of this plat".
- ☐ Lot area shown in square footage rather than acreage for any lot to be platted, shown on the plat on each 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."
- ☐ Other information previously provided on the Sketch Plan and requested by the Department of Planning & Housing.