

FINAL PLAT SUBMITTAL LIST

- Application
- Final Plat/Map of Dedication review fee*
 *Refer to Engineering Fee Schedule
- Completed Application Contact
- Completed Ownership Verification
- Legal description of the site boundary lines
- Computer point to point for all of the site boundary lines; including coordinates, bearings, and distances for all section and reference ties
- 12 **folded** copies of the Final Plat, 24' x 36"
- An 8 ½" x 11" reduced copy of the Final Plat **at final submittal**.
- Provide an autocad drawing of the project that can be opened in Autodesk Map 2004, drawn to scale with ties to Peoria's section monumentation. **At final submittal**.
- Individual lot and overall boundary closure calculations
- Copy of Approved Preliminary Plat (Residential Only)
- Copy of Approved Site Plan or Preliminary Campus Plan (Non-Residential Only)

*******NOTE: If final plat is being submitted with Civil Improvement drawings, some items listed above may be on the Civil Plan Submittal Checklist. It is not necessary to submit these items twice.**

The following items shall be included on all Final Plats:

IDENTIFICATION DATA

- Name of subdivision and location by Section, Township, Range and County
- Name, address, registration number and signature or signed seal of the Registered Land Surveyor preparing the plat
- Scale, North arrow or indicator and date of plat preparation

SURVEY DATA

- Boundaries of the tract fully balanced and closed, showing all bearings and distances
- Any exceptions within the plat boundaries located by bearing and distance
- Location and description of the cardinal points to which all dimensions, angles, bearings and similar data on the plat are referenced; two corners of the subdivision traverse shall be tied by course and distance to separate section corners or quarter-section corners
- Location and description of all physical encroachment upon the boundary
- Copy of current (within 30 days) title report
- Copy of a current/applicable A.L.T.A. Survey

DESCRIPTIVE DATA

- Name Right-of-Way lines, courses, lengths, widths of all public streets, alleys, crosswalks, and utility easements; radii, points of tangency, and central angles of all curvilinear streets and alleys; radii of all rounded street line intersections; etc.
- All drainage ways dedicated to the public
- All utility and public service easements, including limitations of easements
- Location and dimensions of all lots
- All lots numbered consecutively, exceptions and tracts shall be dimensioned and identified
- Provide a table identifying the lot area in square feet for each lot or included as lot/tract designation data
- Location, dimensions, bearings, radii, arcs, and central angles of all sites to be dedicated to the public and the use specified
- Location of all adjoining subdivision with date, book, and page number of recordation noted
- Any private deed restrictions to be imposed upon the plat
- City and County boundary lines
- Font size shall be a minimum of 10 or greater

DEDICATION AND ACKNOWLEDGEMENT

- Statement of Dedication of all streets, alleys, crosswalks, drainage ways, easements, tracts and retention/detention basins. Clearly identify the party, City, Homeowners Association, etc., responsible for maintenance of the specific right-of-way, easement, tract

CERTIFICATION

- Certification by a registered land surveyor

APPROVAL

- Provide signature blocks for the City Engineer, Mayor attested by the City Clerk
- All type and signatures must be in black ink. No ballpoint pens
- All stamps/seals **MUST BE CLEARLY LEGIBLE AND NOT SMEARED**. If the stamps/ seals are smeared or illegible, the final plat will be returned to the Engineer/Developer for correction. (use inks suitable for non-penetrating Mylar)
- When final plat is ready to be recorded, 3 copies are required. The City's copy must be 4 mil Mylar
- Provide an 8 1/2 X 11 exhibit with seal (does not need to be a reduction)
- Provide an 8 1/2 X 11 exhibit version of the vicinity map

NOTES

- Notes stating the formation of a Street Light Improvement District, Maintenance Improvement District, a Fire Improvement District
- Note stating that the subdivision is in the vicinity of a military airport, if necessary
- Note stating the type of structures allowed within the easement
- Note identifying the agency providing water and sewer service
- Note stating that the adjacent street is designated as a truck route, if necessary
- Note stating that the subdivision is in the vicinity of a rock quarry, (gravel operation) if necessary