

# Minor Final Plat Application

A subdivision plat for not more than four lots within a tract of record.

The Minor Final Plat will be reviewed and approved upon satisfactory compliance with the Comprehensive Plan, Zoning Ordinance and pertinent Subdivision Ordinance regulations.

Please complete the entire application and submit with the required documentation and fee.



## 1. Applicant Information

\_\_\_\_\_  
Applicant (Print Name) Phone

\_\_\_\_\_  
Interest in Property (owner, renter, perspective buyer, etc.)

\_\_\_\_\_  
Address, City, State and Zip

\_\_\_\_\_  
Email

(time stamp)  
Official Use Only

## 2. Developer Information

\_\_\_\_\_  
Developer (Print Name) Phone Email

\_\_\_\_\_  
Address, City, State and Zip

## 3. Property Owner Information

\_\_\_\_\_  
Property Owner (Print Name) Phone Email

\_\_\_\_\_  
Address, City, State and Zip

## 4. Subject Property Information

\_\_\_\_\_  
Property Address Zoning District

\_\_\_\_\_  
District and Parcel Number

Legal Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

## 5. Attached Checklist and Subdivision Plat Notes

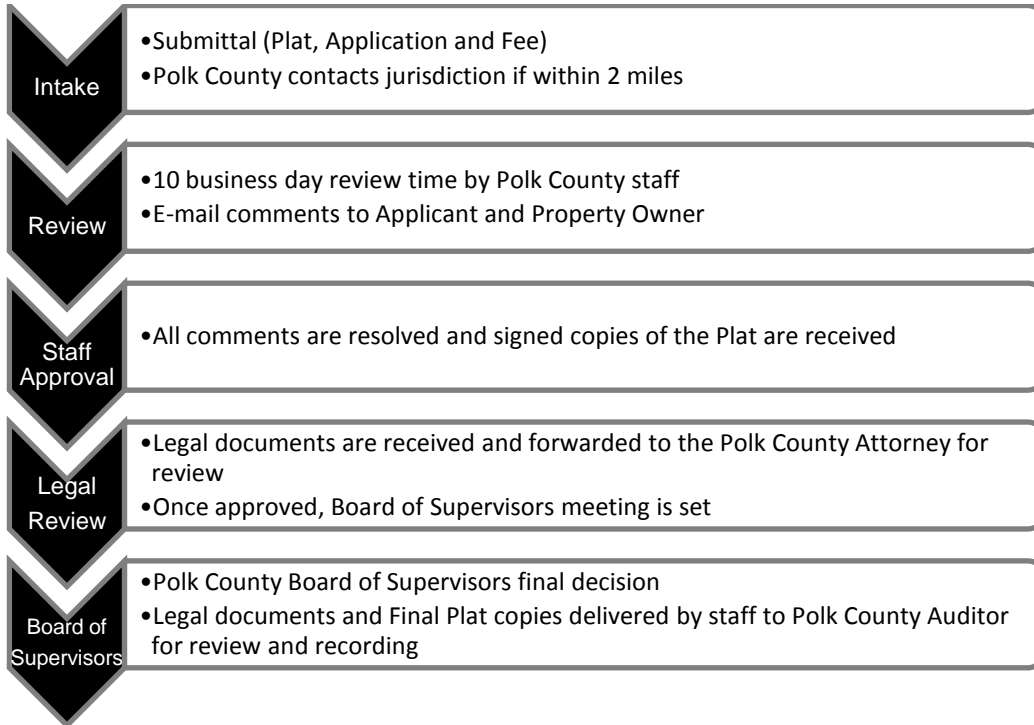
## Minor Final Plat

### Submittal Requirements:

- ✓ 1 copy of the Final Plat + Electronic Copy
- ✓ Application Form



### Process:



## Minor Final Plat Checklist

### Information Required

	Map scale 1"=50' or 1"=60' or 1"=100' if necessary
	Plan size shall not exceed 24" X 36" <i>* may be drawn on more than one sheet with appropriate match lines</i>
	Name of Development
	Type of map or plat (Final Plat)
	Location of map or plat (address, city, township, section & range)
	Legal Description of parcel and source of boundary information (plat book & page) and number acres
	North arrow, scale
	Owner's and/or Developer's name, address, telephone number
	Surveyor's name, address, telephone number
	Registration and seal of surveyor
	Date(s) prepared and revision dates
	Boundary lines of subdivided area with accurate distances, bearings and boundary angles
	Location and names of adjoining subdivisions

	Names of owners of all adjoining parcels
	Identify adjacent parcels and their boundaries
	Location of existing monuments, markers and control corners
	Boundaries of parcel to be subdivided in heavy line (phase lines, if multiple phases)
	Front building setback lines
	Proposed lot lines, lot numbers, dimensions, and lot area (in square feet, if below 1 acre)
	Curve data including: delta angle, degree of curve, length of arc, and tangent
	Existing and proposed right of way widths, street names, and centerlines
	Location, area and elevations of floodway and flood fringe from Flood Hazard Boundary Maps
	Location, width and type of easements for public utilities: sanitary sewer, water, storm sewer, gas, electric, cable TV
	Location, dimensions and size of common areas and open space areas under Owner Association control
	Location, dimensions and size of areas proposed for public dedication and use
	Addresses for buildable lots

### Legal Document Checklist

	Consent to Plat (notarized) Owner & Spouse / Contract Purchaser / Corporate Owner / Mortgage Owner
	Release of mortgage on any property deeded to a governmental body (Polk County for Road Lot, etc.)
	Attorney's Opinion (Abstract search not older than 90 days)
	Treasurer's Certificate
	Warranty Deeds (noted on the Warranty Deed for public roadways that they are to be returned to Polk County Public Works Department)
	Covenants
	Homeowners Association Agreements
	Original City Council Resolution – approval or waiver (Jurisdictions within 2 miles)
	Four copies of the signed final plat, including addresses. (Final Plat must be <b>rolled</b> , not folded).

Polk County Public Works, Planning & Development Division  
5885 NE 14<sup>th</sup> Street, Des Moines, IA 50313  
Phone (515)286-3705  
email: [PublicWorks@polkcountyiowa.gov](mailto:PublicWorks@polkcountyiowa.gov)

- Forms available online: <https://www.polkcountyiowa.gov/public-works/forms-and-resources/>