

Ballard City

Final Plat

Check List

TO BE COMPLETED BY BOTH THE DEVELOPER AND THE CITY

Design: Check each of the following items for compliance with adopted City Standards, Titles, General Plans and Ordinances. This form, when properly completed, shall be included with the application for the final plat phase of the Subdivision being submitted for review and approval.

Check: Check each of the following items for compliance with adopted City Standards, Titles, General Plans and Ordinances. Note deficiencies, by reference number on a separate sheet and attach to this document. Upon completion of review, a completed copy of this document will be provided to the Developer and shall serve as notice to the Developer of approval, approval with conditions, or rejection of this final plat as submitted.

Design	Check	Description
_____	_____	1. One (1) 24"x 36" Final Subdivision Plat and Plan Profile sheets. Fourteen 11" x 17" copies of the final subdivision plat shall be submitted to the planning department. Following planning commission action one (1) original mylar and one (1) 3.5" disk CAD version copy of the Final Plat in AutoCAD or CD

SUBDIVISION PLAT DETAILS:

_____	_____	2. Outside or trim line dimension line 24"x36".
_____	_____	3. Border line shall include a one and one-half inch on the left margin, one-half inch border on remaining margins.
_____	_____	4. Plat drawn with the top of the sheet being either north or east.
_____	_____	5. All lines, dimensions, and markings in waterproof black ink. (No adhesive labels)
_____	_____	6. North Arrow.
_____	_____	7. Approved Subdivision name, phase no., name of City and County, Section and Township location and date.
_____	_____	8. A minimum 7.5-foot utility easement across all lot frontages that are adjacent to public streets and other required easements for water, sewer, drainage, utility lines and other purposes.
_____	_____	9. SIGNED signature blocks approving utility easement location by Phone Co., Gas Co., Power Co., and the local cable company.
_____	_____	10. SIGNED signature block by the local postmaster approving the location of mailboxes.
_____	_____	11. Signature blocks for the following: Owner's dedication including notary public's acknowledgement, planning commission approval, city council approval, city engineer approval, city attorney approval, and a 1 1/2 "x 5" space in the upper right-hand corner for the county recorder's use.
_____	_____	12. Scale - 1" = 100' maximum.
_____	_____	13. Label adjoining subdivisions, lots, streets, owners.
_____	_____	14. Curve table with: Delta, radius, length, tangent, chord and chord bearing.
_____	_____	15. Location of monuments to be set including all Intersections, and centerline Point of Curvatures and Point of Tangents. (Point of Curvature is when coming to the radius of a turnaround where to look. Point of Tangents is the end of the point of Curvature).
_____	_____	16. Dedication of all required public areas including drainage areas, canal areas, etc. clearly indicated on plat as being dedicated for public use.
_____	_____	17. Legend - corner monuments set with rebar/caps (L.S. #/business name)

- _____ 18. Notes (easement widths and purpose, etc).
- _____ 19. Title opinion verifying person(s) signing plat Correspond with owner of record.
- _____ 20. Developer name, address, phone.
- _____ 21. Engineer name, address, and phone.
- _____ 22. Review and approval of attorney prior to preparation of mylar.

SUBDIVISION BOUNDARY

- _____ 23. Enlarged boundary text.
- _____ 24. Heavier boundary line.
- _____ 25. Closure – 0.01’.
- _____ 26. Label point of beginning.
- _____ 27. Bearing and distance – clockwise.
- _____ 28. Measured bearings and distances separately indicated from those of record.
- _____ 29. Relationship between monuments found and set.
- _____ 30. Existing boundary fences indicated.
- _____ 31. Label boundary curves.
- _____ 32. Reference adjoining record plats.
- _____ 33. Ties to two established monuments.
- _____ 34. Basis of Bearing.

WRITTEN BOUNDARY DESCRIPTION

- _____ 35. Section, township, range tie.
- _____ 36. Section location.
- _____ 37. Point of beginning.
- _____ 38. Basis of Bearing.
- _____ 39. Distance and course of all lines.
- _____ 40. Calls to existing lines and boundaries.
- _____ 41. Boundary ties.
- _____ 42. Label street widths.
- _____ 43. Label private streets.
- _____ 44. Cul-de-sac proper radius, maximum length.
- _____ 45. Curve descriptions: Left/right, tangent, non- tangent, delta, radius, length, tangent, chord and chord bearing.
- _____ 46. Total subdivision area.
- _____ 47. Registered land surveyor’s certificate of survey in the form required by state law including placement of surveyor’s stamp.

SUBDIVISION LOTS

- _____ 48. Areas (square ft. and/or acres).
- _____ 49. Dimensions (repeat exterior boundary lengths on Interior lot lines).
- _____ 50. Lots completely defined by bearing and distance.
- _____ 51. Lots numbered.
- _____ 52. Sequential phase lot numbers.
- _____ 53. No duplicate numbers.
- _____ 54. Addresses (labeled in lots or summarized in lot table).
- _____ 55. Curve/line tags. (cross check tables).
- _____ 56. Easements (new, recorded, prescriptive, future).
- _____ 57. Minimum lot frontage per zoning ordinance.
- _____ 58. Lot restrictions.

- _____ 59. Interior walkways and easements.
- _____ 60. Building setbacks.
- _____ 61. Proposed lands to be reserved for private ownership or community use.

SUBDIVISION STREETS

- _____ 62. Street names and/or numbers.
- _____ 63. Street monument locations at all intersections, and centerline Points of Curvature and Points of Tangent.
- _____ 64. Centerline bearing, distance and/or curve data in curve table.
- _____ 65. Streets completely defined by bearing and distance.
- _____ 66. Dedication of all public right-of-way.
- _____ 67. Temporary turn-around when required.
- _____ 68. Bullets or tick marks at Points of Curvature and Points of Tangent.

ACCOMPANYING DOCUMENTS

- _____ 69. Finalized set of certified, stamped construction drawings and specifications as prepared by a licensed civil engineer.
- _____ 70. Design data and final drainage report complete with assumptions and computations for improvements.
- _____ 71. Storm Water Pollution Prevention Plan complete with Best Management Practices and meeting the requirements of the Ballard City’s code and the City’s storm water permit.
- _____ 72. Covenants, conditions & restrictions for proposed subdivision.

Prepared By: _____ **Date:** _____

Signed By: _____ **Date:** _____

Professional Land Surveyor Stamp: