

KC WATER FINAL PLAT CHECKLIST

1. From CLD-FNPLAT case check the linked records to verify that all associated plan reviews have been completed and approved.
2. Verify for all linked plan review cases that the required public permits have been issued.
 - a. If the permit was bonded, proceed with reviewing final plat drawings and conditions.
 - b. If the permit was not bonded, the construction must be field accepted, and all as built drawings reviewed and approved prior to recording the final plat.
3. Review the plat drawing for the following items on the face of the plat:
 - a. Legal Description of property (all callouts and acreage shown)
 - b. Easement Language
 - c. Floodplain Language
 - d. Maintenance of Tracts Language
 - e. Signature Blocks for Owner, Public Works Director, City Clerk, and Mayor (Michael J. Shaw, Marilyn Sanders, Quinton Lucas)
 - f. North Arrow and Scale
 - g. Location Map
 - h. Plat Name
 - i. Easements have been shown, labeled, and dimensioned (existing, proposed, and utility easements)
 - j. Tracts have been correctly labeled (Private Open Space, Detention, and Detention with Private Open Space)
4. Obtain the plat conditions from the CPC and FNPLAT cases. These can be found in the Ordinance, Staff Report, and Dispo Report from the files tabs.
5. Verify that all plat conditions have been met by the Developer.
6. Obtain the approved permit plans from the associated permit cases.
7. Compare the plans to the final plat drawings to verify that all necessary easements are shown on the plat. Verify that all easements are labeled by type, dimensioned, and that easement recording information has been provided where necessary.
8. Verify that as built sewers are still located within the corresponding easements.
9. For developments within or adjacent to the floodplain/floodway that the limits of the 100 year floodplain has been shown and called out on the plat drawings. Also check that the floodplain language has been provided on the plat.
10. For developments that require stream buffers, verify that the limits of the stream buffer outer zone has been shown. Also verify that the stream buffer easement is called out along with the easement recording information (Book #, Page #, Instrument #).
11. Verify that all BMP Easements are shown and labeled along with easement recording information.
12. Verify that any required Covenant Agreements from the plat conditions have been provided and approved.
13. Verify that all Covenant Agreements are referenced in the languages on the plat drawing. (Covenants to Maintain Storm Water Detention and BMP Facilities, Covenants to Maintain Private Utility Mains, Indemnification Agreements, etc.)
14. Verify that any storm water detention basins that serve more than one parcel/lot are platted within either a Detention Tract or Detention with Private Open Space Tract. Also check that the appropriate Maintenance of Tracts language has been provided on the plat.

- a. For tracts utilized only for storm water detention, and no recreational purposes, the tract shall be labeled as a Storm Water Detention Tract.
- b. For tracts utilized for storm water detention that have some type of recreational purpose (pond/lake for recreation, trail, playground, etc.) The tract shall be labeled Storm Water Detention with Private Open Space Tract.
 - i. For this scenario, only the area to be used for recreational purposes can be credited towards the parkland dedication requirements. (Not the entire area of the tract) (This area is not actually granted as Parkland, it is Private Open Space)

PLAT DRAWING

___ LEGAL DESCRIPTION (ALL CALL OUTS AND ACREAGE SHOWN)

___ LANGUAGES (NOT ALL MAY BE APPLICABLE)

___ PLAT DEDICATION

___ FLOODPLAIN

___ EASEMENTS(UTILITY)

___ MAINTENANCE OF TRACTS

___ STREETS

___ AVIATION AND NOISE ESMT.

___ BUILDING LINES

___ UNDESIRABLE NOISE LEVELS

___ PARKLAND

___ RESTRICTED ACCESS

___ RIGHT OF ENTRANCE

___ BUILDING HEIGHT

___ CROSS ACCESS

___ OTHER

___ SIGNATURE BLOCKS (OWNERS; CPC; PW; MAYOR & CLERK)

___ NOTARIAL LANGUAGE

___ SURVEYORS CERTIFICATION

___ NORTH ARROW, SCALE, GRAPHIC

___ STREET R/W (EXISTING / PROPOSED)

___ LOCATION MAP

___ LOT DIMENSIONS, BEARINGS

___ TIE TO CONTROL POINT, TRAVERSE TABLE, CONVERSION FACTOR

___ COORDINATES ON CORNERS

___ LEGEND OF MONUMENTATION

___ STREET GRADES

___ PLAT NAME

___ TEMPORARY CUL-DE-SAC (BY SEPARATE DOCUMENT)

___ 15' RADIUS (MINIMUM) AT INTERSECTIONS

___ EASEMENTS (EXISTING, PROPOSED, UTILITY)

___ TRACTS (AND LANGUAGE FOR PROPOSED USE AND MAINTENANCE)

___ ABUTTING PLATS

___ CPC CONDITIONS (CONDITIONS THAT EFFECT THE DRAWING)

RECORD INFORMATION CERTIFICATE (TITLE REPORT)

___ CURRENT WITHIN 120 DAYS

___ CITY TAXES PAID CURRENT

___ COUNTY TAXES PAID CURRENT

___ SPECIAL TAXES PAID CURRENT

___ LEGAL DESCRIPTION

___ OWNERSHIP MATCHES DRAWING

___ DEED OF TRUST (SUBORDINATION OR PARTIAL DEED NEEDED)

___ EXISTING EASEMENTS

SUPPLEMENTAL INFORMATION (PLAT DRAWING)

Legal Description – Metes and bounds description of the plat boundary. All call outs in the legal description should be reflected on the plat drawing. The amount of acreage should be included in the legal description.

Languages - will vary between plats and some languages may not be applicable to all plats. (See languages below)

PLAT DEDICATION...THE UNDERSIGNED PROPRIETORS OF THE ABOVE DESCRIBED TRACT OF LAND HAS CAUSED THE SAME TO BE SUBDIVIDED IN THE MANNER SHOWN ON THE ACCOMPANYING PLAT, WHICH SUBDIVISION SHALL BE HEREAFTER KNOWN AS "(PLAT NAME)"

EASEMENT DEDICATION...AN EASEMENT IS HEREBY GRANTED TO KANSAS CITY, MISSOURI, FOR THE PURPOSE OF LOCATING, CONSTRUCTING, OPERATING, AND MAINTAINING FACILITIES FOR WATER, GAS, ELECTRICITY, SEWAGE, TELEPHONE, CABLE TV AND SURFACE DRAINAGE, INCLUDING, BUT NOT LIMITED TO, UNDERGROUND PIPES AND CONDUITS, PAD MOUNTED TRANSFORMERS, SERVICES PEDESTALS, ANY OR ALL OF THEM UPON, OVER, UNDER AND ALONG THE STRIPS OF LAND DESIGNATED UTILITY EASEMENTS (U/E), PROVIDED THAT THE EASEMENT GRANTED HEREIN IS SUBJECT TO ANY AND ALL EXISTING EASEMENTS. WHERE OTHER EASEMENTS ARE DESIGNATED FOR A PARTICULAR PURPOSE, THE USE THEREOF SHALL BE LIMITED TO THAT PURPOSE ONLY. ALL OF THE ABOVE EASEMENTS SHALL BE KEPT FREE FROM ANY AND ALL OBSTRUCTIONS WHICH WOULD INTERFERE WITH THE CONSTRUCTION OR RECONSTRUCTION AND PROPER, SAFE AND CONTINUOUS MAINTENANCE OF THE AFORESAID USES AND SPECIFICALLY THERE SHALL NOT BE BUILT THEREON OR THEREOVER ANY STRUCTURE (EXCEPT DRIVEWAYS, PAVED AREAS, GRASS, SHRUBS AND FENCES) NOR SHALL THERE BE ANY OBSTRUCTION TO INTERFERE WITH THE AGENTS AND EMPLOYEES OF KANSAS CITY, MISSOURI, AND ITS FRANCHISED UTILITIES FROM GOING UPON SAID EASEMENT AND AS MUCH OF THE ADJOINING LANDS AS MAY BE REASONABLY NECESSARY IN EXERCISING THE RIGHTS GRANTED BY THE EASEMENT. NO EXCAVATION OF FILL SHALL BE MADE OR OPERATION OF ANY KIND OR NATURE SHALL BE PERFORMED WHICH WILL REDUCE OR INCREASE THE EARTH COVERAGE OVER THE UTILITIES ABOVE STATED OR THE APPURTENANCES THERETO WITHOUT THE WRITTEN APPROVAL OF THE DIRECTOR OF PUBLIC WORKS, AS TO UTILITY EASEMENTS AND/OR THE DIRECTOR OF WATER SERVICES AS TO WATER MAIN EASEMENTS.

STREET DEDICATION...STREETS SHOWN HEREON AND NOT HERETOFORE DEDICATED FOR PUBLIC USE AS STREET RIGHT-OF-WAY ARE HEREBY DEDICATED.

BUILDING LINES...BUILDING LINES OR SETBACK LINES ARE HEREBY ESTABLISHED, AS SHOWN ON THE ACCOMPANYING PLAT, AND NO BUILDING OR PORTION THEREOF SHALL BE BUILT BETWEEN THIS LINE AND THE LOT LINE NEAREST THERETO.

PARKLAND DEDICATION...

MONEY IN LIEU OF PARKLAND...THE DEVELOPER ELECTS TO PAY THE CITY OF KANSAS CITY, MISSOURI, A SUM OF(\$).....IN LIEU OF REQUIRED PARKLAND DEDICATING FOR....(#.SINGLE FAMILY UNITS, DUPLEX UNITS, MULTI-FAMILY UNITS).... PURSUANT TO SECTION 66-128 CODE OF GENERAL ORDINANCES, AS AMENDED.

-If money in lieu of parkland is to satisfy the parkland requirements, the park fees should be paid at the Parks and Recreation Department located at 4600 E 63rd Street (current contact is Sherry VanWinkle #(816)-513-7542). A copy of the paid receipt must be submitted to the Plat Reviewer assigned to the plat.

DEDICATION OF PARKLAND...THE LAND SHOWN AND DESIGNATED HERETO BE AND THE SAME IS HEREBY DEVOTED FOR PARK AND RECREATION PURPOSES AS APPROVED BY THE BOARD OF PARKS AND RECREATION COMMISSIONERS BY RESOLUTION NO.....(#)..... , ADOPTED.....(DATE)..... . SAID DEDICATION IS PURSUANT TO SECTION 66-128, CODE OF GENERAL ORDINANCES, AS AMENDED.

-If land being dedicated for park purposes is to satisfy the parkland requirement, a metes and bounds description of the land being dedicated as parkland and a drawing must be submitted to the Plat Reviewer assigned to the plat. The Plat Reviewer will prepare the necessary paperwork and forward it to the Parks and Recreation Department so that it can be scheduled to be heard at a meeting of the Board of Parks and Recreation Commissioners. (current contact is Stephen Abbott #(816) 513-7602). If the Parks and Recreation Department requires an Environmental audit of the proposed parkland, it should be sent directly to Stephen Abbott, 4600 E 63rd Street. The Environmental audit must be submitted and approved prior to the proposed dedication being scheduled to be heard by the Board of Parks and Recreation Commissioners.

PRIVATE OPEN SPACE...PRIVATE OPEN SPACE IS HEREBY RESERVED AT THE ELECTION OF THE DEVELOPER IN LIEU OF THE REQUIRED PARKLAND DEDICATION FOR.....(# OF SINGLE FAMILY UNITS, DUPLEX UNITS, MULTI-FAMILY UNITS).... , PURSUANT TO SECTION 66-128, CODE OF GENERAL ORDINANCES, AS AMENDED.

-If private open space is to satisfy the parkland requirement, The Covenants, Conditions and Restrictions of the subdivision must address whom is responsible for the maintenance of the private open space. The Covenants, Conditions and Restrictions must be submitted to the Plat Reviewer and approved by the Law Department prior to the plat approval ordinance being submitted for approval by the City Council.

MISCELLANEOUS PARK...IF THE PLAT IS PART OF A PHASED PROJECT AND PARKLAND HAS EITHER BEEN PREVIOUSLY DEDICATED OR IS BEING DEFERRED UNTIL A FUTURE PHASE, A NOTE REFERENCING SUCH SHOULD BE USED.

RIGHT OF ENTRANCE...THE RIGHT OF ENTRANCE AND EGRESS IN TRAVEL ALONG ANY STREET OR DRIVE WITHIN THE BOUNDARIES OF THE PROPERTY IS HEREBY GRANTED TO KANSAS CITY, MISSOURI, FOR THE PURPOSE OF FIRE AND POLICE PROTECTION, MAINTENANCE OF WATER MAINS, SANITARY AND STORM SEWER LINES, COLLECTION OF GARBAGE AND REFUSE AND TO THE UNITED STATES POSTAL SERVICES FOR THE DELIVERY OF MAIL; PROVIDED, HOWEVER, SUCH RIGHT OF INGRESS AND EGRESS DOES NOT INCLUDE ANY OBLIGATION TO CONTRIBUTE FOR ANY DAMAGE TO ANY PRIVATE STREET OR DRIVE BY VIRTUE OF THE EXERCISE OF THE RIGHTS STATED HEREIN AND SPECIFICALLY, NEITHER KANSAS CITY, MISSOURI NOR THE U.S. POSTAL SERVICE SHALL INCUR ANY LIABILITY BY VIRTUE OF THE EXERCISE OF SUCH RIGHTS.

FLOODPLAIN...THE LANDS HEREIN PLATTED LIE TOTALLY/PARTIALLY WITHIN THE LIMITS OF A REGULATORY FLOODPLAIN, AS DESIGNATED ON THE OFFICIAL FLOODPLAIN DOCUMENTS AND ARE SUBJECT TO THE RESTRICTIONS OF CHAPTER 28, CODE OF ORDINANCES OF KANSAS CITY, MISSOURI, AND ARE FURTHER SUBJECT TO THE REVISIONS OF CHAPTER X- FEDERAL INSURANCE

ADMINISTRATION, SUBCHAPTER B- NATIONAL FLOOD INSURANCE PROGRAM FOR ELIGIBILITY THEREOF. HOWEVER, DUE TO CHANGE IN CIRCUMSTANCES, THE BOUNDARIES AS SHOWN HEREON MAY BE MODIFIED FROM TIME TO TIME. THEREFORE, SPECIFIC INFORMATION CONCERNING THE LOCATION OF THE FLOODPLAIN BOUNDARIES SHOULD BE ASCERTAINED AT THE PERTINENT TIME FROM THE APPROPRIATE AUTHORITIES, THE CITY OF KANSAS CITY, MISSOURI AND THE FEDERAL EMERGENCY MANAGEMENT ADMINISTRATION.

MAINTENANCE OF TRACTS...TRACTS...(ALPHA)....ARE TO BE USED FOR.....(INDICATE USE, DETENTION, PRIVATE OPEN SPACE, ETC).....AND SHALL BE MAINTAINED BY THE OWNERS OF THE LOTS, TRACTS, AND PARCELS SHOWN WITHIN THIS PLAT PURSUANT TO(NAME OF DOCUMENT)..... RECORDED SIMULTANEOUSLY WITH THIS PLAT

TEMPORARY CUL-DE-SAC EASEMENT (WITHIN PLAT BOUNDARY)...AN EASEMENT IS HEREBY GRANTED FOR PUBLIC USE OVER THE AREA MARKED "TEMPORARY CUL-DE-SAC" PROVIDED, HOWEVER, THAT IF PUBLIC STREETS ARE EXTENDED THROUGH AND BEYOND SAID EASEMENT, THEN SAID TEMPORARY CUL-DE-SAC EASEMENT SHALL TERMINATE AND OWNERSHIP IN FEE SHALL BE IN THE OWNER OF THE ABUTTING PROPERTY.

AVIATION AND NOISE EASEMENT...AN AVIATION AND NOISE EASEMENT IS HEREBY GRANTED BY DOCUMENT NO.....(#).... IN BOOK....(#).... AT PAGE....(#).... RECORDED SIMULTANEOUSLY HERewith. (IF THE AVIATION AND NOISE EASEMENT WAS PREVIOUSLY RECORDED, REVISE THE LANGUAGE ABOVE TO INDICATE SO.)

UNDESIRABLE NOISE LEVELS...THE AREA DESCRIBED HEREIN LIES ADJACENT TO(NAME OF HIGHWAY)....AS SUCH, SUCH DEVELOPMENT MAY BE SUBJECT TO UNDESIRABLE NOISE LEVELS DUE TO TRAFFIC GENERATION. APPROPRIATE MEASURES SHOULD BE TAKEN THOUGH ACOUSTICAL SITE PLANNING AND/OR ACOUSTICAL CONSTRUCTION TO REDUCE THE IMPACT OF UNDESIRABLE NOISE LEVELS.

RESTRICTED ACCESS...NO VEHICULAR ACCESS TO.....(NAME OF STREET).....FROM LOTS.....(LIST ADJACENT LOTS).....IS PERMITTED.

BUILDING HEIGHT...(KCI)...THE SUBJECT PROPERTY IS LOCATED WITHIN THE KANSAS CITY INTERNATIONAL AIRPORT HEIGHTS ZONE MAP, DOCUMENT NO. 138-27, DATED MARCH 1982 AND IS WITHIN THE TRANSITIONAL SURFACE AND ILS APPROACH SURFACE. THE HEIGHT OF ANY STRUCTURE SHALL NOT EXCEED ELEVATION 1100 TO 1140 (USGS DATUM).

(DOWNTOWN AIRPORT)...THE SUBJECT PROPERTY IS LOCATED WITHIN THE KANSAS CITY DOWNTOWN AIRPORT HEIGHTS ZONE MAP, DOCUMENT NO. 157-D-30, DATED MARCH 1982 AND IS WITHIN THE TRANSITIONAL SURFACE AND ILS APPROACH SURFACE. THE MAXIMUM HEIGHT OF ANY STRUCTURE SHALL NOT EXCEED 1000 FEET.

CROSS ACCESS... THE RIGHT OF INGRESS-EGRESS BETWEEN LOTS...(# 's)...IS HEREBY GRANTED IN ACCORDANCE WITH....(NAME OF DOCUMENT).....RECORDED SIMULTANEOUSLY HERewith. (OR REFER TO RECORDING INFORMATION OF DOCUMENT IF PREVIOUSLY RECORDED)

CONDOMINIUM LANGUAGES (THE FOLLOWING IS A GENERAL EXAMPLE OF LANGUAGE TO BE USED IN ADDITION TO REGULAR PLAT LANGUAGE)

THIS PLAT, _____ (NAME OF PLAT) _____, A CONDOMINIUM SUBDIVISION IS THE PLAT AS THE TERM IS DEFINED IN CHAPTER 448, I.E. SECTION 448.2-109 AND THIS SUBDIVISION IS SUBJECT TO THE PROVISIONS OF THE UNIFORM CONDOMINIUM ACT (1986) AS ADOPTED BY THE STATUTES OF MISSOURI IN SECTION 448.1-011 ET. SEQ. AND AS PROVIDED IN THE DECLARATION ON BY-LAWS RECORDED CONCURRENTLY HERewith.

UNIT BOUNDARIES SHOWN HEREON ARE MEASURED TO THE UNDERSURFACE OF THE FINISHED CEILING, THE UNDECORATED SURFACE OF THE FLOOR AND THE INTERIOR SURFACE OF THE UNDECORATED FINISHED WALLS OR GLASS BOUNDING THE UNIT EXTENDED TO THE INTERSECTION OF EACH OTHER AND WITH THE UPPER AND LOWER BOUNDARIES, INCLUDING ANY AND ALL WALLS, PARTITIONS AND DIVIDERS WHOLLY WITHIN THE UNIT AND THE SPACE INCLUDES BOTH THE PORTIONS OF THE BUILDING LOCATED WITHIN THE UNIT AND THE AIR SPACE SO ENCOMPASSED.

ALL FIREPLACES, STOOPS, PATIOS, AND WOODEN DECKS SHOWN THEREOF, CONSTRUCTED TO SERVE A SINGLE UNIT, AND LOCATED OUTSIDE THE UNIT'S BOUNDARIES, ARE LIMITED COMMON ELEMENTS ALLOCATED EXCLUSIVELY TO THAT UNIT. THIS SHALL ALSO INCLUDE SHUTTERS, AWNINGS, WINDOW BOXES, DOORSTOPS, EXTERIOR DOORS, AND WINDOWS.

THE LEGAL DESCRIPTION OF EACH UNIT DESCRIBED IN SAID DECLARATION SHALL BE BY REFERENCE TO THE NUMBER IDENTIFYING THE UNIT AS SHOWN ON THE PLAT FOLLOWED BY THE BUILDING NUMBER AS SHOWN ON THE PLAT FOLLOWED BY THE WORDS (NAME ON PLAT), A CONDOMINIUM SUBDIVISION IN KANSAS CITY, _____ COUNTY, MISSOURI.

ALL INTERIOR UNIT LINES ARE AT RIGHT ANGLES TO OR PARALLEL WITH THE EXTERIOR LINES OF THE BUILDING, UNLESS SPECIFIED OTHERWISE.

THIS PROJECT CONSISTS OF _____ BUILDINGS WITH A TOTAL OF _____ DWELLING UNITS _____ ON-SITE PARKING SPACE AND OTHER COMMON ELEMENTS, ALL AS SET FORTH IN THE DECLARATION.

CERTAIN PORTIONS OF THE COMMON ELEMENTS ARE PURSUANT TO THE DECLARATION ASSIGNED TO INDIVIDUAL UNITS AS LIMITED COMMON ELEMENT (LEC). LIMITED COMMON ELEMENTS SHOWN HEREON INCLUDE PATIOS AND DECKS WHICH ARE ASSIGNED TO THE ADJOINING UNITS THE STOOPS SHOWN ON THE BASEMENT LEVEL ARE ASSIGNED TO THE UNIT WHICH NUMBER IS SHOWN HEREON FOLLOWING THE "LEC" DESIGNATION.

PARKING TO SERVE THIS PROJECT IS PROVIDED BY THE PARKING AREA WITHIN THE PLAT AS SHOWN HEREON AND BY THE PARKING GARAGE EASEMENT (ADJACENT TRACT) SHOWN HEREON, AS RECORDED ON _____, 20__ AS INSTRUMENT NO. _____, IN BOOK _____ AT PAGE _____. USE OF THESE AREAS ARE CONTROLLED BY THE DECLARATION AS COMMON ELEMENTS.

THE DELARANT HAS RESERVED CERTAIN DEVELOPMENT RIGHTS, AS SET FORTH IN THE DECLARATION, INCLUDING THE RIGHT TO ADD TO THE PROJECT ALL OR PART OF THE FOLLOWING DESCRIBED TRACT.

Signature block and notary language for the developer - If the developer is a Corporation; reference to the Corporate Seal should be included in the notary language. If the Corporation

doesn't have a seal, "No Corporate Seal" should be shown on the drawing. (Note: The Signee of the plat and the owner shown on the Record Information Certificate must match exactly).

City signature blocks - City Plan Commission - Chairman of CPC and Secretary of CPC; Public Works - City Engineer, Director of PW and PW Entry Number; City Council - City Clerk and Mayor (language in this block refers to the ordinance number and passage date of the plat)

Surveyors Certification Statement - Languages may vary slightly but should generally reads as follows:

I hereby certify that the plat of __ (name) __ is based on an actual survey made by me or under my direct supervision and that said survey meets or exceeds the current Minimum Standards for Property Boundary Surveys as established by the Missouri Board for Architects, Professional Engineers and Land Surveyors and the Missouri Department of Natural Resources. I further certify that I have complied with all statutes, ordinances and regulations governing the practice of surveying and platting of subdivisions to the best of my professional knowledge and belief.

____ (Date) ____ Signed: ____ (Name) ____ (RLS #) ____

North arrow, scale and graphic scale - should be included on each sheet that contains the drawing

Street right of way -Existing street right of way should be dimensioned. If additional right of way is required for an existing street, label that portion being dedicated with the plat. The centerline for proposed street right of way within the plat boundary must show bearings, distance and curve information.

Location map - A general overview of the location of the plat in relationship to major streets in the vicinity.

Lot dimensions and bearings - All lots must be dimensioned and show the bearing of the lot line. (Interior lot dimensions should equal plat boundary dimensions.)

Tie to horizontal control point -Plats must be tied to a KC Metro Control Station. Show the control point used, the coordinate of the control point, the grid factor used and a note describing the reference system used to calculate the bearings. A traverse table, which ties the plat to the control point, can be shown in either a table format or graphically.

Coordinates on corners - Coordinates must be shown on each plat boundary corner. (Coordinates may also be shown in a table format)

Legend of monumentation - Monumentation is required and should be shown on all plat boundary corners. On interior blocks, monumentation should be shown on at least two corners. If monumentation is to be set at a later date (after construction) a note should be added to the plat indicating when it will be set.

Street grades -Proposed street grades should be shown on the plat. The review engineer is responsible for assuring that the proposed street grades are accurate by checking the plat vs. the approved street plans. When established street grades exist, the ordinance number, which approved the establishment of the grade and the date, the ordinance passed should be shown on the plat drawing (its the surveyor's responsibility to research the city records for this

information). The PW permit counter has microfilm rolls of the street grade books. Recorded subdivision plats, which abut the street, should also be checked for established street grade (when the street grades were established by an abutting plat, show the ordinance number and passage date of the plat). The City Clerks Office is another source for established street grade information.

Plat name-It is the surveyor's responsibilities to check with the County Recorder's Office to assure that the proposed plat name has not been used (recorded) within the county. (the City's records reflect only plats recorded within the city limits).

Temporary cul-de-sac - A temporary cul-de-sac is required when there is more than one lot or more than 150' from an intersection to the plat boundary. Off site temporary cul-de-sacs will not be shown on the plat, but a temporary roadway (cul-de-sac) easement will be submitted for review and approval by the Review Engineer.

15' radius at intersections - A minimum of a 15' radius is required at all street intersections. There are exceptions granted when existing buildings would fall within the radius if granted (usually in the downtown area).

Easements

-Existing easements - All existing easements that lie within the plat boundary should be shown on the plat drawing with sufficient data to tie down the alignment and the recording information shown. (document, book and page numbers). Copies of the existing easements may be requested from the surveyor if necessary to verify their locations. If a private utility company has an existing easement that lies within or crosses any proposed street right of way dedication a subordination agreement or disclaimer must be submitted from the utility company.

-Releasing existing easements – If existing sanitary or storm sewer easements are to be released on the plat approval ordinance, the developer or his agent must submit a letter requesting the release. The letter must include the document number and the book and page numbers of the existing easement. (a sketch the proposed easement release is also helpful). If only a portion of the existing sanitary or storm sewer easement is being released, a legal description of the portion being released must be included. The Review Engineer will determine if it's appropriate to release the existing easement.

-Releasing general utility easements - If a general utility easement is being released, the developer or his agent must submit a letter of consent from each utility company (including the Water and Public Works Departments) stating that the utility company has no objections to the easement being released. Provisions will be added to the plat approval ordinance for the releasing of the existing easements.

-Releasing private utility easements – private utility company's must release their own easements.

-Proposed easements - All proposed easements shown on the plat drawing should be shown with sufficient data to tie down the alignment and the type and size of easement labeled. It is the review engineer's responsibility to assure that the location of the proposed easements shown on the plat drawing and all of the offsite easement are accurate by checking the plat drawing vs. the approved sanitary and storm sewer plans.

-Utility easements - Proposed utility easements are to be dedicated in accordance with the Subdivision Regulations.

-Front line utility easements - 10 feet

-Side line utility easements - 5 feet

-Rear line utility easements - 7.5 feet if adjacent to a existing general utility easement of at least 5 feet in width otherwise, 10 feet

-If the area being platted contains an alley that has been vacated (or if you are vacating an alley) check the vacation ordinance to assure that the utility easements were released also. If the utility easement right were retained, it should be reflected on the plat drawing.

Tracts - When tract(s) are designated for a particular use (detention, private open space, subdivision marker, etc) a note should be shown on the plat drawing describing the proposed use of the tract(s) and who will be responsible for the maintenance of the tract(s).

Abutting plats - Check abutting plats to assure that the common lines of the proposed and existing plats match. Any differences should be shown on the plat drawing as the existing as (platted) and the new information as (measured).

CPC conditions – Check the City Plan Commission dispensation letter to assure that any conditions listed which effect the plat, have been addressed.

SUPPLEMENTAL INFORMATION (RECORD INFORMATION CERTIFICATE)

Record Information Certificate – (Title Report)

-The developer shall submit an ownership certificate from a title company which shows the following information, the legal description of the land being subdivided; the ownership of all property within the described property; any deeds of trust, liens, attachments or encumbrances upon the property being subdivided; a statement of taxes and assessments due and payable upon the property described; the existing easements or right of way of record.

Current within 120 days – The ownership certificate must be current within 120 days prior to the date of submission to the city council.

City taxes paid current - City taxes for the current year and prior years must be paid. The developer is required to submit copies of the paid tax receipts. (The City Treasurer signs the ordinance that approves the plat. Copies of the paid tax receipts verifies that the taxes are paid current)

County taxes paid current - The County will not record a plat unless the County taxes are paid current.

Special taxes paid current – If special assessment taxes exist, they must be paid current. If special assessment taxes for sewers exist and there is proposed street right of way being dedicated on the plat, the special assessment taxes will need to be apportioned and paid for that amount of land being dedicated for street right of way. (The Surveyor will need to provide the square footage of the parcel(s) that the plat is coming out of, the square footage of the plat within that parcel(s), the square footage of the street right of way being dedicated within the parcel(s) along with a drawing of the above. The Finance Department will calculate the amount due upon receipt of the information provided them. Once the apportionment is paid it will remove the encumbrance from the proposed right of way and allow the City to accept the right of way. An option would

be that the Developer pay off the special assessment taxes in full prior to the plat approval ordinance being submitted to the City Council for approval.)

Legal description -The entire area being platted must be covered by the legal description. (In some instances more than one RIC must be submitted in order to cover the entire area being platted). The legal description may cover additional lands as long as the entire area being platted is covered.

Ownership matches drawing - The owners shown on the RIC and the signee of the plat must match exactly.

Deeds of Trust - If a deed of trust is shown on the RIC, it must be partially released or subordinated. If proposed street right of way is being dedicated on the plat, a **Partial Deed of Release** will be required. The partial deed of release will remove the encumbrance from the proposed right of way so that the City will be able to accept the right of way. If there is not proposed street right of way being dedicated, a **Subordination of the Deed of Trust** will be required. Both the partial deed of release and the subordination of the deed of trust are executed by an officer of the company holding the deed of trust.

Existing easements - All existing easements that lie within the plat boundary should be shown on the plat drawing with sufficient data to tie down the alignment and the recording information shown. (document , book and page numbers). Copies of the existing easements may be requested from the surveyor if necessary to verify their locations. If a private utility company has an existing easement that lies within or crosses any proposed street right of way dedication, a **Subordination Agreement** or **Disclaimer** must be submitted from the utility company.

Miscellaneous items - When items such as liens, judgments or other legal items are listed on the RIC, the Assistant City Attorney should be consulted for direction on any supporting documentation or action that may be necessary.