



Final Plat Checklist and Submission Requirements

-- A completed Project Application must accompany this checklist. --

PROJECT NAME: _____

GENERAL INFORMATION:

Site Location (general location if no assigned address): _____

Total Acres: _____ Total Proposed Parcels: _____

Approximate miles of Sanitary Sewer: _____ Public Street(s): _____ Private Street(s): _____

Existing Future Land Use Map Designated: _____

Existing Zoning Designated: _____

SUBMITTAL REQUIREMENTS:

Submit the following checklist, marking boxes for all items completed. If check boxes are left blank, explain the reasoning at the end of the checklist.

Final Plat applications will not be accepted which do not provided all information required below.

FINAL PLAT PREPARATION/COMPOSITION/LAYOUT	
<input type="checkbox"/>	Plat shall be clearly marked "Final Plat"
<input type="checkbox"/>	Final Plat shall be prepared by a registered engineer, land surveyor, or landscape architect
<input type="checkbox"/>	Final plat must be referenced to the respective horizontal control system points
<input type="checkbox"/>	All boundary lines shall be indicated by a direct bearing reference. (bearings to be shown in degrees, minutes, and seconds)
<input type="checkbox"/>	Distance to be shown in nearest .01 foot
<input type="checkbox"/>	Plat scale 1"=20', 30', 50', or 100' at full scale
<input type="checkbox"/>	Minimum unadjusted error of closure for subdivision boundaries 1:10,000
<input type="checkbox"/>	Minimum unadjusted error for individual lots 1:5,000
<input type="checkbox"/>	Multiple sheets shall have sheet numbers and match lines
<input type="checkbox"/>	Use index sheet with sequential sheet numbering if more than one sheet submitted
<input type="checkbox"/>	3 hard copies to be submitted
<input type="checkbox"/>	A digital copy of the plat (flattened PDF) and full legal description (MS word) to be sent to planning@cityofmarion.org

Final Plat Checklist and Submission Requirements *(continued)*

GENERAL PLAT INFORMATION		
	Accuracy standards	Boundary lines tied to two section corners or two monuments of record
	Owner's name, address, telephone, email	Curve data
	Preparer's name, address, telephone, email	North arrow
	Subdivider's name, address, telephone, email	Bar scale (graphic)
	Subdivision Name	Map scale (numerical)
	Vicinity or location map, including recent development	Legal description including acreage
	Area of subdivided property to nearest .01 acre	Surveyor's seal and date
	Plat boundary lines	

EXISTING EASEMENTS AND ADJOINING SUBDIVISIONS		
	Easement location/layout	Easements to be traceable
	Easement dimensions	Adjoining subdivision names and lot numbers
	Easement purpose	

PLANNED LOT / BLOCK LAYOUT		
	Lot location / layout	Excepted parcels clearly identified
	Lot numbers	Identification and use of reserved land
	Lot dimensions	Identification of re-subdivided areas
	Lot area in square feet; acres (to nearest .01 acre) if more than one (1) acre	Monuments of record identified
	Block number (when applicable)	Non-buildable lot to be lettered

PLANNED STREET / ALLEY / EASEMENT LAYOUT		
	Street/Alley layout, names, width and curve data	Private streets to be shown and clearly labeled as private streets
	Street ROW width(s)	Easements (location, width, type)
	Streets or additional ROW to be lettered	Block length / layout (when applicable)

ADDITIONAL INFORMATION		
	Approximate flood hazard delineation (and source of information)	Other items as required by State Code

Final Plat Checklist and Submission Requirements *(continued)*

FINAL PLAT SUPPORTIVE / ACCOMPANYING MATERIALS			
	All required agreements and certificates submitted on 8 ½ x 11" paper		Petition regarding private streets (private streets must be justified)
	Easement approvals from the utility providers		Temporary easement agreement for improvements (if applicable)
	Latitude and departure calculations documenting an unadjusted error of 1:10,000		Agreement to annex and application for voluntary annexation (if applicable)
	Plan of improvements (to Marion Engineering Dept)		

BOUND DOCUMENTS: 1 ORIGINAL, 2 COPIES (3 SETS TOTAL)			
	Owner's certificate, including all dedications to the public (ROW, storm water management lots)		County Auditor's Certificate
	Surveyor's Certificate		Signed Final Plat (11" x 17")
	Treasurer's Certificate		

NOTE: If any items were marked as not completed (N) please explain below or on a separate sheet:

IMPORTANT DATES AND TIMES*:

- The deadline for Planning and Zoning Commission submittals is the first business day of the month for the following month's meeting.
- The Planning and Zoning Commission meets at 6:00 p.m. on the second Tuesday of every month.
- The Marion City Council meets at 5:30 p.m. on the first Thursday of the first full week of the month and the third Thursday of every month.

*Meeting dates and times are subject to change and may be found on the City of Marion website.

Signature of applicant: _____ Date: _____

Print name: _____