



CITY OF HUXLEY
515 N. Main Ave., Huxley, Iowa 50124
(515) 597-2561 Fax: (515) 597-2570
www.huxleyiowa.org

Final Plat Application

Applicant address: _____ Phone _____

Date submitted: _____ Planning & Zoning review date: _____

Original Property Owner _____ Council review date: _____

Current Property Owner: _____ County Parcel Number: _____

Property address: _____ Phone _____

Applicant: _____

Engineer/surveyor _____ Phone _____

Electronic copy submitted: Yes ____ No ____ Date _____

Current zoning: _____

Section: _____ Township: _____ Range: _____ Q/Q _____

Subdivision: _____ Number of Lots: _____

Fees:

\$100 Application fee

\$50 per re-submission

Legal and Engineering fees reimbursed to the City of Huxley

The undersigned is/are the owner(s) of the described property on this application, located in the incorporated area of Huxley, Iowa, assuring that the information provided herein is true and correct. I hereby give my consent for the City of Huxley and/or its representatives to conduct a site visit and photograph for the subject property.

This development is subject to and shall be required, as a condition of final development approval, to comply with all City of Huxley Ordinances, requirements and standards that are in effect at the time of final development approval.

Signed: _____ Date: _____

Name of Plat:

Proposed Use:

Final Plat Requirements: As required by Chapter 166.29 & 166.30 of the City of Huxley Code
as shown below.

166.29 PERFORMANCE BOND OR IRREVOCABLE LETTER OF CREDIT. In lieu of the requirement that improvements be completed prior to the approval of a final plat, the subdivider may post a performance bond with the City or provide an irrevocable letter of credit to the City guaranteeing that improvements not completed shall be completed within a period of two years from the date of approval of such final plat, but such approval of the plat shall not constitute a final acceptance of any improvements to be constructed. The amount for the letter of credit shall be established by the City Administrator and the City Engineer. The amount will be no less than 150% of the bid cost/award. Improvements will be accepted only after their construction has been completed and approved by the City Engineer and the Public Works Director.

166.30 FINAL PLAT REQUIREMENTS. The subdivider shall, within one year from the date of approval of the preliminary plat, unless such time period has been extended, prepare and file with the City Clerk 20 copies of the final plat and required attachments, as set forth in this chapter. Except for a final plat for a minor subdivision as set forth in this chapter, no final plat shall be considered by the Council until and unless a preliminary plat for the area included in the proposed final plat has been approved and has not expired and become void as set forth in this chapter. The final plat shall be drawn at a scale of one inch equals 100 feet or larger. Sheet size shall be at least 22 inches by 34 inches and shall be of a size acceptable to the County Auditor. In addition, the subdivider shall submit to the City one copy that is 11 inches by 17 inches which is reproducible. If more than one sheet is used, each sheet shall clearly show the number of the sheet, the total number of sheets included in the plat and match lines indicating where other sheets adjoin. The final plat shall be clearly marked "final plat" and shall show the following:

1. The name of the subdivision.
2. Name and address of the owner and subdivider.
3. Scale and a graphic bar scale, north arrow and date on each sheet.
4. All monuments to be of record.
5. Sufficient survey data to positively describe the bounds of every lot, block, street, easement or other areas shown on the plat, as well as the outer boundaries of the subdivided land.
6. All required distance, bearing, curve and other survey data.
7. All adjoining properties shall be identified, and where such adjoining properties are a part of a recorded subdivision, the name of that subdivision shall be shown. If the subdivision platted is a resubdivision of a part or the whole of a previously recorded subdivision, sufficient ties shall be shown to controlling lines appearing on the earlier plat to permit an overlay to be made. Resubdivisions shall be labeled as such in a subtitle following the name of the subdivision wherever the name appears on the plat.

8. Street names and clear designation of public alleys.
9. Block and lot numbers.
10. Accurate dimensions for any property to be dedicated or reserved for public use, and the purpose for which such property is dedicated or reserved for public use.
11. The purpose of any easement shown on the plat shall be confined to only those easements pertaining to public utilities including gas, power, telephone, cable television, water, sewer, easements for ingress and egress and such drainage easements as are deemed necessary for the orderly development of the land encompassed within the plat.
12. All interior excepted parcels, clearly indicated and labeled “not a part of this plat.”
13. A strip of land shall not be reserved by the subdivider unless the land is of sufficient size and shape to be of some practical use or service as determined by the Council.
14. The minimum unadjusted acceptable error of closure for all subdivision boundaries shall be 1:10,000 and shall be 1:5,000 for any individual lot.
15. A statement by a registered land surveyor that the plat was prepared by the surveyor or under the surveyor’s direct personal supervision, signed and dated by the surveyor and bearing the surveyor’s Iowa registration number or seal, and a scaled certificate of the accuracy of the plat by the registered land surveyor who drew the plat.

166.31 FINAL PLAT ATTACHMENTS. The following shall be attached to and accompany any final plat and be fully executed:

1. A statement by the proprietors and their spouses, if any, that the plat is prepared with their free consent and in accordance with their desire, signed and acknowledged before an officer authorized to take the acknowledgments of deeds. The statement by the proprietors may also include a dedication to the public of all lands within the plat that are designated for streets, alleys, parks, open areas, school property, or other public use, if the dedication is approved by the Council.
2. An opinion by an attorney-at-law who has examined the abstract of title of the land being platted. The opinion shall state the names of the proprietors and holders of mortgages, liens or other encumbrances on the land being platted and shall note the encumbrances, along with any bonds securing the encumbrances. Utility easements shall not be construed to be encumbrances for the purpose of this section.
3. A certificate of the County Treasurer that the land is free from certified taxes and certified special assessments or that the land is free from certified taxes and that the certified special assessments are secured by bond in compliance with Section 354.12 of the *Code of Iowa*.
4. A statement from the mortgage holders or lienholders, if any, that the plat is prepared with their free consent and in accordance with their desire, signed and acknowledged before an officer authorized to take the acknowledgment of deeds. An affidavit and bond as provided for in Section 354.12 of the *Code of Iowa* may be recorded in lieu of the consent of the mortgage or lienholder. When a mortgage or lienholder consents to the subdivision, a release of mortgage or lien shall be recorded for any areas conveyed to the City or dedicated to the public.
5. The encumbrance bond, if any.
6. A statement of restriction of all types that run with the land.
7. A certificate by the City Engineer that all required improvements have been satisfactorily completed in accordance with the construction plans as approved and in substantial compliance with the approved preliminary plat. Prior to such certification, “as built” plans for all improvements shall have been provided to the City Engineer. In lieu thereof, the subdivider shall provide a written agreement for the completion of public improvements together with a performance bond or irrevocable letter of credit guaranteeing completion in a form approved by the City Attorney.
8. Where the improvements have been installed, a resolution accepting and approving such improvements, along with the maintenance bond required by this chapter.

9. If private streets or other private improvements have been approved, an agreement in the form of a covenant running with the land, in a form approved by the City Attorney, providing for the construction or reconstruction of any improvements to meet City standards, and the assessment of all costs to the property owners in the event of annexation and dedication and acceptance shall be required.
10. A resolution and certificate for approval by the Council and for signatures of the Mayor and Clerk.
11. The applicable fee, if any, due upon Council approval.
12. An electronic version of the final plat and as-builts shall be submitted. The version and type of electronic copy shall be determined by the City Engineer at the time of submission.
13. Written easement document covering all easements as required in Section 166.11.
14. The subdivider shall provide an agreement for the installation of sidewalks stating the time and who is responsible for installation.
15. The Permittee shall submit three copies of the record drawings prepared by the Permittee's engineer in accordance with the Code of Iowa and one digital copy of said drawings in Arc View, MicroStation, AutoCad or other approved format. Such drawings shall show the "as-built" grading and shall include spot elevations along the flowline of drainage swales and ditches at each property line along with a note and signature on the as-built drawings stating the drainage ditches and/or swales were constructed to the designed depth and width and that said ditches and/or swales are located within the overland flowage easements shown on the Final Plat. Such drawings shall be public record and shall be made available for public review and use of the information shown. Provided, however, the City does not warrant or guarantee the accuracy of such drawings and nothing in this section is intended nor shall it be construed or interpreted to create any such warranty.

166.32 PROCEDURE FOR REVIEW OF FINAL PLAT. The following procedures shall govern the review of final plats:

1. The City Clerk, upon receipt of 20 copies of the final plat shall file one copy in the records of the City, shall retain one copy for public inspection and shall forward the remaining copies to the Zoning Administrator. Sheet size shall be at least 22 inches by 34 inches. In addition, at least one 11-inch by 17-inch submittal that is reproducible shall be filed with the City.
2. The Zoning Administrator shall provide copies of the plat to the City Engineer and such other persons as are necessary to review the plat and shall schedule the plat for review by the City Council.
3. The Zoning Administrator, Public Works Director and the City Engineer shall examine the plat as to its compliance with the ordinances and standards of the City and its conformance with the preliminary plat and shall set forth their findings in writing. A copy of the findings shall be provided to the subdivider and the Planning and Zoning Commission for review prior to review by the Council. The Commission shall then review the plat and shall forward a written recommendation thereon to the Council within 45 days of the filing of the plat with the Clerk. If the recommendation is to disapprove the plat or to require modification of the plat, the reasons therefor shall be set forth in writing and a copy of the recommendation shall be provided to the subdivider. Five copies of the corrected plat shall be due within 30 days of Council action.
4. Upon receipt of the plat and written reports thereon, the Council shall review the plat and attachments thereto. If the plat is found to conform to the ordinances and standards of the City and the comprehensive plan and other adopted plans, all as of the date of approval of the preliminary plat and is found to substantially conform to the preliminary plat, the Council shall approve the plat, and shall cause its approval to be entered on the plat as required by law.
5. Action on the final plat by the Council shall be taken within 60 days of the date of filing of the plat with the Clerk, unless such time period is extended by agreement between the subdivider and the City. If the action is to disapprove the plat, the reasons therefor shall be set forth in the official records of the Council and such decision shall be provided to the subdivider.