



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	
	Plat shall be clearly marked "Final Plat"
	Final Plat shall be prepared by a registered engineer, land surveyor, or landscape architect
	Final plat must be referenced to the respective horizontal control system points
	All boundary lines shall be indicated by a direct bearing reference. (bearings to be shown in degrees, minutes, and seconds)
	Distance to be shown in nearest .01 foot
	Plat scale 1"=20', 30', 50', or 100' at full scale
	Minimum unadjusted error of closure for subdivision boundaries 1:10,000
	Minimum unadjusted error for individual lots 1:5,000
	Multiple sheets shall have sheet numbers and match lines
	Use index sheet with sequential sheet numbering if more than one sheet submitted
	3 hard copies to be submitted
	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: _____