



ADMINISTRATIVE PLAT CHECKLIST

The following information is required with the submittal under §170-12C:

- Date, title name and location of subdivision.
- Streets, street names, lots, setback lines, lot numbers and other similar information.
- Graphic scale and true north point.
- Survey monuments.
- Dimensions, angles, bearings and complete legal description of the property.
- Location, dimensions and purpose of any easements.
- Purpose for which sites are dedicated or reserved.
- Certification by surveyor or engineer certifying to the accuracy of survey and plat.
- Certification signed and acknowledged by all parties holding title or having any title interest in the land subdivided and consenting to the preparation and recording of the plat as submitted.
- Certification of administrative approval by the Planning Director, City Engineer and City Administrator.