



PLANNING AND ZONING
Cerro Gordo County Courthouse

220 N Washington Ave Mason City, IA 50401-3254 (641) 421-3075
Tom Drzycimski, Administrative Officer FAX (641) 421-3088
John Robbins, Assistant Administrative Officer
Michelle Rush, Executive Assistant

APPLICATION FOR FINAL PLAT

The requirements of the subdivision regulations must be met. Any incomplete application or plat drawings will not be considered by the Planning & Zoning Commission.

Please submit the following materials for plat consideration:

1. Completed Application Form
2. Original drawing and fifteen (15) copies of the Final Plat (Black line)
3. One copy of "Dedication of Plat" and all Certificates
4. Certificate from County Engineer stating plans and specifications for the improvements are acceptable to him and those improvements have been completed.
5. In lieu of final completion of the minimum improvements before the plat is finally approved, the subdivider may post a bond or escrow in accordance with the Cerro Gordo County Subdivision regulations.
6. Completed Checklist
7. When agreed to by the Zoning Administrator, a letter requesting waiver of preliminary plat shall be attached to the final plat documents along with **the \$200 filing fee to cover cost of processing**

Subdivision application is hereby made on the following property generally located at:

And legally described as:

Total area in acres: _____ Total number of lots: _____

The present zoning classification is: _____

The proposed use is: _____

This plat is not within two (2) miles of any incorporated city.

This plat lies within two (2) miles of the incorporated city and/or cities of:

Signed: _____ Date: _____
(Owner or Authorized Agent)

Address: _____

I (We), _____

hereby authorize _____
to be my (our) agent in this plat application.

Signature of Owner Date: _____

FINAL PLAT CHECKLIST

The following is not intended to be all-inclusive. Please refer to the Cerro Gordo County Land Subdivision Ordinance for more information.

Name of Plat: _____

Name of Engineer/Surveyor: _____

	Yes	No	N/A
1. Fifteen (15) prints of Final Plat filed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Improvements installed or performance bond filed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Fee in the amount of \$200.00 paid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Plat conforms with all provisions of Chapter 354, Code of Iowa.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Plat is clearly marked "Final Plat."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Date, scale, north arrow and title on each sheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Location of the plat by quarter, quarter section, section, township, and range and any other necessary legal description to describe the boundary line of the proposed subdivision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Proposed name of subdivision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Water elevations of adjoining lakes, rivers and streams at time of survey and high and normal water elevations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Accurate angular and lineal dimensions for all lines, angles and curvatures used to describe boundaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. True angles and distances to the nearest street lines or official monuments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Lines of streets and alleys, with their widths and names.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Municipal, township, county and section lines accurately tied to the lines of the subdivision by distances and angles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
14. Radii, arcs and chords, points of tangency, central angles for all curvilinear streets and radii for all rounded corners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Exact dimensions of all lots.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. An identification system for all lots and blocks using consecutive numbers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Exact location and area of all land to be dedicated to the public for public use or reserved by deed covenant for common use of all property owners with the purpose indicated thereon.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. All protective deed covenants, private restrictions or easements shown on the plat and correctly referenced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Building setback lines as established by the Zoning Ordinance or deed restrictions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Owner's certificate with notarized signature.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Approval from Engineer or IDOT to place subdivision entrance on controlled access road.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Interior excepted parcel(s) labeled, "Nor a part of this plat."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Minimum unadjusted accepted error of closure - 1:10,000 for all subdivision boundaries and 1:5,000 for any individual lot.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Surveyor's certificate filed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Abstract of title and opinion from attorney filed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Treasurer's certificate filed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Clerk of Court's certificate filed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Recorder's certificate filed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Public dedication certificate for all streets and street rights-of-way and other land dedicated to the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Public dedication of utility easements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
31. Resolution by county accepting improvements and maintenance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Signature lines for zoning commission, county engineer, board of supervisors, and others (as required).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If any of the above answers are NO, note the number on the back of this sheet or attach an additional sheet and state the reasoning and comments concerning the specific item.

Any incomplete application or plat drawing will not be considered by the Planning and Zoning Commission.

Signed: _____
(Owner or authorized agent)

Date: _____

Reviewed:

County Zoning Administrator

Date: _____

County Engineer

Date: _____