



Final Plat Application Requirements

All of the following information must be submitted. Once the application has been submitted with the appropriate fees, staff will review for completeness. Applications will be scheduled for public meetings only if all required items are submitted. The applicant will be notified within 15 business days as to whether or not the application is complete. Once the application is deemed complete, the 60-day statutory review period will begin. The City may extend the review period an additional 60 days if necessary to complete the review process.

- _____ 1) A completed and signed Land Use Application Form.
- _____ 2) A non-refundable fee and an escrow deposit.
- _____ 3) One (1) full size set, three (3) reduced (11x17) sets, and an electronic (PDF) format at the time of submittal
- _____ 4) Title opinion or a title insurance commitment.
- _____ 5) Proposed restrictive covenants to be recorded with the final plat.
- _____ 6) Valid title or ownership in the land to be subdivided or other such evidence.
- _____ 7) Final Plat: Final Plats indicate the subdivision name, map scale and north point, an accurate map of the proposed subdivision including:
 - a) Stormwater calculations.
 - b) Names of all streets
 - c) Monument locations and benchmark
 - d) Engineers estimate for the water, sewer and storm water.
 - e) Engineers specifications for water, sewer, storm water, streets and trails.
 - f) Lot sizes for all lots and outlots in tabular form.
- _____ 8) Notarized certification by a registered land surveyor that the map was made by a surveyor.
- _____ 9) Notarized certification by the owner(s) of record at the time of the approval of the plat, together with the dedication of streets and other public areas to the public, and if applicable, the dedication of common areas to a property owners' association.
- _____ 10) An agreement establishing a common interest community, if a part of the plat is to be dedicated for the use and control by a property owners' association.
- _____ 11) Certification showing that all real estate taxes and special assessments currently due on the property to be subdivided have been paid in full.
- _____ 12) Development Plan: A development plan for the property indicating necessary improvements and associated cost break down indicating topography, location of existing and proposed buildings/structures, proposed streets and driveways, landscaping, and drainage.
- _____ 13) The City shall have the authority to request additional information from the applicant concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant concerning any information declared necessary to establish performance conditions.

The Final Plat request must be filed within one hundred eighty (180) days after the approval of the Preliminary Plat. Failure to submit the final plat, unless written request for extension has been submitted and for good cause granted by the Council, shall cause the Preliminary Plat Approval to become null and void. The Final Plat request will be scheduled for a public hearing before the Planning and Zoning Commission. The Planning and Zoning Commission's recommendation will then be considered by the City Council.

After final approval, the final plat shall be recorded with the county recorder within ninety (90) days of the city executing the final plat unless the council has granted an extension. The subdivider shall furnish the Zoning Administrator a Mylar original, three (3) copies of the final plat showing evidence of the final recording and an AutoCAD DWG or DXF file. The subdivider shall be responsible for any costs incurred pertaining to the verification of the final plat materials. Failure to furnish such copies shall be grounds for the city's refusal to issue building permits for lots within said final plat.

No changes, erasures, modifications, or revisions shall be made in any final plat after approval has been given by the council, unless said plat is resubmitted to the city and the city council approves any such modifications. In the event that any such final plat is recorded without complying with this requirement, approval of such final plat can be rendered null and void by the council and no building permits will be issued for lots within said final plat; and the council shall institute proceedings to have the plat stricken from the records of the city and of the county.

Please see the Baxter City Code for a complete, detailed listing of requirements. Final Plat procedures can be found in Section 11-3-3 (Final Plat Requirements) of the Subdivision Regulations. If you have any questions about these requirements, please contact City Hall to speak with the Zoning Administrator.