



DEVELOPMENT SERVICES DEPARTMENT
10 FIRST ST. NW
MASON CITY, IOWA 50401
641.421.3626

FINAL PLAT APPROVAL

APPLICATION PACKET

CITY COUNCIL APPROVAL REQUIRED

GENERAL APPLICATION INSTRUCTIONS

Effective Date: May 1, 2024

APPLICATION: Please complete and submit **all required materials** included in this packet. Your application **will not** be placed on the City Council's agenda until a complete application is received. If the subdivision is located outside the City limits but within the City's 2 mile extraterritorial jurisdiction, the Final Plat will not be schedule for City Council approval until it has been reviewed and approved by the Cerro Gordo County Planning and Zoning Commission.

FILING DEADLINE: There is no fixed deadline to file an application for Final Plat approval. Applications are submitted to the City Council on a rolling basis. No application will be submitted to the City Council until all required information and materials are submitted. The filing fee is required at the time the application is submitted.

FEE: \$125.00 + \$15 per lot, including outlots

MEETING TIME AND PLACE: The City Council meets in the Mason City Room of the Mason City Public Library at 7:00 PM on the first and third Tuesday's of each month. The meetings are open to the public.

FINAL PLAT REQUIRED: Preliminary and final plat requirements are applicable to all major subdivisions. The owner and developer of a minor subdivision, as defined in Title 11 of the Municipal Code, may choose to omit the preliminary plat submission and approval process. A minor subdivision is a plat that creates 4 or fewer lots and no new public right-of-way.

PRE-APPLICATION CONFERENCE ENCOURAGED: In order to convey critical information regarding the subdivision process, a pre-application conference is encouraged, but not required, prior to the submission of any subdivision application. The conference shall include the Administrative Officer, the City Engineer, other appropriate City staff, and utility company representatives where advisable. Contact the Development Services Department at 641-421-3626 to schedule a Pre-Application Conference.

CONCEPT PLAN REVIEW REQUIRED: In order to determine the intention of the applicant with regard to layout of lots, streets and utilities, and to provide a basis for discussion and revision before substantial engineering costs are incurred, the applicant shall submit a concept plan for review by the Development Review Committee prior to submittal of any plat. Contact the Development Services Department at 641-421-3626 to obtain the Concept Plan packet and to schedule a Concept Plan Review with the Development Review Committee.

FINAL PLAT REVIEW PROCEDURES: Upon receipt of a complete final plat application, the Administrative Officer shall distribute copies of the final plat to the City Clerk, the City Engineer and other affected City departments and public utility companies for review, and shall schedule the plat for review by the Council. All City departments tasked with review of the plat shall report their findings as to the plat's compliance with City standards to the Council prior to its consideration of the plat.

The Council shall review the final plat and all staff reports to determine whether the plat is in substantial conformity to the approved preliminary plat (if applicable) and whether the plat conforms to the City's ordinances and Comprehensive Plan. If the plat is found to be in substantial conformity to the approved preliminary plat (if applicable) and conforms to the City's ordinances and Comprehensive Plan, the Council shall approve the plat by resolution. The Council shall take action on the plat within sixty (60) days following the filing of the completed application with the Administrative Officer, unless such time period is extended by agreement between the subdivider and the City. If the Council does not take action within sixty (60) days, the final plat shall be deemed approved.

FINAL PLAT DESIGN STANDARDS AND REQUIRED IMPROVEMENTS: The City has established minimum standards necessary in subdivision design to protect the public health, safety and general welfare. The subdivider is responsible for constructing all public improvements associated with the subdivision according to City Code, unless exempted by the City Council from such requirements. Specific design standards and required improvements can be found in Chapter 11-4 of the Subdivision Ordinance.

Email address: _____

Email address: _____

Purpose of the Requested Final Plat: _____

Signature of Applicant: _____

Date: _____

Name/Title: _____

Subdivider's Appointment of Authorized Representative:

I hereby authorize the person(s) named below to act as my agent(s) in all matters pertaining to this application.

Name/Title: _____

Address: _____

Phone No.: _____

FINAL PLAT APPLICATION CHECKLIST

A complete Final Plat Application includes the following items. This checklist is provided for your use to organize your application; please attach a copy to your application. City Staff will also use it to review your application packet for completeness.

APPLICANT USE	APPLICATION ELEMENT	STAFF USE ONLY
_____	Completed Application Form	
_____	Application Fee	
_____	Final Plat Application Checklist (this form)	
_____	A copy of the deed, certificate of title, land contract or any other recorded legal documentation showing verification of ownership of said parcel being subdivided.	
_____	Surveyor's certificate (original and 1 copy)	
_____	Dedication of Plat (original and 1 copy)	
_____	Statement of restrictions of all types that run with the land and become covenants in the deeds of the lots.	
_____	One of the following: 1) Evidence that all required improvements have been completed in accordance with construction plans as approved and in substantial compliance with the Preliminary Plat., <u>or</u> 2) Instrument of financial security (bond, escrow or other evidence) guaranteeing completion of improvements within 1 year of Final Plat approval.	
_____	A street tree planting plan approvable by the City and bearing a signature block for the City Forester.	
_____	A completed Final Plat Checklist	
_____	One signed original and two black line copies of the Final Plat (drawn at a scale of 1" = 100', or larger, on a sheet no larger than 15" x 18" in size) and containing all elements identified on the Final Plat Checklist.	
_____	One 11" x 17" black line copy of the Final Plat as outlined on the Final Plat Checklist. (requirement waived if original Final Plat is no larger than 11" x 17")	
_____	A digital version of the final subdivision plat compatible with the Cerro Gordo County Geographic Information System and the Mason City mapping system.	
_____	Legal Description in MS Word or Rich Text Format (may be submitted on disc, flash drive or via email.)	
_____	One archival copy of the plat meeting the specifications outlined on the Final Plat checklist in a format and on media acceptable to the City Engineer.	

FINAL PLAT CHECKLIST

The following elements must be shown on the Final Plat. This checklist is provided for your use to prepare your Final Plat. Additional requirements may apply; these requirements will be identified during the Concept Plan Review. Please use this checklist to review your Final Plat for completeness and include your completed checklist with your application. City Staff will use it when reviewing the Final Plat for completeness.

APPLICANT USE	FINAL PLAT ELEMENT	STAFF USE ONLY
_____	Clearly marked "Final Plat"	
_____	Subdivision name	
_____	Scale	
_____	North arrow	
_____	Date of plat	
_____	Name and address of property owner	
_____	Name and address of person preparing the plat	
_____	All adjacent streets and subdivisions are labeled	
_____	Legal description of the land included in subdivision	
_____	All linear and angular measurements necessary for locating boundaries of the subdivided area, the lots, streets, alleys, easements and any other similar public or private uses	
_____	All monuments to be of record.	
_____	All distance, bearing, curve and other survey data as required by Chapter 355, Code of Iowa.	
_____	The location, width and dimensions and proposed names of all public streets to be dedicated for public use and private streets provided for by perpetual easement.	
_____	Block and lot numbers, as applicable.	
_____	Location and purpose of any easement and/or private restriction shown on the plat.	
_____	In the case of a minor subdivision where no preliminary plat was required or approved, a grading plan showing areas of excavation and stockpiling, soil erosion control methods which will be practiced and quantities involved in the soil erosion control methods.	
_____	If any portion of the area within the proposed Final Plat lies within the City's regulatory flood plain, the boundaries of the floodplain and location and elevation of established cross sections.	
_____	If more than 1 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 required City signature block.*	

- * The required city signature block executed by the mayor, and the date and resolution number approving the final plat shall be 5.4" x 1.5" or 2.2" x 3.7" in size, located in the lower right hand corner of the first page of the plat. A signature block for the mayor shall be located on all subsequent pages. Any exceptions must be approved by the administrative officer