

# Subdivision Final Plat

## Approval Process & Application Packet

### Application packet includes the following:

- Final Plat application form (*must be complete*)
- Final Plat drawing checklist

### Application process & submittal requirements:



### Pre-Application Conference & Preliminary Plat Process

The purpose for this conference with the City Planning staff is to be a gathering of information regarding the proposed plat and subdivision regulations. The meeting should be attended by the applicant and their consultant.

To schedule a pre-application conference, contact the Community Development Department at (515-963-3550) or [planning@ankenyiowa.gov](mailto:planning@ankenyiowa.gov). Prior to meeting, the applicant is encouraged to meet with the local utility companies.

### Technical Review Committee

A developer must file the final plat and supplementary material within two years of obtaining Preliminary Plat approval. The Technical Review Committee will check the plat and supplementary materials to insure compliance with the Preliminary Plat. If the Final Plat substantially complies with the Preliminary Plat, the Final Plat will be scheduled for the next available Plan & Zoning Commission meeting.

The applicant must submit the following materials for the Technical Review Committee meeting:

- ✓ Final Plat Application Form & Completed Checklist
- ✓ Eight (8) folded copies of the Final Plat Drawing containing the required information
- ✓ Two (2) copies of the construction plans including:
  - ✓ soils report
  - ✓ street signage plan
  - ✓ drainage map and calculation
  - ✓ grading plan
  - ✓ fire hydrant coverage map
  - ✓ and park site dedication calculation
- ✓ Electronic PDF copy of all submittal items. Please request a City file share to [planning@ankenyiowa.gov](mailto:planning@ankenyiowa.gov) for documents and/or emails that exceed 25 MB

### Plan & Zoning Commission (Section 200.21 & 200.22)

Application for approval of the final plat shall be submitted in writing to the Commission at least fifteen days prior to the meeting at which it is to be considered. The final plat shall contain such information as is required under Section 200.26 and shall be accompanied by such material as is required under Section 200.27.

Within thirty days after application for approval of the final plat, the Commission shall approve or disapprove the final plat. If the Commission approves, it shall affix its seal upon the plat, together with the certifying signature of its chairman and secretary. If it disapproves, it shall set forth its reasons in its own records and provide the applicant with a copy.

The applicant must submit the following materials for a Plan & Zoning Commission meeting:

- ✓ Six (6) folded copies of the updated Final Plat drawing(s)
- ✓ Two (2) sets of updated construction plans
- ✓ Electronic PDF copy of all submittal items. Please request a City file share to [planning@ankenyiowa.gov](mailto:planning@ankenyiowa.gov) for documents and/or emails that exceed 25 MB
- ✓ Written application for approval letter addressed to the Ankeny Plan & Zoning Commission detailing the project
- ✓ Technical Review Committee comments addressed
- ✓ Filing fee
- ✓ Park site dedication worksheet

**Miscellaneous Items (not required for all plats):**

- ✓ Subdivision waiver requests
- ✓ Assessment splits worksheet
- ✓ IDOT permit applications (grading, utility, access, and/or traffic control devices)
- ✓ Off-site easement plats
- ✓ Local floodplain permits
- ✓ Worksheet for city cost sharing in public improvements
- ✓ Traffic Memo required, Traffic Study if necessary
- ✓ COSESCO permit & fee
- ✓ DNR permit applications (both water supply permit and sanitary sewer construction permit)
- ✓ NPDES discharge form
- ✓ Draft of the restrictive covenants

**City Council (Section 200.23)**

After approval of the final plat by the Commission and the fulfillment of the regulations set forth in this chapter, the plat shall be forwarded by the Commission to the Council for approval at least ten days prior to the meeting at which it is to be considered. If the Commission does not approve the final plat, the Council may approve the plat only by a four-fifths vote of the entire membership of the Council.

In case, on application for such approval of any plat, the Council fails to either approve or reject the same within 60 days from date of application, the developer shall have the right to file the same with the County Recorder, Assessor or Auditor. If the plat is disapproved by the Council, such disapproval shall point out wherein the proposed plat is objectionable.

The applicant must submit the following materials for the City Council meeting:

***Prepared by the engineer:***

- ✓ Letter addressed to the Ankeny City Council detailing the project
- ✓ 6 copies of the final plat (signed black line prints)
- ✓ 2 signed half size and 1 signed PDF of constructions plans
- ✓ CAD file in State Plane Coordinate System
- ✓ One (1) signed hard copy and a PDF copy of the approved drainage study

***Prepared by the developer or contractor:***

- ✓ 1 copy of the performance bond or letter of credit for silt fence, and seeding (erosion control)
- ✓ 1 original of the private construction contract(s) for grading, sanitary sewers, water lines, storm sewer, paving, and subgrading
- ✓ 1 original of the performance bond(s) for grading, sanitary sewers, water lines, storm sewer, and paving & subgrading
- ✓ 1 original of the 4-year sanitary sewers, water lines, and storm sewer maintenance bond(s)
- ✓ 1 original of the 4-year paving & subgrade maintenance bond(s)
- ✓ 1 copy of insurance for company (or companies) doing the public improvements with the City listed as an additionally insured party

***Prepared by the attorney:***

- ✓ Attorney's platting opinion
- ✓ Polk County treasurer's certificate (the city requests that it be submitted for copying, the original will be returned with the other platting documents when they are picked up at City Hall for recording)
- ✓ Warranty deed(s) by the owner dedicating streets and any sites for public use
- ✓ Consent to plat by record titleholder
- ✓ Consent to plat by mortgagee (if there is a mortgage against the property)
- ✓ Signed copy of the final restrictive covenants
- ✓ Deed to parkland, parkland dedication funds, and /or parkland restrictive covenant
- ✓ Partial release of real estate mortgage for all street lots (if there is a mortgage against the property)
- ✓ Signed copy of any required easement documents

**Miscellaneous Items (not required for all plats):**

- ✓ Signed copy of any required off-site easements
- ✓ Include in the Council letter requesting City cost sharing in public improvements
- ✓ Groundwater hazard statement
- ✓ Sewer connection fee or assessment district fee
- ✓ Water connection fee or assessment district fee
- ✓ Private street name designations
- ✓ 3 originals MPE sheets

### **Recordation (Section 200.25)**

Upon approval of the Council, the developer shall record the plat with the county recorder within thirty days. If not recorded within this time, the approval shall be null and void. Immediately after recording, the original or a duly certified copy shall be filed with the office of the Clerk.

#### **Submit the completed Final Plat Application Packet to:**

Community Development Department  
City of Ankeny  
1210 NW Prairie Ridge Drive  
Ankeny, Iowa 50023

#### **Final Plat documents for recording will be available at:**

City Hall  
410 West First Street  
Ankeny, Iowa

If you have questions, please contact the Community Development Department at:

Phone: (515) 963-3550

E-mail: [planning@ankenyiowa.gov](mailto:planning@ankenyiowa.gov)

The following links are available on the City of Ankeny website at

<https://www.ankenyiowa.gov/200/Planning-Information>

#### Community Development

Zoning & Subdivision Municipal Codes  
Zoning Map  
Ankeny Comprehensive Plan  
Development Schedule  
Development Fee Schedule  
Polk County Assessor's Site  
Polk County Recorder's Site  
FEMA (Federal Emergency Management Agency)  
FIRM (Flood Insurance Rate Map)

**No application will be accepted unless it complies with all the submittal requirements.  
Applications that are incomplete will be returned to the applicant without further review.**

## Final Plat Application Form

Property Location for Final Plat (street address and/or boundary description):

\_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Gross acreage of subdivision: \_\_\_\_\_ Total number of proposed lots: \_\_\_\_\_

Current property zoning: \_\_\_\_\_

Is subdivision within Ankeny's corporate limits ☐ yes ☐ no

Is subject property within a 100-year floodplain ☐ yes ☐ no

Applicant/Contact Person: \_\_\_\_\_

Full Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Full Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Attorney \_\_\_\_\_

Full Name: \_\_\_\_\_ Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Land Surveyor/Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

I (We) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Ankeny, and have submitted all the required information.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

(Applicant/Contact Person)

**Note: No other signature may be substituted for the Property Owner's Signature**

and: \_\_\_\_\_ Date: \_\_\_\_\_

(Property Owner)

**\*\*Original signatures are required\*\***

## Final Plat Drawing Application Checklist

Pre-application Conference ☐ held on \_\_\_\_\_ ☐ scheduled for \_\_\_\_\_ ☐ not held  
Preliminary Plat approval ☐ Plan & Zoning Commission ☐ City Council

The following is the required information as set forth in Section 200.26 of the Ankeny Municipal Zoning Code.  
**Paper copies on sheets not to exceed 24" x 36".**

1. ☐ Plat /Subdivision name
2. ☐ Name, address, and phone number of the following:
  - ☐ Land surveyor
  - ☐ Property Owner(s)
  - ☐ Developer
3. ☐ Land surveyor certificate & seal
4. ☐ Date of preparation
5. ☐ North Arrow
6. ☐ Scale – not to exceed 1"=100'
7. ☐ Vicinity sketch showing location of the project and street alignment of existing and proposed subdivisions with a scale less than 1"= 500'
8. ☐ I.D. & ownership of adjacent land
9. ☐ Zoning
10. ☐ Legal description of the property to be platted
11. ☐ Tract boundary lines including dimensions
12. ☐ Lot lines
13. ☐ Lot dimensions
14. ☐ Lot numbers
15. ☐ Easements including location, width, and purpose
16. ☐ Corner radii
17. ☐ Interior angles
18. ☐ Curve data
19. ☐ Street widths
20. ☐ Right-of-way widths
21. ☐ Street names
22. ☐ Addresses
23. ☐ Lots to be dedicated or reserved
24. ☐ References, location, and description of survey monuments found
25. ☐ Sidewalk/street lighting note (rural)
26. ☐ Flood plain, Floodway & FEMA map panel (if applicable)
27. ☐ Minimum floor elevation allowable for building sites within the floodplain overlay zone

**No application can be accepted for filing unless all required information is submitted**

For Staff Use: Application complete ☐ Fee paid ☐

Received by: \_\_\_\_\_ Date: \_\_\_\_\_