

Chapter 5

PLATTING AND RECORDING REQUIREMENTS

11-5-1: VICINITY PLAN:

The vicinity plan shall show a simple sketch drawn to scale of the proposed layout of streets, lots and other features in relation to existing and planned streets within one-fourth ($\frac{1}{4}$) mile of the subdivision. The plan may be pencil sketch or may be made directly on an aerial photograph. The plan shall be prepared at a scale of not smaller than one inch equals five hundred feet (1" = 500'). (Ord. 6-18-81C, 6-18-1981)

11-5-2: PRELIMINARY PLAN:

The preliminary plan shall be drawn to a scale of one inch equals one hundred feet (1" = 100'), or larger, and shall show:

- A. The proposed name of the subdivision.
- B. The location of the subdivision as forming a part of a larger tract or parcel where the plan submitted covers only a part of the subdivider's tract.
- C. Sufficient information to locate accurately the property shown on the plan.
- D. The names and addresses of the subdivider, the engineer or surveyor of the subdivision, and the owner of the land immediately adjoining the land to be subdivided.
- E. Contour map at appropriate intervals where required by the planning commission.
- F. The boundary lines of the tract to be subdivided.

- G. The location, width and other dimensions of all existing or platted streets and other important features, such as watercourses, exceptional topography and buildings within the tract, and within two hundred feet (200') of the tract to be subdivided.
- H. Existing sanitary sewers, storm drains, water supply mains and bridges within the tract, or within two hundred feet (200') thereof.
- I. The location, width and other dimensions of the proposed streets, alleys, easements, parks and other open spaces, with proper labeling of spaces to be dedicated to the public or to be reserved for common use and benefit of development residents.
- J. North point, scale and date.
- K. Engineering drawings, including typical cross sections and plans and/or written statements regarding the width and type of proposed streets; location, size and type of proposed water mains, sanitary sewers or other sewage disposal facilities; drainage facilities; and other proposed improvements such as sidewalks, curbs and gutters, parks and fire hydrants. (Ord. 6-18-81C, 6-18-1981)

11-5-3: FINAL PLAT:

A final plat shall be prepared on all subdivisions¹. The plat shall consist of a sheet of approved tracing linen or Mylar to the outside or trim line dimensions of twenty three inches by thirty six inches (23" x 36"), and the borderline of the plat shall be drawn in heavy lines, leaving a space of at least a one and one-half inch ($1\frac{1}{2}$ ") margin on the left hand side of the sheet for binding, and not less than a one-half inch ($\frac{1}{2}$ ") margin in from the outside or trim line around the other three (3) sides or edges of the sheet. The plat shall be so drawn that the top of the sheet either faces north or west, whichever accommodates the drawing best. All lines, dimensions and markings shall be made with approved waterproof black India drawing ink, or equivalent. The actual map shall be made on a scale large enough to clearly show all details, and the workmanship on finished drawings shall be neat, clean cut and readable. The subdivider shall also furnish the planning commission with two (2) prints of the final plat when submitting the tracing. The final drawing or plat shall contain the following information:

- A. Subdivision name and general location of the subdivision.

- B. A north point and scale on the drawings and the date.
- C. Accurately drawn boundaries, showing the proper bearings and dimensions of all boundary lines of the subdivision properly tied to public survey monuments. These lines should be slightly heavier than street and lot line. (Ord. 6-18-81C, 6-18-1981)
- D. The names, width, lengths, bearings and curve data of centerlines of proposed public streets, alleys and easements. Also, the boundaries, bearings and dimensions of all portions within the subdivision, as intended to be dedicated to the use of the public, and the lines, dimensions, bearings and numbers of all lots and blocks, and a definite street naming² and numbering system approved by the planning commission. (Ord. 6-18-81C, 6-18-1981; amd. 2003 Code)
- E. The location of public utilities which are within or in close proximity to the proposed subdivision, together with existing watercourses or other constructed features that are involved.
- F. The location of all required monuments.
- G. The description and location of all monuments set and established by the county or the United States government that are adjacent to, in or near the proposed subdivision.
- H. The standard forms approved by the planning commission lettered for the following:
1. Description of land to be included in subdivision.
 2. Registered professional engineer and/or land surveyor's "certificate of survey".
 3. Owner's dedication.
 4. Notary public's acknowledgement of dedication.
 5. Planning commission's certificate of approval.
 6. Approval of public health official, including notation of any special requirements.
 7. The city attorney's certificate of acceptance and approval.

8. The city council's certificate of acceptance and approval.

Note: It is necessary that all dimensions and calculations made by the engineer shall show proper closures in all boundaries of the subdivision, and no plat will be accepted that shows a plus or minus distance for closure, unless agreed by the planning commission or other person duly empowered by resolution. (Ord. 6-18-81C, 6-18-1981)

11-5-4: RECORDING REQUIREMENTS:

Final plats must be recorded in the office of the county recorder not less than ninety (90) days from the date of approval of the final plat by the city council, and no lot shall be sold within such subdivision until the plat has been so approved and recorded. A final plat of any subdivision which is not recorded within ninety (90) days from the date of approval by the city council shall be null and void, unless a longer period of time is approved by the city council. Approval of the final plat by the planning commission shall not be deemed as the acceptance of the dedication of any street, public way or ground. Such acceptance shall be obtained from the city council. (Ord. 6-18-81C, 6-18-1981)

Footnotes - Click any footnote link to go back to its reference.

Footnote 1: Except as provided in section 11-1-2 of this title.

Footnote 2: See also subsection 11-6-4H of this title.