



APPLICATION FORM FOR PLATS OF SURVEY

City of Polk City, Iowa

- FOR OFFICE USE ONLY		
-		
Date:	Amount:	Rec'd by:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Thank you for your interest in the City of Polk City!

It is the responsibility of the applicant (owner, developer and consultants) to compare their project submittal to City Code and this checklist and ensure that all items and requirements are included. If an application is substantially incomplete, the review will be delayed and the review schedule will be amended.

Survey Name: _____

Location: _____

Applicant: ***This form MUST be signed by Applicant.***

Property Owner's Signature _____	Surveyor's Name _____
Street Address _____	Street Address _____
City, State _____	City, State _____
Telephone No. _____	Telephone No. _____
Email Address _____	Email Address _____

Plat of Survey Application Fee:

Application Fee	\$50.00
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Amount Paid: \$ _____

City Engineering Review Fee:

Note: The number of Submittals varies, and is contingent upon the applicant addressing all review comments.

Submittal #1:	\$500
Submittal #2:	\$250
Sub #3 & Others:	\$200

Amount Paid: \$ _____

Documents to be Submitted for Review:

✓ If Provided	Plan / Document
	Completed Plat of Survey Application Form, signed by Property Owner
	Completed Plat of Survey Check List
	Plat of Survey Application Fee
	City Engineering Review Fee for Submittal #1
	Plat of Survey Drawing(s)
	Accompanying Information (See Check List)
	Other (Please Specify):

CITY OF POLK CITY, IOWA

PLAT OF SURVEY CHECKLIST

Plat Name: _____
Applicant: _____
Owner Contact: _____

Surveyor: _____
Telephone: _____
E-mail: _____

ILLUSTRATIONS

Description	OK	Not OK	Comments
GENERAL (<i>maximum size: 24" x 36"</i>)			
Seal & Certification and address of Land Surveyor			
North Arrow			
Scale			
Date			
NOTES ON DRAWING:			
All septic systems shall conform to Polk County's requirements.			
Residence shall connect to Polk City water system, if applicable			
No more than one driveway permitted for new Parcel " _ ".			
No additional driveways for existing residence on Parcel " _ ".			
All new driveways shall be paved.			
SURVEY INFORMATION			
Legal Description (metes & bounds) for each parcel.			
Ties to 2 section corners			
Area in acres of each parcel			
Adjoining Subdivision Names			
Parcel Boundaries in Heavy Line			
Bearings, Distances, Angles			
Curve Data and Curve Numbers			
Location and Ties of all Monuments Set & Found			
Existing septic tanks and laterals, note to abandon if applicable			
Existing wells, note to abandon if applicable			
Existing driveways, buildings, trees, etc			
All Dimensions on boundaries and easements			
PARCELS			
Parcel Lines with bearings and distance, min 40' of frontage			
Parcel Letters			
Right-of-way width of abutting streets			
Building Setback Lines - both vacant and developed lots			
Existing buildings, dimensioned to meet all setbacks			
Addresses for both parcels			
EASEMENTS (<i>Dimensioned and Labeled as "Public" or "Private"</i>)			
Show and Dimension all existing easements			
Show Public Utility Easements (P.U.E.)			
Show and Dimension all proposed easements			
Show and Dimension sidewalk easement (if roadside ditches)			

ACCOMPANYING INFORMATION					
DESCRIPTION	RECEIVED		REVIEWED		\$ AMOUNT
	Signed	Copy	OK	Not OK	
GENERAL					
Revised Plat of Survey Drawing					
Other:					
PETITION & WAIVERS					
Petition & Waiver for Future Sidewalks					
Petition & Waiver for Future Street Improvements, if applicable					
Other:					
FEES					
Filing Fee					
Assessments, if any, paid in full					
Professional Billings Paid					
Other:					
EASEMENTS <i>(Signed Documents with Legal Descriptions)</i>					
Septic system and laterals, if not located on correct lot					
Overland Flowage (1.0' above 100-yr HWL)					
Public Sidewalk (where ditch conflicts w/ sidewalk location)					
Other:					
REAL ESTATE TRANSFER					
Warranty Deed for right-of-way, if needed					
Groundwater Hazard Statements for all dedications					
Other:					