



APPLICATION FORM  
FOR  
PLATS OF SURVEY

City of Polk City, Iowa

<b>- FOR OFFICE USE ONLY</b>		
-		
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 Address:**

### ILLUSTRATIONS

Description	OK	Not OK	Comments
<b>GENERAL</b> ( <i>maximum size: 24" x 36"</i> )			
Seal & Certification and address of Land Surveyor			
North Arrow & Scale			
Date			

<b>NOTES ON DRAWING:</b> ( <i>Samples</i> )			
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 " _".			
Access to Parcel " _" shall be located _' from the _____ lot corner.			
No additional driveways for existing residence on Parcel " _".			
All new driveways shall be paved. (if parcel is inside Polk City.)			
Mailboxes within the public ROW shall be of a breakaway design.			
All services located on opposite side of road must be bored under roadway at owner's expense. (Paved roads only)			
Maintenance of all drainage easements, including embankments, shall be the responsibility of the property owners.			
Any subsurface drainage facilities that are disturbed shall be restored or rerouted by the property owner			

<b>SURVEY INFORMATION</b>			
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			

<b>PARCELS</b>			
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			

<b>EASEMENTS</b> ( <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	REVIEWED		RECEIVED		Comments
	OK	Not-OK	Signed	Recorded	
<b>GENERAL</b>					
Revised Plat of Survey Drawing					
Other:					
<b>DEVELOPMENT AGREEMENTS</b>					
Deferral Agreement for Future Sidewalks, if inside Polk City					
Petition & Waiver for Future Street Improvements, if applicable					
Other:					
<b>FEES</b>					
Application/Filing Fee					
Assessments, if any, paid in full					
Professional Billings Paid					
Other:					
<b>EASEMENTS (If inside Polk City =&gt;signed documents with legal descriptions)</b>					
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:					
<b>REAL ESTATE TRANSFER</b>					
Warranty Deed for right-of-way, if needed					
Groundwater Hazard Statements for all dedications					
Other:					