

CITY OF PLEASANT HILL PLAT SUBMITTAL CHECKLIST

PRE-APPLICATION MEETING: Held on _____ Scheduled for _____ Not Held

SUBMITTAL REQUIREMENTS: Applications without all submittal requirements will not be accepted or reviewed. Please provide the following information for the initial and following submissions for the type of plat indicated in the application and any additional requirements requested by the Zoning Administrator:

MAJOR PLAT*			
	First Submission	Following Submissions	Submission After Approval
Preliminary	7 full size & 1 digital sets	1 digital set	1 signed & 1 digital set
Construction Plans	2 full size & 1 digital sets	1 digital set	1 signed & 1 digital set
Stormwater Management Plan	1 set & 1 digital sets	1 digital set	1 signed & 1 digital set
Final	7 full size & 1 digital sets	1 digital set	3 signed & 1 digital sets

*Send one (1) additional hard and/or digital copy of required submittals to City Engineer, **Snyder & Associates**.

MINOR PLAT			
	First Submission	Following Submissions	Submission After Approval
Preliminary	7 full size & 1 digital sets	1 digital set	1 signed & 1 digital set
Stormwater Management Plan	As needed	As needed	As needed
Final	7 full size & 1 digital sets	1 digital set	3 signed & 1 digital sets

PLAT OF SURVEY			
	First Submission	Following Submissions	Submission After Approval
Plat of Survey	1 set & 1 digital set	1 digital set	3 signed & 1 digital sets

CHECKLIST REQUIREMENTS: The complexity of the proposed platting and construction will determine if the items below are needed for a complete submittal. If there are any questions as to which items are necessary, please contact the Community Development Department prior to submitting.

Plat of Survey

1. ___ Proposed name of the Plat of Survey and full legal description of the subject site.
2. ___ North arrow and scale.
3. ___ Include name and contact information of the property owner and applicant.
4. ___ Include the name and contact of the plat preparer, the date of the fieldwork, and the land surveyor certification statement signed and dated.
5. ___ Location and name of abutting streets and rights-of-way where applicable.
6. ___ Parcel boundary lines with applicable dimensions, angles or bearings and any references to established survey monuments. Show contiguous or abutting lots/parcels under the same ownership as subject site.
7. ___ Total area of the lot or parcel by square footage and acreage.
8. ___ Current zoning, bulk regulations, and setback information.
9. ___ Identify all adjoining property owners and plat information.

10. ___ If existing structures are located on the property, provide the location of each existing structure and its setback from the boundary lines.
11. ___ Include the intent/reason for the plat of survey in a note on the drawing.
12. ___ Show dimensions of existing easements and reference book and page number if applicable.
13. ___ Provide easement documents for any proposed new easement.
14. ___ Show lot addresses. Staff will assign an address if an address does not currently exist.
15. ___ A lot tie agreement shall be submitted with a plat of survey if the intention of the plat is for the property owner to hold multiple adjoining properties together as one taxable parcel to prevent the future sale of either parcel independent from the other.

Preliminary Plat:

1. ___ Plans drawn at a maximum of 1:50 foot scale.
2. ___ Cover Sheet with items including but not limited to:
Name of subdivision, date, legal description of the property to be platted, name and address of recorded owner(s) and developer(s), name and address of engineer/architect/landscape architect, parcel zoning and bulk regulations, a "vicinity map" at a scale of 1" = 500' or larger, name/certification/seal of registered land surveyor who prepared the plat, and proposed utility service provider for water, sewage, and stormwater.
3. ___ North arrow and scale.
4. ___ Existing buildings, railroads, underground utilities, and right-of-ways.
5. ___ Location, names and widths of all existing and proposed roads, alleys, streets, and highways in or adjoining the area being subdivided.
6. ___ Location and names of adjoining subdivisions, zoning classification, and the names of the owners of the adjoining parcels.
7. ___ Building setback lines.
8. ___ Areas dedicated for public use, such as schools, parks, playgrounds, pedestrian, and bicycle trails.
9. ___ Grading plan with contour lines at intervals of not more than two (2) feet.
10. ___ Lot numbers and proposed lot lines with approximate dimensions and square foot area.
11. ___ Indicate the boundaries of the proposed subdivision with a heavy line.
12. ___ Proposed street, sidewalk, and trail widths.
13. ___ Proposed drainage facilities, storm water management, retention and provisions for flood control.
14. ___ Location, character, and dimensions of all existing and proposed easements.
15. ___ Location and USGS designation of springs, streams, and other bodies of water; landslide areas; and any stream buffering per City Code [Chapter 104](#) requirements.
16. ___ Landscaping plan per City Code [Chapter 168](#) requirements.
17. ___ Parkland dedication calculation per City Code [Chapter 172](#) requirements.
18. ___ Submission to MidAmerican Energy and Des Moines Water Works.

Construction Documents:

Contact the City Engineer if there are any questions as to the necessary items for construction documents.

1. ___ Name, address, and phone number of all persons having an interest in the property including the owner(s), engineer, architect, landscape architect, land surveyor or person preparing the site plan. Include applicant information and legal interest if different from any of the previously mentioned.
2. ___ Legal description of property, point of compass, scale, date, and revision dates.

3. ___ A “vicinity map” at a scale of 1” = 500’ or larger showing the location of the property.
4. ___ Grading Plan with existing and proposed contour lines of the proposed development at intervals no more than two feet. Soil erosion control practices must be shown where necessary.
5. ___ Utility Plan with the location, size, and capacity of existing and proposed utilities designed in accordance with SUDAS. Include any existing and proposed temporary or permanent easements and hydrant coverage plan.
6. ___ Roadway Plan with profile of all proposed streets, pavement details, and intersection jointing details.
7. ___ Soil tests and similar information, if deemed necessary by the City Engineer, to determine the feasibility of the proposed development.
8. ___ Lighting Plan of proposed fixtures, conduit, and equipment.
9. ___ Any relevant typical sectionals, details, quantities, references, and general notes.
10. ___ Any information and material required by the City Engineer.
19. ___ Submission to MidAmerican Energy and Des Moines Water Works.

Stormwater Management Plan:

1. ___ Project and engineer information.
2. ___ Project description, existing site conditions, drainage patterns, proposed development, and analysis.
3. ___ Calculations for all stormwater flood management and best management practices as specified in SUDAS or the Iowa Storm Water Management Manual.
4. ___ Maps depicting existing drainage conditions, developed conditions, and locations of erosion and sediment control practices to be utilized at the time of site development.
5. ___ For sites requiring a State NPDES General Permit #2 from IDNR: include a copy of the NPDES permit, City’s Construction Site Erosion and Sediment Control (COSESCO) Permit, and Stormwater Pollution Prevention Plan (SWPPP) as described in City Code [Chapter 102 Section 02](#).
6. ___ Any information and material required by the City Engineer.

Final Plat:

1. ___ Plat /Subdivision name.
2. ___ Official legal description of the property being subdivided.
3. ___ Scale and north arrow.
4. ___ Curve data including delta angle, length of arc, degree of curve, tangent.
5. ___ Boundary lines of subdivided area with accurate distances, bearings, and boundary angles. Include a table showing mathematical closure of the subdivision boundaries and coordinate points of all interior lot corners with reference to one corner of the subdivision, if curve linear lot lines are present.
6. ___ Exact name, location, width, lot designation, and centerline of all streets within the subdivision.
7. ___ Zoning and bulk regulation information.
8. ___ All easements showing width and use intended.
9. ___ Building setback lines with dimensions.
10. ___ Areas dedicated for public use, such as schools, parks, playgrounds, pedestrian walkways, bicycle trails and stream buffers.
11. ___ Lot numbers, dimensions, and addresses (Request addressing from City Staff prior to submittal).
12. ___ Certification of registered engineer and/or land surveyor.
13. ___ Description and location of all permanent monuments set in the subdivision, including ties to original Government corners.

14. ___ Surface drainage report of on-site storm water management and five-year storm calculations.
15. ___ Stamped and signed Minimum Protection Elevations (MPE) Documents.
16. ___ Submission to MidAmerican Energy and Des Moines Water Works.

The City is not responsible for the recording of plat documents. After approval, the applicant will be notified when the plat drawings are stamped by City Clerk and ready to be picked up for recording.

CITY CONTACTS: Submit completed application and required submittal documents as indicated above to the following locations:

City Planner

City of Pleasant Hill
Community Development Department
5160 Maple Drive, Suite A
Pleasant Hill, IA 50327

(515) 309-9461

jbartles@pleasanthilliowa.org

City Engineer

Snyder & Associates, Inc.
2727 WE Snyder Blvd.
P.O. Box 1159
Ankeny, IA 50023

(515) 964-2020

ecannon@snyder-associates.com

LINKS:

City Website: <https://www.pleasanthilliowa.org/>

City Code: https://www.amlegal.com/codes/client/pleasant-hill_ia/

Community Development Website: <https://www.pleasanthilliowa.org/145/Planning-Zoning>

NOTE: Applications will not be accepted unless they comply with all the submittal requirements. Incomplete applications will be returned to the applicant without further review.