

## ARTICLE 500 FINAL PLATS

### Sec. 500.01 Applicability of final plat regulations.

An application for final plat approval may be submitted for planning commission approval when one of the following requirements are met:

(a) *Improvements complete.* The Final Plat of the proposed subdivision or an approved phase shall be submitted to the Planning Commission for final approval at time of completion of improvements shown on preliminary plat.

(1) *Certificate of completion.* The owner/developer's engineer of record submits a statement certifying that all improvements and installations to the subdivision required for its approval under the terms of these regulations have been made, added, or installed in accordance with city specifications.

(2) *Final inspection.* The City Engineer conducts and certifies a Final Inspection.

(b) *Improvements substantially complete.* When the subdivision is substantially complete, as provided for in *Sec. 500.07 Criteria for Substantial Completion*, the owner/developer shall guarantee completion of the remaining items, as provided for in *Sec. 500.08 Criteria for Guarantees*, in accordance with *Sec. 300.09 Guarantees*.

(Code 1994; Ord. No. 2003-100, § 1, 06-10-2003; Ord. No. 2007-41, §3, 4-10-07; Ord. No. 2019-57, § 6, 04-09-2019)

### Sec. 500.02 Application for final plat approval.

When the requirements of these regulations have been satisfied and while the Preliminary Plat Approval is in effect, the owner/developer may submit to the Planning Commission an Application for Review and Approval of the Final Plat. The owner/developer shall submit an application in accordance with current planning department policies and procedures which shall consist of:

(a) *Application.* A completed application requesting review and approval of the Final Plat.

(b) *Plat.* The Final Plat in the number of prints as indicated on the application form, with all items required for a final plat as provided for in Article 900 Plat and Plan Requirements, and other documents as specified in the application packet.

(c) *Fee.* Payment of the filing fee as specified in final plat application packet.

(d) *Digital copy.* The owner/developer must submit with an application for final plat approval, the proposed final plat in digital form with all information in AutoCAD. Information shall include property boundary, lot lines, easements, building setbacks, rights-of-way, street widths, pre-addresses, street names, arc radius, arc distance, etc. Line and curve data shall have bearing and distance chords. Questions concerning this requirement may be directed to the Planning Department.

(e) *Donated assets.* Approved estimate of donated assets, broken down by improvement type (streets, water, electric, sewer, drainage, and sidewalks), as prepared by the engineer-of-record.

(Code 1994; Ord. No. 2003-100, § 1, 06-10-2003; Ord. No. 2007-41, §3, 4-10-07; Ord. No. 2009-21, § 1, 03-09-2009; Ord. No. 2019-57, § 6, 04-09-2019)

**Sec. 500.03 Items required prior to planning commission review.**

(a) *Maintenance Letter of Credit.* The owner/developer shall submit a maintenance letter of credit in accordance with the requirements set forth in *Sec. 300.09 Maintenance Letter of Credit* no later than 12:00 pm the Friday before the Planning Commission meeting at which the final plat will be reviewed.

(b) *Guarantee of Improvements.* If improvements are substantially complete, the owner/developer shall submit a cashier's check in accordance with the requirements set forth in *Sec. 300.10 Guarantees* no later than 12:00 pm the Friday before the planning commission meeting at which the final plat will be reviewed.

(Ord. No. 2007-41, § 3, 4-10-07; Ord. No. 2019-57, § 6, 04-09-2019)

**Sec. 500.04 Review and approval of final plats.**

(a) *Planning Commission action.* The planning commission shall approve or disapprove the final plat within sixty (60) days of when staff accepts the submittal as complete and ready for planning commission review; otherwise said final plat shall be deemed to have been approved. Disapproval of the plat shall be transmitted to the owner/developer with the reasons therefore within a reasonable time (not to exceed two weeks) after the meeting at which the plat was disapproved. Approval of the final plat by the planning commission shall not constitute the acceptance by the public of the dedication of any streets or other public ways or grounds.

(b) *City Council action.* City council approval of the final plat shall provide for the acceptance of right-of-way and utility easement dedications.

(Code 1994; Ord. No. 2003-100, § 1, 06-10-2003; Ord. No. 2007-41, § 3, 4-10-07; Ord. No. 2019-57, § 6, 04-09-2019)

**Sec. 500.05 Inspections of final plats.**

(a) *Inspections required.* All projects shall be constructed according to the plans and specifications reviewed and approved by the city. Inspections shall be made periodically by the city in accordance with other applicable ordinances. The city, through designated agents, may inspect those facilities, improvements and installations for conformance with plans and specifications.

(b) *Defects and deficiencies.* If such inspection reveals that there are any defects or deficiencies in such improvements as installed or that improvements differ from the final engineering plans and specifications accepted by the city, the appropriate city agency shall notify the owner/developer and his engineer of record in writing of such defects, deficiencies, and deviations. The owner/developer shall, at his expense, correct such defects or deviations prior to final plat approval. When such deficiencies have

been corrected, the engineer-of-record shall notify the appropriate city agency in writing that improvements are again ready and a final inspection shall be conducted.

(Code 1994; Ord. No. 2003-100, § 1, 06-10-2003; Ord. No. 2007-41, § 3, 4-10-07; Ord. No. 2019-57, § 6, 04-09-2019)

**Sec. 500.06 Recording.**

(a) *Owner/developer responsibility.* Upon approval of the final plat and acceptance of the public dedications by the city council, the owner/developer shall submit ten (10) copies, notarized and signed, to the Planning Department.

(b) *Planning department responsibility.*

(1) The Planning Department shall have the final plat recorded in the office of the County Recorder within 30 days from the date of submittal of the required documentation. If the final plat is not filed within such time, approval shall be considered as having been abandoned.

(2) Upon recording the plat, the designated city official shall retain the Mylar and two (2) copies for the planning commission's files and building inspection's files.

(Code 1994; Ord. No. 2003-100, § 1, 06-10-2003; Ord. No. 2007-41, § 3, 4-10-07; Ord. No. 2019-57, § 6, 04-09-2019)

**Sec. 500.07 Application for building permit.**

No building permits may be issued until proof of the recording of the approved final plat has been presented to the appropriate City department, with the exception of model homes as provided for in Sec. 400.08.

**Sec. 500.08 Criteria for substantial completion (non-bondable items).**

The following items shall not be guaranteed and shall be completed prior to planning commission approval of the final plat.

(a) *Drainage.*

(1) Drainage swales in-place, sodded or concrete-lined, properly dedicated with erosion control measures in- place.

(2) Detention/retention facilities to grade and draining properly.

(3) Outlet structures, pilot channels, and headwalls, flumes, etc. in-place and constructed to approved plans and specifications.

(4) Any needed off-site improvements or easements in-place.

(5) Sodding of detention/retention ponds complete and established.

(6) Fencing of detention/retention ponds in-place.

(7) Aeration facilities for retention ponds in-place.

- (8) All drainage inlets, outlets, and conduits in proper location and constructed to approved plans and specifications.
- (9) Final layer of drainage paving in-place as required by approved plan, including parking lots.

(b) *Electric conduit.*

- (1) Conduit in place at proper depth and clear of obstructions.
- (2) Conduit termination points in proper location per design layout, marked, and protected.
- (3) Transformer and junction box locations at or near final grade.

(c) *Sewer.* Installation required per currently adopted water and sewer specifications.

- (1) All sewer lines constructed to grade.
- (2) Mandrel and pressure tests complete.
- (3) Televising completed and approved.
- (4) All manholes complete to required elevations and vacuum tested.
- (5) Sewer services marked with T-posts.
- (6) Tracer wires on force mains and tested and approved.
- (7) Lift station site complete and approved – there are no bondable items.
- (8) Lift station alarm deposit.
- (9) Lift station extra pump delivered.
- (10) Lift station site accessible with pavement.
- (11) As-built drawings per specifications – approved PDF and AutoCAD.

(d) *Streets.*

- (1) All curb and gutter completed and backfilled.
- (2) Final layer of asphalt in-place.
- (3) Street signs paid for.
- (4) Sidewalks constructed.

(e) *Water.* Installation required per currently adopted water and sewer specifications.

- (1) All waterlines in-place, pressure tested, and bacteriologically tested safe.
- (2) All hydrants and valves in-place, accessible, and operational (facing street).
- (3) Meter tiles and setters in-place.
- (4) Tracer wires in place and tested.
- (5) All backflow prevention devices installed properly and functional.
- (6) Passing test results for all backflow devices.
- (7) As-built drawings per specifications – approved PDF and AutoCAD.

(Code 1994: Ord. No. 95-70, § 1, 08-08-1995; Ord. No. 98-57, § 1, 06-22-1998; Ord. No. 2000-72, § 1, 06-09-2000; Ord. No. 2003-100, § 1, 06-10-2003; Ord. No. 2007-41, §3, 4-10-07; Ord. No. 2019-57, § 6, 04-09-2019)

**Sec. 500.09                      Criteria for guarantees (bondable items).**

The following items may be guaranteed:

(a) *Sewer.*

- (1) Cosmetic work.

(b) *Streets.*

- (1) Correction of final layer of pavement to the required thickness and density.
- (2) Correction of low or ponding areas in street.
- (3) Correction of unacceptable curb sections.
- (4) Correction of damaged sidewalk sections.
- (5) Approved as-built street drawings.

(c) *Water.*

- (1) Painting hydrants.
- (2) Adjusting meter tiles to grade.
- (3) Adjusting meter setters.
- (4) Adjusting valve stacks.
- (5) Valve pads at final grade and grouted.

(d) *Drainage.* Cosmetic work (finish grout, clean out boxes and pipes, etc.).

(Ord. No. 98-57, § 1, 06-22-1998; Ord. No. 2003-100, § 1, 06-10-2003; Ord. No. 2007-41, §3, 4-10-07; Ord. No. 2019-57, § 6, 04-09-2019)

Art. 500 Final Plats