CITY OF CLIVE
1900 NW 114th Street
Clive, IA 50325-7077
Phone (515)223-6221
Fax (515) 457-3091

APPLICATION FOR DEVELOPMENT REVIEW FINAL PLAT

DATE SUBMITTED	
PROJECT TITLE	
ADDRESS	
LOT #	SUBDIVISION

APPLICANT INFORMATION

APPLICANT NAME	
ADDRESS	
CITY, STATE, ZIP	
PHONE	
FAX	
E-MAIL ADDRESS	

Acceptance of Applicant

I, the undersigned, certify that the information on this application to the best of my knowledge, is true and correct. I further certify that I have a legal interest in the property in question, and/or that I am legally able to represent all other persons or entities with interest in this property.

In addition to the application fee, I understand I am responsible for all development review costs invoiced on a Monthly basis for services performed by City staff or City consultants on my behalf.

Print Applicant's Name

Applicant's Signature Date

DEVELOPMENT TEAM

Project Manager	
Address	
Phone	Fax
E-Mail Address	
Attorney/Other	
Address	
Phone	Fax
E-Mail Address	

Please provide seven folded copies (24"x36" maximum) of all plans and one copy of all draft legal documents. In addition, a digital copy (.pdf format preferred) of all plan sheets and drainage report shall be provided.

In order for a submittal to be determined as complete, the following basic information should be provided:

	Submitted	Accepted
Final Plat Drawing	☐	☐
Platting Documents	☐	☐
Easement Documents	☐	☐
Contracts	☐	☐

For additional detail on the type of information necessary for each of the items above can be found on the back of this form or by contacting the Community Development Department.

Additional Information:

Application Approval

☐ **Approved**
☐ **Denied**

Planner or Authorized Representative Date

FINAL PLAT SUBMITTAL REQUIREMENTS
FOR DEVELOPMENT REVIEW

The complexity of the proposed final plat will dictate whether all of the items below are needed for a complete submittal. If there are any questions as to which items are needed, please contact the Community Development Department prior to submitting.

Final Plat Drawing - The drawing should include all statutory requirements such as legal and boundary information, lot lines, lot numbers, addresses, section corner ties and typical narrative information such as, property owner information and setbacks. Additionally, the drawing should include an indication of all existing lot and easement information (including book and page).

Legal Documents- Copies of the items below should be included with the initial submittal.

- Title Opinion
- Declaration of Covenants, Easement and Restrictions

The following items will need to be reviewed and executed prior to the Final Plat being approved by the City Council.

- Consent to Plat
- Consent to Plat (mortgagees)
- Certificate of Treasurer
- Certificate of Recorder (Dallas Co.)
- Certificate of Auditor (Dallas Co.)
- Warranty Deeds
- Groundwater Hazard Statement

Easement Documents - All proposed easements should be clearly shown on the Final Plat drawings. Private easement should be labeled as such. Following staff review of the Final Plat drawing, copies of the easement legal descriptions and easement legal documents will need to be provided.

Miscellaneous Documents - Copies of the items below should be included with the initial submittal.

- Mid-American Energy Gas/Electric Distribution Contract
- Mid-American Energy Streetlight Installation Contract
- Telephone/Cable Service Installation Contract
- 4-Year Maintenance Bonds for all Public Improvements

Fees - All development costs and fees identified in the staff report will need to be paid in full prior to the Final Plat being approved by the City Council.