

**CHECKLIST FOR COMPLETENESS  
OF  
APPLICATION FOR PLANNING COMMISSION  
REVIEW AND APPROVAL  
OF  
FINAL PLAT  
FOR**

**Lansing Towne Centre 2<sup>nd</sup> Replat  
(Name of Subdivision)**

Joshua Gentzler  
**Person Completing Checklist**

4/11/2025  
**Date**

COMPLETION OF THIS CHECKLIST IN NO WAY CONSTITUTES AN EVALUATION OF THE MERITS OR ACCURACY OF THE PLANS, DESIGN OR ENGINEERING OF THE FINAL PLAT. THIS STEP IS INTENDED ONLY AS AN ADMINISTRATIVE REVIEW OF THE COMPLETENESS OF THE APPLICATION FOR APPROVAL BEFORE IT UNDERGOES STAFF EXAMINATION BY THE CITY ENGINEER FOR HIS RECOMMENDATION TO THE PLANNING COMMISSION.

## FINAL PLAT CHECKLIST

		<u>YES</u>	<u>NO</u>
1.	Preliminary Plat has been approved.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	One (1) hard copy has been provided, along with an electronic copy either emailed, delivered on a USB Drive, or uploaded, to the Community and Economic Development Department	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Material is submitted at least fourteen (14) days prior to Planning Commission meeting at which it is desired to be considered.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Original copy contains names and duly acknowledged and notarized signatures of the owner(s) of the property.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.	Final Plat is drawn at scale of at least 1" = 200'	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Size of sheet on which final plat is prepared is at least 36 inches by 24 inches. If more than one sheet required, all are same size and index map is provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	FINAL PLAT CONTAINS:		
A.	Name of Subdivision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B.	Location, including section, township, range, county and state	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C.	Location and description of existing monuments or benchmarks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D.	Location of lots and blocks with dimensions in feet and decimals of feet	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E.	Location of alley, street and highway rights-of-way, parks and other features including radii on curves with dimensions in feet and decimals of feet.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F.	Clear numbering for all lots.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
G.	Clear numbering or lettering.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
H.	Locations, widths and names of all streets and alleys to be dedicated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I.	Boundaries and descriptions of any areas other than streets to be dedicated or reserved for public use. (If applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
J.	Minimum area and associated minimum elevation for the building on each lot (building site). (If requested by Planning Commission)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

# Final Plat Checklist

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		<u>YES</u>	<u>NO</u>
K.	Building setback lines along all streets, with dimensions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L.	Name, signature, seal of licensed engineer or registered land surveyor preparing plat.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
M.	Scale of plat, (shown graphically) date of prep and north point.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
N.	Statement dedicating all easements, streets, alleys and all other public areas not previously dedicated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.	A copy of any restrictive covenants applicable to the subdivision is provided. (N/A if not applicable)	<input type="checkbox"/>	<input type="checkbox"/>
9.	Required certifications/acknowledgements are present:		
A.	Certificate signed and acknowledged by all parties having any record, title or interest in the land subdivided, and consenting to the preparation and recording of said subdivision map.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B.	Certificate (as above) dedicating or reserving all parcels of land shown on the final plat and intended for any public or private use including easements, and those parcels which are intended for the exclusive use of the lot owners of the subdivision, their licensees, visitors, tenants and servants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C.	Certificate of responsibility by registered land surveyor preparing final map, accompanied by seal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D.	Certificate(s) signed by City Clerk and County Treasurer that all taxes and special assessments due and payable have been paid.	<input type="checkbox"/>	<input type="checkbox"/>
E.	Notary acknowledgement in proper form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F.	Endorsement by Planning Commission in proper form.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
G.	Public use acceptance by Governing Body in proper form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>