

Development Services

Planning Division

4200 Mills Civic Parkway, Suite 1D | developmentservices@wdm.iowa.gov | p: 515-222-3620 | f: 515-273-0603

Application Checklist

FINAL PLAT

At time of application, you will be required to provide the following:

1. A letter of intent describing the project, identifying the project contact person(s), and any other information relevant for staff's review.
2. A PDF of the final plat
3. A Word document listing the current property owner(s)/entity and lien holder (if any) along with signee personnel (and position, i.e. manager, president) who has authority to sign legal easements/agreements
4. A word document with legal descriptions for all easements and agreements associated with the plat.

Your Final Plat shall include the following:

1. Plats shall be drawn at a scale of no greater than 1"=100'
2. Whenever more than one sheet is used to accurately portray the lands subdivided, each sheet shall display both the number of the sheet and the total number of sheets included in the plat, as well as clearly labeled match lines indicating where other sheets adjoin. An index sheet shall be provided to show the relationship between the sheets
3. Subdivisions shall be designated, by name or as otherwise prescribed, in bold letters inside the margin at the top of each sheet included in the plat
4. All dimensions shall be shown in feet to the nearest one-hundredth of a foot
5. Legal description including total area of the property
6. Date, compass point, legend of symbols and scale (written and graphic)
7. Vicinity map that accurately represents the area including recent developments
8. Name, address and contact information of owner of subject property
9. Applicant's name, address and contact information
10. Name, address and contact information of surveyor
11. Notation of Zoning District or if a Planned Unit Development (PUD), the name of the PUD and underlying zoning
12. Identify adjoining subdivision(s) including subdivision name, landowner information and abutting property lines
13. Identification of adjoining undeveloped lands as such and names of owners &/or persons having an interest in the adjoining land
14. Addresses, as assigned by the city's Address Administrator
15. Street names, half right of way widths dimensioned from centerline of right of way, and full right of way width dimension should be shown for all existing and proposed streets
16. Street and curve data shall be illustrated and shall include engineering details/dimensions for rights-of-way, curvature, tangency, intersections, bearings and angles

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17. Intersecting corners (street and access drives) should be shown and labeled with the appropriate radius in accordance with current West Des Moines design standards
18. Property boundary dimensions from angle point to angle point shall be shown for all sides of the closed traverse (the maximum unadjusted acceptable error of closure for subdivision boundaries shall be 1:10,000)
19. All sides of each lot shall be dimensioned (the maximum unadjusted acceptable error of closure for all subdivision boundaries shall be 1:5,000)
20. Bearings, based on an assumed meridian approximating north, of all boundary lines or internal angles of all angle points on the boundary shall be shown
21. Fractional lines and corners of the government township and section surveys shall be appropriately labeled and dimensioned as applicable to the plat
22. All developable lots shall be consecutively numbered, lots to be dedicated to the City shall be identified with a letter designation, and any Outlots indicated as such
23. All interior excepted parcels shall be clearly indicated and labeled as "not part of this plat"
24. Location of existing and proposed easements for all utilities, rights-of-way, buffers, railroad, drainage facilities, etc... shall be shown and appropriately labeled with reserved width, type, and whether they are public or private
25. The book and page number of all existing easements shall be labeled on the plan
26. Show all established floodway, floodway fringe, and flood plain overlay lines
27. Prior to any grading or site work, a copy of the Storm Water NPDES General Permit No. 2, authorized by the Iowa Department of Natural Resources, shall be submitted to the CAP portal.
28. If an authorized NPDES permit already provides coverage for the development area, prior to any grading or site work, a copy of the applicable permit and a vicinity map which confirms that the coverage includes the proposed project shall be submitted to the CAP portal. The specific person and firm name responsible for erosion control issues shall also be provided, including their contact number
29. A Flood Plain Development Application shall be submitted to the City for review prior to any development work in the floodplain including but not limited to buildings or other structures, mining, filling, grading, paving, excavation or drilling operations. An Elevation Certificate may be required as part of the Flood Plain Development Application (utilize FEMA authorized form).
30. Provide a grade elevation for any flowage easement at all points where said flowage easements crosses a lot line
31. Indicate minimum finished floor elevations (FFE) or minimum opening elevations for all lots where conditions warrant additional protection from possible flooding situations. If conditions are such that the FFE is not needed, the engineer shall include a statement which documents such.
32. Lots with overland flowage easements located in the side yard (parallel to the side yard property line) shall also have an elevation established at mid-point between the front and rear property lines, and there shall be a corresponding minimum protected opening elevation for the structure
33. Certification by a registered land surveyor in accordance with the Iowa State law, signed in contrasting ink will be required on the final approved copies of the plat