

Sample worksheet check list  
**FINAL PLATS OF MINOR SUBDIVISIONS**  
**SUMMARY OF REQUIREMENTS\***

<input type="checkbox"/>		COPIES: 10	Subdivider must provide 10 copies of Final Plat and Attachments to Zoning Administrator.
<input type="checkbox"/>		SHEET SIZE	Maximum sheet size of 22" x 34". Minimum sheet size of 8 1/2" x 11". Multiple sheets: Where more than one sheet is required, each sheet must show number of sheet and total number of sheets in plat (example: page 1 of 3), and must include match lines where other sheets adjoin.
<input type="checkbox"/>	A	SCALE	Scale and graphic bar scale. Minimum of 1" =100' (scale must be 1 in =100 ' or larger).
<input type="checkbox"/>	B	TITLE	Plat must be clearly marked "Final Plat".
<input type="checkbox"/>	C	KEY MAP	a.k.a. VICINITY MAP: Showing general location of subdivision in relation to surrounding area/development.
<input type="checkbox"/>	D	NAME	Name of proposed subdivision must be submitted to Auditor's office for approval. Name must not duplicate or resemble existing subdivision names in the county.
<input type="checkbox"/>	E	DIRECTION	North compass point must be shown on plat.
<input type="checkbox"/>	F	DATE	Plat must be dated.
<input type="checkbox"/>	G	LEGAL	Plat must include legal description of area being platted.
<input type="checkbox"/>	H	OWNER	Subdivision owner's name and address.
<input type="checkbox"/>	I	SURVEYOR	Name, address, and profession of person preparing plat. A licensed Land Surveyor shall certify to the plat.
<input type="checkbox"/>	J	ADJ. SUBS.	Names and locations of any adjacent subdivisions.
<input type="checkbox"/>	K	ADJ. LAND	Plat must include location of adjoining unplatted tracts/land and owners' names.
<input type="checkbox"/>		FEE: \$250	Fee for the Final Plat of a Minor Subdivision is \$250.00.
Plat must also show (or have attached) the following information:			
<input type="checkbox"/>	A list of all property owners located within 200' of proposed subdivision boundary.		
<input type="checkbox"/>	<b>ZONING DISTRICT:</b> Existing and proposed zoning of subdivision and adjoining property.		
<input type="checkbox"/>	<b>CONTOURS:</b> Contours <b>may</b> be required as determined by the Louisa County Engineer.		
<input type="checkbox"/>	<b>MONUMENTS:</b> All monuments to be of record, as required by Chapter 355 of the <i>Code of Iowa</i> .		
<input type="checkbox"/>	<b>SURVEY INFO:</b> Boundary of area being platted, with sufficient survey data to positively describe every lot, block, street, easement, etc., with all distance, bearing curve, and other survey data, as required by Chapter 355 of the <i>Code of Iowa</i> .		
<input type="checkbox"/>	<b>RESUBDIVISION:</b> If the proposed subdivision is a re-subdivision of a previously recorded subdivision, the plat must be labeled as such and sufficient ties shall be shown to controlling lines on the earlier plat to permit an overlay to be made.		
<input type="checkbox"/>	<b>LOTS:</b> Layout, numbers, and approx. dimensions of proposed lots.		
<input type="checkbox"/>	<b>EASEMENTS:</b> Proposed easements, showing locations, widths, purposes, and limitations.		
<input type="checkbox"/>	<b>UTILITY EASEMENT REQUIREMENTS:</b> As required by local utility providers.		
<input type="checkbox"/>	<b>EXCEPTED TRACTS:</b> All interior excepted tracts must be clearly indicated and labeled "not part of this plat".		
<input type="checkbox"/>	The subdivider/owner shall not reserve a strip of land unless the strip is of sufficient size and shape as to be of some practical use or service as determined by the Board of Supervisors.		
<input type="checkbox"/>	Any other pertinent information, as necessary.		
<b>ROADWAYS:</b> Any access road, driveway, or lane to new construction must meet the following <b>minimum</b> requirements as specified in Article III, Section 3.15: 26 ft. wide consisting of 2 ft. wide earthen shoulders on each side of a 22 ft. traveled way, with a surface of 4 in. of Class A (3/4") crushed stone over a base of 2 in. of Class A (2") crushed stone.			
<b>NOTE:</b> Plat must be recorded within 30 days after its approval of Louisa County Board of Supervisors.			
* If any of the information listed here should inadvertently disagree with the regulation requirements described in the Louisa County Subdivision Ordinance, the ordinance as passed by resolution of the Louisa County Board of Supervisors, shall prevail.			

# Sample plat for worksheet check list.

