



Legal Description and Plat Requirements

The legal description and plat shall be prepared and signed by a qualified Registered Civil Engineer or Land Surveyor pursuant to the Professional Land Surveyor's Act. The legal description and plat shall be on 8.5" x 11" size sheets and include the following:

1. All bearings and distances appropriate for the description and clarity.
2. Area, in square feet, to be indicated on plat and legal description of area being transferred, dedicated, etc. Also indicate the remainder area of the lot if applicable.
3. Existing designations such as map number, lot number, subdivision recording date and/or document number.
4. Location, width and purpose of all existing and proposed easements.
5. Abutting lot recorded information.
6. Abutting streets, alleys, centerlines, right-of-way, and those dimension widths.
7. Identify the basis of bearings on plat and legal description (provide map/document).
8. Legal description and closure calculations to read clockwise.
9. For lot line adjustments, existing lot line(s), lot line(s) deleted and/or new adjusted lot line(s) to be clearly identified.
10. Vicinity map, if necessary.
11. North arrow, scale bar and date.
12. One-half inch (1/2") margins on plat.
13. Legal description shall be titled "Exhibit A, Legal Description".
14. Plat shall be titled "Exhibit B" and be referenced as such in legal description.
15. If more than one plat sheet is needed, a key map showing all subject parcels is required.
16. Wet stamped and signed Engineer/Surveyor seal on plat and legal description.
17. Other pertinent information needed for clarity (City plan check may ask for further information).

Submittal Requirements

1. The original and two (2) copies of the legal description and plat completed and signed by a qualified Registered Civil Engineer or Land Surveyor.
2. One (1) copy of the title reports for all parcels current within 6 months.
3. One (1) copy of the current Grant Deeds for all the properties.
4. One (1) copy of all referenced maps, documents and/or deeds used to prepare the plat and legal description.
5. Two (2) copies of closure/area calculations to verify all descriptions. Indicate degree of accuracy (.001 minimum accuracy).
6. Fees, based on the most recent City Council approved fee schedule.
7. Any other information deemed reasonable and necessary by the City Engineer.