



CITY OF  
**GRIMES**  
DEVELOPMENT SERVICES

410 SE Main Street, Suite 102 , Grimes, Iowa 50111

P: 515.986.4050 | F: 515.986.4480

**FINAL PLAT  
APPLICATION**

Applications are due the fourth Monday of the month  
at 12:00 p.m.

Please read application thoroughly. The City has the  
right to refuse an incomplete application.

# Final Plat

## Application Packet



1. **Application Packet.** Be sure to complete and submit *all the required materials* that are a part of this Application Packet. Failure to do so will result in a delay in accepting your application until it is complete.

### 2. What must be submitted?

- One (1) completed and signed Application Form & Application Fee submitted to:  
City of Grimes  
Attn: Rachel Greving, Development Services Coordinator  
410 SE Main St, Ste. 102  
Grimes, Iowa 50111
- One (1) PDF of the Final Plat and Legal Documents submitted to:
  - ❑ Alex Pfaltzgraff, Development Services Director: [apfaltzgraff@grimesiowa.gov](mailto:apfaltzgraff@grimesiowa.gov)
  - ❑ Rachel Greving, Development Services Coordinator: [rgreving@grimesiowa.gov](mailto:rgreving@grimesiowa.gov)
  - ❑ Evann Martin, Assistant Planner: [emartin@grimesiowa.gov](mailto:emartin@grimesiowa.gov)
- Application Fee (See fee schedule)

### 3. What is the process?

- Final Plat (PDF) first submittal is due at 12:00 pm on the **4th Monday of the month**. Staff & City Engineer review plans, provides a comment letter to applicant for revision & resubmittal.
- Planning & Zoning Commission shall consider the submittal based upon the **Development Review Schedule**. **Note that the dates outlined on the Development Review Schedule are not guaranteed.**
- The submittal process from first submission to Council consideration is approximately 8-10 weeks.

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## Application Form

### **Project Information:**

Project Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

### **Property Owner:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **Applicant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*Obtaining approval does not absolve the applicant from obtaining all other applicable permits such as building permits, IDOT access permits, IDNR permits, etc.*

**I (We) certify that I (we) have submitted all the required information to apply for approval and that the information is factual.**

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

(Note: No other signature may be substituted for the Property Owner's signature.)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Application Fee:** \_\_\_\_\_ (Check to "City of Grimes")

# Final Plat

## Application Packet



### *Final Plat Checklist*

- Final Plat, drawn to scale on a sheet not to exceed 24"x 36". PDF submittal is required until the final plat is formally approved by Council. Once approved, 4 signed hard copies and 1 signed PDF shall be submitted to the City of Grimes.
- The Final Plat must be prepared by a Land Surveyor. A separate sheet with the MPEs for each lot must be signed by a Civil Engineer.
- Name(s) and address(es) of the applicants). Name(s) and address(es) of the owner(s) of record of the property. Name and address of the person or firm preparing the Final Plat
- Property address(es)
- Title of the proposed subdivision
- Date of preparation, North arrow, Scale between 1"=10' and 1"=60', unless an alternate scale is approved by the City Engineer. Vicinity sketch (1"=500')
- Legal description and dedications
- Zoning designation(s) (State if the property is within an Overlay District or PUD)
- Radii, arc and chords, points of tangency, central angles for all curvilinear streets, and radii for rounded corners
- All lot lines, lot area, lot and block numbers
- All easements with their dimensions and purpose
- All existing adjacent subdivisions and tract lines of acreage parcels together with the names of record owners of unsubdivided parcels of land immediately adjoining the proposed subdivision and between it and the nearest existing streets
- Adjoining streets and alleys with their names
- All surveyor's monuments, together with their descriptions

### **Legal Documents**

- Title opinion
- Consent(s) to Plat
  - Owner consent
  - Mortgagee consent (if applicable)
- Treasurer's Certificate
- County Subdivision Name Approval

# Final Plat



## Application Packet

- Legal description in Word format
- Easement documents and legal descriptions
- Declaration and Covenants, Restrictions and Easements
- Executed Mid-American Energy electric and Black Hills gas distribution agreement
- Agreement to Complete with performance bond (if applicable)
- 4-year maintenance bond
- Letter from the surveyor confirming that monuments are in place. Confirmation is required prior to issuing a Certificate of Occupancy.