



Final Plat Checklist

Baxter City Hall
P.O. Box 415
203 South Main St.
Baxter, IA 50028

Telephone: (641) 227-3120
Fax: (641) 227-3604
Email: city@baxter-iowa.com

What is a Final Plat?

Final plats are the approved documents that will be recorded with the Jasper County Recorder's Office, after final construction. No building permits shall be issued on any lot or parcel, unless a final plat has been approved and recorded by City Council to ensure compliance with Baxter City Code. No certificate of occupancy shall be granted until the final plat is approved and duly recorded and the infrastructure accepted by Council.

Requirements for Final Plat Submittal:

- 1) Final Plat **MUST** be submitted even if a preliminary is not required
- 2) All improvements **MUST** be constructed, approved and accepted by Council (formal resolution) prior to acceptance of Final Plat **UNLESS** a Performance Bond or Irrevocable Letter of Credit (no less than 150% bid cost/award) is posted guaranteeing that the improvements will be completed within a period of **two years** of final plat approval. Improvements will be accepted only after their construction has been completed and approved by the City Engineer and the Public Works Director.
- 3) Final Plat **EXPIRES 1-year** from approval of Preliminary Plat without request for extension

How to Apply

Final Plat Applications should be submitted electronically to city@baxter-iowa.com. Questions can be directed to the City Administrator at (641) 227-3120 or in person at the City Hall, located at 203 South Main Street.

ELECTRONIC SUBMITTALS ARE ACCEPTED AND PREFERRED

Application Process

Submission	Timeframe	Description	Next Steps
Final Plat Review	Within 1-Year of Approval of Preliminary Plat; All Improvements shall be constructed and accepted by formal resolution by Council.	Final review of all improvements to comply with City Codes and Standards. Will require submittal of all documents listed in Final Plat Checklist.	Review by City Staff, City Engineer and Commission.
Review	Timeframe	Description	Next Steps
Review by Commission	Within 45 days of filing	The Commission examines the City Engineer's report and other relevant information.	The Commission gives the Council a recommendation
Decision	Timeframe	Description	Next Steps
Approval by the Council	Within 60 days of filing (unless otherwise agreed)	The Council determines if the plan is in compliance with city code. They can approve, approve with conditions, or deny.	Corrections must be filed within 30 days.



Baxter City Hall
P.O. Box 415
203 South Main St.
Baxter, IA 50028

Telephone: (641) 227-3120
Fax: (641) 227-3604
Email: city@baxter-iowa.com

Contact Information

Property Owner

Name		Phone		Email			
Address		City		State		ZIP Code	

Applicant ☐ Same as Property Owner

Name		Phone		Email			
Address		City		State		ZIP Code	

Contact Person (if different from Property Owner or Applicant)

Name		Phone		Email			
Address		City		State		ZIP Code	

Site Information

Address or General Location of Property	
Legal Description ¹	
Project Description	
Zoning District(s)	
Proposed Use(s)	

¹For properties with lengthy Legal Descriptions, please attach on a separate document OR email to city@baxter-iowa.com.



Baxter City Hall
P.O. Box 415
203 South Main St.
Baxter, IA 50028

Telephone: (641) 227-3120
Fax: (641) 227-3604
Email: city@baxter-iowa.com

Property Owner(s)² or Authorized Representative(s)³ Signature(s)

The City of Baxter requires that all titleholders of a property be informed of and consent to the application being made. Signing this form does not commit to any conditions which may be placed on an approval. Electronic signatures are accepted.

Owner/Authorized Representative 1

Name		Date	
Signature			

Owner/Authorized Representative 2

Name		Date	
Signature			

²If there is a recorded contract, the contract purchaser's name(s), address and signature must also be included.

³If signed by a representative of the owner, the representative must attach evidence of titleholder's authorization.

Final Plat Checklist

General Information

<input type="checkbox"/>	All Items in Preliminary Plat Checklist
<input type="checkbox"/>	An index sheet, the sheet number and total number of sheets listed on each sheet, and clearly labeled match lines for any plats that exceed one sheet.
<input type="checkbox"/>	The name of the owners and subdividers situated in the margin at the top of each sheet.
<input type="checkbox"/>	A description and identification of monuments to be of record.
<input type="checkbox"/>	Survey data describing the bounds of all lots, blocks, streets, easements, outer boundaries, etc. Show angles, curve and closure data.
<input type="checkbox"/>	All building lines or setbacks, with dimensions.
<input type="checkbox"/>	Identification of adjoining properties and the name of their recorded subdivision.
<input type="checkbox"/>	The purpose of those easements proposed, which pertain to public utilities including gas, power, telephone, water, sewer and drainage.
<input type="checkbox"/>	Certification by a registered land surveyor that the Final Plat is a correct representation of the survey.

Documents Required for Submittal (Required by City Council or State Code Section 354.11 for Recording)

<input type="checkbox"/>	Performance Bonds
<input type="checkbox"/>	Maintenance Bonds
<input type="checkbox"/>	Proprietor Statement
<input type="checkbox"/>	Mortgage or Lien Holders Statement
<input type="checkbox"/>	Attorney's Title Opinion
<input type="checkbox"/>	A certified resolution from the City Council
<input type="checkbox"/>	Auditor Statement
<input type="checkbox"/>	Certificate of the Treasurer



Baxter City Hall
P.O. Box 415
203 South Main St.
Baxter, IA 50028

Telephone: (641) 227-3120
Fax: (641) 227-3604
Email: city@baxter-iowa.com

City Application Approval (City of Baxter Use Only)

City of Baxter Staff Approval	
City Staff Name and Signature:	
City Staff Title:	
Date:	