



## Final Plat Application Submittal Requirements

*No application will be accepted for review by the City of Medina without the submission of all of the following items, unless any such items are determined to be unnecessary or not applicable to the application by the Community Development Director*

1. A completed application form.
2. The required application fee of **\$250 + \$25/lot**.
3. One (1) hard copy and one (1) electronic copy in a common format (PDF, Word, etc.) of all applicable items below.
4. A written narrative of the proposed project.

*The final plat shall be drawn in ink on tracing cloth or mylar, sheet size eighteen inches by twenty-four inches within the border, and shall be at a scale of not more than 100 feet to one inch and contain a north arrow. Where necessary, the plat may be on several sheets accompanied by an index sheet showing the entire subdivision. The final plat shall show the following:*

5. Identification
  - Name of subdivision, which must not duplicate others in the County, township, tract and original lot, or section number.
  - Vicinity map at approximately 1" = 1,000' scale with north arrow.
6. Control points: all dimensions, angles and bearings are to be referred to control points, nearest established street line, section lines or other established points.
7. Lines and boundaries: center lines and right-of-way lines of streets, easements and other rights of way, natural and artificial watercourses, streams, shorelines, corporation lines and property lines of all lots and parcels with distances, radii, arcs, chords and tangents of all curves (nearest one-hundredth of a foot), bearings or deflection angles (nearest second).
8. Street - Name which must not duplicate or be similar to another in the Medina postal delivery area, and right-of-way width of each street within proposed subdivision and those adjoining.
9. All building setback lines accurately shown with dimensions, based on current zoning.
10. Lot identification: City lot number to be assigned by City Engineer prior to recording of plat.
11. Total site data: including acreage, number of residential lots, typical lot size and acres in parks and other public uses.
12. Land for public use showing boundaries and identifying the use of all parcels which are to be dedicated or reserved for public use or easements.
13. Monuments showing location and description of those found, set or to be set.
14. Names of recorded owners of adjoining unplatted land and reference to subdivision plats of adjoining platted land by name, volume and page of recorder's maps.

**Final Plat  
Application  
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(Continued)**

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15. Certification and seal by a registered surveyor to the effect that the plat represents a survey made by him which balances and closes, and that the monuments shown thereon exist or shall be set as shown, and that all dimensional and geodetic details are correct.
16. Notarized certification by the owner or owners of the subdivision and the offer of the dedication of streets and other public areas, and that there are no unpaid taxes or special assessments against the land contained in the plat.
17. Notation For:
  - Certification of City Engineer that required improvements have been satisfactorily installed or adequate financial guarantees have been provided.
  - Approval of plat by chairman and secretary of the Planning Commission.
  - Endorsement of plat by Council.
  - Acceptance of offers of dedication by Council.
  - Proper notations for transfer and recording by the tax map draftsman, County Auditor and the County Recorder.
18. Protective covenants: If the owner desires protective covenants, private restriction and/or agreements, the record plat shall contain a reference thereto and the text thereof shall be filed and recorded with the plat.
19. Any other information needed for the review of the application as deemed necessary by the Community Development Director.