



## EASEMENT & RIGHT OF WAY (R.O.W.) PLAT REVIEW CHECKLIST

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

Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_

1. \_\_\_ Subdivision Plat Application copy of plat and plat review fee.
2. \_\_\_ Type of Survey (Easement Plat)
3. \_\_\_ North arrow with reference to principle meridian and method.
4. \_\_\_ Scale stated and shown graphically.
5. \_\_\_ Vicinity map showing location of plat area with north arrow.
6. \_\_\_ Name of county, city, lot, subdivision.
7. \_\_\_ Name of property owner or authorized agent for plat.
8. \_\_\_ Date of plat preparation.
9. \_\_\_ Date(s) of field Survey.
10. \_\_\_ Statement to type of survey and/or GPS equipment used. (GPS rule 180-7-09)
11. \_\_\_ Name, address, telephone number and registration number of surveyor.
12. \_\_\_ All land lines & city, county & state boundaries intersecting or adjacent to the surveyed property.
13. \_\_\_ All linear distances shown horizontally. State "ground" or both "ground" & "grid"
14. \_\_\_ Curves shall include all information needed for design on plat.
15. \_\_\_ All corner markers, pertinent POR's with description of monument.
16. \_\_\_ Rights-of-way names and widths (and former widths, if pertinent).
17. \_\_\_ Location, width and purpose of easements adjacent to or crossing the property.
18. \_\_\_ Apparent encroachments and observed evidence of human burials or cemeteries.
19. \_\_\_ One point of reference using State Plane Coordinates.
20. \_\_\_ Bearings (degrees, minutes & seconds) & distances on all lines on plat area.
21. \_\_\_ Area of the parcels platted in square feet and/or acres.
22. \_\_\_ Error of closure in field: 1 foot in \_\_\_\_\_, degree \_\_\_\_\_, rule used \_\_\_\_\_
23. \_\_\_ Error of closure on plat: 1 foot in \_\_\_\_\_
24. \_\_\_ Signature Lines for City Engineer.
25. \_\_\_ Provide a box of not less than three inches square, if at full size, in the upper left-hand corner which shall be reserved for the clerk to append filing information.
26. \_\_\_ Surveyors Certification within a box having surveyors stamp within or near the box.
27. \_\_\_ Adjacent owner's deeds, plats or City Atlas used in determining property lines.
28. \_\_\_ COA (Certificate of Authorization) if working for a firm.

**NOTE:** Once all reviewing departments have approved the plat, three (3) paper copies, a PDF copy, and digital CAD file must be submitted prior to final acceptance of plat.