



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

Project Name: _____ Date: _____

Applicant Name: _____ Signature: _____

1. ____ Subdivision/Plat Application, four (4) copies of plat and plat review fee.
2. ____ North arrow with reference to principle meridian and method.
3. ____ Scale, stated and shown graphically.
4. ____ Vicinity map showing location of plat area with north arrow.
5. ____ Name of county, city, lot, subdivision.
6. ____ Name of property owner or authorized agent for plat along with public dedication.
7. ____ Date of plat preparation.
8. ____ Date(s) of field Survey.
9. ____ Statement to type of survey and GPS equipment used.
10. ____ Name, address, telephone number and registration number of surveyor.
11. ____ All land lines & city, county & state boundaries intersecting or adjacent to the surveyed property.
12. ____ All linear distances shown horizontally.
13. ____ Curves shall include all information needed for design on plat.
14. ____ All corner markers, pertinent P.O.R. with description of monument.
15. ____ Rights-of-way names and widths (and former widths, if pertinent).
16. ____ Location, width and purpose of easements adjacent to or crossing the property.
17. ____ Apparent encroachments and observed evidence of human burials or cemeteries.
18. ____ One point of reference using State Plane Coordinates.
19. ____ Bearings (degrees, minutes & seconds) & distances on all lines on plat area.
20. ____ Area of the parcels platted in square feet and/or acres.
21. ____ Error of closure in field: 1 foot in _____, degree _____, rule used _____
22. ____ Error of closure on plat: 1 foot in _____
23. ____ Signature Lines for City Engineer.
24. ____ Certificate of Authorization shown.
25. ____ not less than 3"x3" square in the upper left-hand corner for recording information.

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.