



2020 FINAL PLAT – SUBMITTAL REQUIREMENTS
CHECK LIST
City of Hastings
Chapter 38-203 of the Zoning Code

38-203 (1): Intent. Final plat procedures are intended to create an accurate public record for the sale of lots, to guarantee construction of all public improvements according to the standards in the subdivision regulations, and to ensure that all lots are buildable lots according to the appropriate zoning prior to recording.

The Final Plat and application shall include the following information (please check completed boxes). This completed form MUST be submitted with the General Application.

Applicant	City	Submittal Requirement
		Complete Application. A completed application for Final plat review using forms supplied by the Planning Department.
		Application Fee. See fee sheet available in City Planning or on City website under Planning/Fee Schedule.
		Warranty Deed or Title Policy. A report of title given by an abstractor or attorney licensed to do business in the State of Nebraska certified to the date of the original consideration of the final plat by the Hastings City Council, specifying the names and addresses of all persons or entities owning or having any interest in the real estate included in the proposed plat, as shown in the records at the Adams County Courthouse. For the purposes of this subsection, the term "owner" shall include any ownership interest arising by virtue of a deed, lease, contract, lien, mortgage, deed of trust, court order, or other similar instrument, or arising by operation of law.
		Reference Chapter 34, Zoning. The Commission shall not recommend the platting of a residential subdivision or an individual lot with a front foot width and square foot land area less than the requirements of Chapter 34, Zoning Ordinance.
		Chapter 38, Subdivision (make sure it meets definition): Division of lot, tract, parcel or acreage into two (2) or more sites, or other divisions...except land shall not be considered a subdivision when the smallest parcel of land created is more than 10 acres in area or was previously subdivided.
		Plans: Five (5) prints of the plat shall be submitted to the office of the Commission at least fifteen (15) working days before the meeting at which approval is asked. All plats are required to be on mylar, not velum when submitted. NOTE: If applicant can provide pdf to print to Permit Technician via email or thumb drive then only two copies will be necessary (one [1] 11X17 & one [1] 24" x 36" copy folded).
		<ul style="list-style-type: none"> • All figures and letters shown shall be plain, distinct, and of sufficient size to be easily read, and shall be of sufficient density to make a lasting and permanent record.
		<ul style="list-style-type: none"> • When more than one sheet is used, a key map, showing the entire subdivision at smaller scale with block numbers and street names, shall be shown on one of the sheets, or on a separate sheet of the same size.

		<ul style="list-style-type: none"> • Drawn at a scale no smaller than one hundred (100) feet to the inch, unless otherwise specified. NOTE: Prefer projected in accordance with Nebraska State Plan NAD 88 coordinate system.
Pre-application Meeting Must be Scheduled (timeslots reserved Wednesdays 9:30 – 10:30 A.M.) (Please call 402-461-2368 to schedule).		
		Meeting has been scheduled.
Final Plat. The Final Plat shall contain the following information <u>and applicant shall provide this information at Pre-application Meeting:</u>		
		a) Proposed subdivision name and names of adjacent subdivisions, and the legal description.
		b) The names of streets (to conform wherever possible to existing street names), and the numbers of lots and blocks, in accordance with a systematic arrangement. NOTE: All public streets should state they are dedicated.
		c) An accurate boundary survey of the property with bearings and distances referenced to section or fractional section corner, and showing (in dotted lines) the lines of immediately adjacent streets and alleys with their width and names.
		d) Location of lots, streets, sidewalks, public highways, alleys, parks, trails and other features, with accurate dimensions in feet and decimals of feet, with the length and radii of all curves, and with all other information necessary to duplicate the plat on the ground.
		e) Location and dimension of utility or other easements (new & existing).
		f) Certification by a registered land surveyor to the effect that the plan represents a survey made by him, and that all the necessary boundary survey monuments are correctly shown thereon.
		g) All plats when being submitted to the Planning Department shall bear the signatures of the individuals listed in the Warranty Deed or Title Report (submittal requirement). Said plats shall also bear the signatures of the Adams County Treasurer and the Hastings City Treasurer. The applicant shall at the time the plat is submitted advance to the Planning Department, the funds necessary to file the plat with the Adams County Register of Deeds.
		h) Dedication of all streets, public highways, alleys, parks and other land intended for public use, signed by the owner, and by all other parties who have a mortgage or lien interest in the property, together with any restrictions or protective covenants which are to apply to lots, it being noted that restrictions or protective covenants exceeding zoning or subdividing standards are for the benefit of the subdivision and home owners. Compliance is therefore a responsibility of the subdivision ownership.
		i) A waiver of claim by the applicant for damages occasioned by the establishment of grades or the alteration of the surface of any portion of the streets, and alleys to conform to the grades as established.
		j) North arrow, scale and date
		k) The location of building lines on front and side streets (not required for pre-application meeting but must be on final approved plat)

Final Steps. Any plat approved by the Hastings City Council shall be delivered to the Planning Director at the time of approval. The Planning Director shall there upon file the plat with the Adams County Register of Deeds, within five (5) business days of receipt / approval.

APPLICANT SIGNATURE: _____ DATE: _____

PLANNING DIRECTOR SIGNATURE: _____ DATE: _____

NOTE: Due to the intent of the preliminary plat being an “authorization to proceed with preparation of the final plat” and not approval to proceed with construction, Staff will not process the preliminary and final plats concurrently.