

February 9, 2018

To Members of the Development Community;

In the spirit of clarifying best practices to help with the processing of final plats, the following are some suggestions and notes that we believe will assist your submittals:

1. When a final plat includes dedication for a new public street, the dedication statement should include this sentence:

“The streets shown thereon are hereby dedicated to the public.”

However, when only additional right-of-way is being dedicated to an existing streets, such as when 27 feet of right-of-way is being added to a 33 foot wide ROW along an arterial street, then the dedication should include this sentence:

“The right-of-way shown thereon is hereby dedicated to the public.”

This change is suggested in order to add clarity. In the past the statement “...streets shown thereon...” has been used for both circumstances. We don’t find that usage to be in error, but it will be clearer to differentiate between the two circumstances in the future.

If the final plat includes both new streets and additional ROW being added, please use both statements in the dedication.

2. Public Works & Utilities, Watershed Management division recommends that an outlot be created in residential areas when there will be an open drainage way. In the past a 30 foot storm sewer easement was shown on private residential lots, but this has sometimes resulted in, and can lead to, the homeowner impacting the open drainage way with fill, driveways, fences or accessory buildings. This includes using outlots instead of easements for overland drainage off of sump inlets. A separate outlot should prevent any impact to the drainage way as an association would not have a reason to change the course of the drainage. If the storm sewer easement is solely for an underground storm sewer pipe with no overland flow, then an easement on a residential lot is acceptable. The outlot will be made a requirement of new use permits, special permits and planned unit developments.
3. When a 10 foot utility easement is shown on the lot line between two lots, please add in several locations a 5’ dimension on one of the lots. This will clarify that the 10 foot easement is evenly divided between the two lots. This should also be done with any other width of easement that falls along the common lot line.
4. When identifying an easement on a final plat, please do not use “existing” for existing easements. Likewise don’t add “proposed” or “reserved” or “to be” on any easements or right-of-way. The use of future or past tense terms makes it unclear if the final plat is dedicating the easement or ROW or not. Right-of-way dedication should be shown, for example as “33’ right-of-way dedication”.
5. Note that as of February 5th, 2018 both the City Council and County Board have adopted the CAD standards for final plats. The County Board requirement is already in place. The City requirement for CAD submittals will begin February 20th. For more information please review [here](#).