



Major Subdivision; Final Plat Application Packet

1. **Application Packet:** Be sure to complete and submit **all the required materials** that are a part of this Packet. Failure to do so will result in a delay in processing your application.

The "Application Packet" for a Major Subdivision; Final Plat includes the following:

- Application Form (This form must be filled out completely for all applications.), and
- Final Plat -Major Subdivision Checklist (Use this Checklist to prepare the Final Plat.).

2. **What must be submitted?**

- One (1) completed and signed Application Form.
- All Items set forth on the Major Subdivision; Final Plat Checklist.
- Fifteen (15) copies of the Final Plat, no larger than 24" by 36".
- Final Plat Attachments, as described on the Checklist
- A check or cash for the application filing fee as established by the City Council.

No application will be accepted unless it complies with all the submittal requirements. Applications that are incomplete will be returned to the applicant without further review.

3. **What is the process?**

- The **Final Plat** is the third and last step in the approval process for a Major Subdivision. The first step and second steps have already occurred. These included the Pre-application Conference and the Preliminary Plat. The **Final Plat** application must be filed after the Preliminary Plat has been approved and within one year of the date of approval of the Preliminary Plat.
- The applicant shall file the application with the Department of Planning and Zoning at least 21 days prior to a regular meeting of the Planning and Zoning Commission.

- The Planning and Zoning Commission shall forward the **Final Plat** to the City Council for its review after the Applicant has submitted a complete Application for a **Major Subdivision; Final Plat** if the Planning and Zoning Commission finds and reports in writing that the **Final Plat** substantially conforms to the approved **Preliminary Plat**. An Application for a **Major Subdivision; Final Plat** shall be "complete" for the purpose of commencing time periods within which action by the City Council is required when so certified by the Planning and Zoning Commission.

4. **Where should submittals be made?**

- Submit the completed application Packet to the

**City Clerk
City Hall
1209 6th Street
Nevada, Iowa 50201**

**IF YOU HAVE ANY QUESTIONS WHILE COMPLETING THE APPLICATION,
PLEASE CONTACT THE DEPARTMENT OF PLANNING AND ZONING.**

**Phone: 515-382-5466
FAX: 515-382-5469
E-mail: citypz@midiowa.net**



Major Subdivision; Final Plat Application Form

(This form must be filled out completely before your application will be accepted.)

1. Property Location of this Final Plat for a Major Subdivision (Street Address and or Boundary Description):

2. Existing Use and Proposed Use of the Property: _____

3. Subdivision Name: _____

4. Property Owner: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Home) (Business) (Fax)

5. Attorney: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Home) (Business) (Fax)

6. Land Surveyor: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Home) (Business) (Fax)

7. Contact Person: _____

Address: _____
(Street) (City) (State)

Telephone: _____
(Home) (Business) (Fax)

I (We) certify' that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Nevada, and have submitted all the required information which is true, accurate and correct.

Signed by: _____ **Date:** _____
(Applicant)

(Note: No other signature may be substituted for the Property Owner's Signature.)

and: _____ **Date:** _____
(Property Owner)

and: _____ **Date:** _____
(Contact Person)



Major Subdivision Final Plat Checklist

The following items are included with this submittal for approval of a Major Subdivision; Final Plat:

- One (1) completed and signed Application Form.
- Fifteen (15) copies of the Final Plat no larger than 24" by 36" (**Note: Two (2) copies of the Final Plat need to have original signatures for filing. One (1) will be filed with the Story County Recorder's office and one (1) will be filed with the Nevada City Clerk's office after final approval and acceptance by the City Council.**)
- Two (2) 8-1/2" by 14" black-line copies of the plat (only if the originals are larger than 8-1/2" by 14") with original signatures and in a format that meets the recording requirements of the Story County Recorder.
- Three (3) copies of the resolution to be acted upon by the City Council approving the Final Plat and accepting lands to be dedicated for public use.
- Two (2) documents from the property owners consenting to the subdivision and consenting to dedication of easements and right-of-way, each with original signatures.
- Two (2) documents from all mortgage and lien holders indicating consent to the subdivision, each with original signatures.
- Two (2) title opinions from an attorney indicating that the land is owned in fee simple by the owner who has consented to the subdivision, each with original signatures.
- Two (2) Certificates from the County Treasurer that all tax payment obligations on the property have been paid, each with original signatures.
- Two (2) easement documents for all utilities and other purposes, each with original signatures.

- One (1) copy of a Certificate from the City Engineer that improvements have been installed according to "as built" plans, or two (2) signed copies of the Improvement Agreement for required public improvements, and a certificate from the City Clerk that the bond has been approved by the City Attorney and is on file guaranteeing the completion of all improvements.
- Three (3) copies of a resolution for approval by the City Council indicating that some or all of the subdivision improvements have been installed and are to be accepted.
- Two (2) copies of a Development Agreement setting forth the agreement between the Developer and the City with respect to improvements required by the city as a condition for approval of the Final Plat. These items include, but are not limited to a timetable for completion of certain public utilities, street, sidewalks storm sewers and storm water detention facilities if any, as well as a clear statement regarding responsibility for completion of the same and the amount of any performance bond that must be posted by the Developer, each with original signatures.

NOTE: The Developer will need to provide a completed Groundwater Hazard Statement to the Story County Recorder at the time the Final Plat documents are recorded.

Table 3-1 of the subdivision regulations describes the information that must be shown on the Final Plat of a Major Subdivision, as follows:

General Information:

- Name, address and other pertinent information about the owner and the developer.
- Legal Description of the tract or parcel to be subdivided
- Name of the proposed subdivision on each sheet and a notation identifying any re-subdivision as such wherever the name of the proposed subdivision appears.
- Statement by a registered land surveyor that the plat was prepared by or under his or her supervision.
- The surveyor's signature, Iowa registration number or seal and certification of the accuracy of the plat. **(Note: Two copies of the Final Plat need to have original signatures for filing. One will be filed with the Story County Recorder's office and one (1) will be filed with the Nevada City Clerk's office after final approval.)**
- The number of each sheet.
- Total number of sheets included in the plat.
- Match lines indicating where each sheet adjoins any other sheet, and an index sheet showing the relationship between the sheets.
- Scale of 1" = 50', unless an alternate scale has been approved by the Zoning Administrator.
- North arrow and the preparation or submission date on each sheet.
- Sheets sized at 24" by 36", or smaller and no less than 8-1/2" by 11".

Survey Data:

- Indicate all monuments existing or to be of regard, as required by the **Code of Iowa**.
- Survey data describing existing or proposed lots, blocks, public or private way, railroad or utility right-of-way.
- The outer boundaries of the tract or parcel proposed to be subdivided, drawn in a solid, bold black line.
- Reference ties to at least two section corners within the United States Public Land Survey System or to at least two established monuments within any existing recorded plat when the proposed subdivision is a re-subdivision in whole or in part.
- Distance, bearing, curve, and other survey data, as required by the **Code of Iowa**.
- Two monuments on the boundary shall be noted as being in accordance with the City's requirements relative to the established State Plane Coordinate System as defined in the **Code of Iowa**.

Existing Features:

- Location, areas, and dimensions of any existing flood plains.
- Any existing or proposed public ways.

Lot and Block Numbering and Design:

- Lot and block numbers for plats to be platted.
- Lot and block numbers for all adjoining or interior excepted tracts or parcels by clear and relevant identifying information including the notation: "not a part of this plat"
- The area of any lot to be platted by the proposed subdivision, to be shown on the plat either on each lot or in a lot area table.

Other Information on the Plat:

- The following notation:

"SOIL BORINGS ARE REQUIRED IN AREAS WITHIN THIS PLAT WHICH HAVE BEEN IDENTIFIED BY THE CITY OF NEVADA AS HAVING SOILS THAT MAKE CONSTRUCTION OF BUILDINGS DIFFICULT."

- Any other information previously provided on the Sketch Plan or Preliminary Plat and requested by the Planning and Zoning Department.

