



Preliminary Plat; Major Subdivision Application Packet

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

The Application Packet for Preliminary Plat; Major Subdivision includes the following:

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

2. What must be submitted?

- One (1) completed and signed Application Form.
- Fifteen (15) copies of the Preliminary Plat, no larger than 24" by 36".
- One (1) 11" by 17" black line reduction copy of the Preliminary Plat.
- 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?

- A Major Subdivision is a subdivision that will plat four or more lots or will require the installation of public improvements, except sidewalks and bicycle paths.
- The Preliminary Plat is the second of three steps in the approval process for a Major Subdivision. The first step is the Sketch Plan Pre-application Conference. The **Final Plat** application is the third step in the approval process, and therefore follows approval of the **Preliminary Plat**. The Final Plat must be filed within one year of the date of approval of the **Preliminary Plat**.
- The applicant shall submit a complete application for **Preliminary Plat; Major Subdivision** with the Planning and Zoning Department at least twenty two (22) days prior to a regular meeting of the Planning and Zoning Commission.
- An application for approval of a Preliminary Plat; Major Subdivision shall be deemed "complete" for the purpose of commencing time periods within which action is required, when it is certified by the Planning and Zoning Commission.

4. Where should submittals be made?

Submit the completed Preliminary Plat; Major Subdivision Application Packet to the

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

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

Phone: 515-382-5466

FAX: 515-382-5469

E-mail: citypz@midiaowa.net



Preliminary Plat Approval of a Major Subdivision Application Form

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

1. Property Location of this Preliminary 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) (State) (Zip)

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



7. Contact Person: _____

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

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 and accurate.

Signed by: _____ **Date:** _____
 (Property Owner)

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

and: _____ **Date:** _____
 (Applicant)

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



Preliminary Plat; Major Subdivision Preliminary Plat Major Subdivision Checklist

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

- One (1) completed and signed Application Form.
- Fifteen (15) copies of the Preliminary Plat no larger than 24" by 36".
- One (1) 11" by 17" black-line reduction copy of the Preliminary Plat.
- A check or cash for the application filing fee as established by the City Council.

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

General Information:

- Prepared by a registered land surveyor or a statement by the land surveyor that the Preliminary Plat was prepared under his or her supervision.
- Surveyor's signature, Iowa registration number or seal and certification of accuracy.
- Scale of one inch equals 50 feet, unless an alternate scale is approved by the Zoning Administrator.
- Sheets shall be numbered in sequence if more than one sheet is used.
- Total number of sheets included in the plat must be indicated.
- Match lines, if applicable, indicating where each sheet adjoins another sheet.
- An index sheet showing the relationship between the sheets.
- Sheet sizes shall be no greater than 24" by 36" and no less than 8-1/2 " by 11 ".
- Names of all adjoining property owners within 100 feet.
- Existing and proposed zoning indicated.

Survey Data:

- Lengths, bearings and curve data of existing or proposed lots (except internal lot lines) blocks, public or private way, railroad or utility right-of-way, deed restrictions, covenants, easements, dedication or other areas within the tract or parcel proposed to be subdivided.
- The outer boundaries of the tract or parcel proposed to be subdivided, drawn in a solid, bold black line

Existing Physical Features:

- Location, use and dimensions of any existing structures, with the required setback distances indicated.
- Location of any existing water courses, wetlands, floodplains, trees, woodland resources, prairie resources, or environmentally sensitive areas on or within 200 feet of the tract to be subdivided.
- Contour lines at vertical intervals of not more than two feet, unless an alternate contour interval is approved by the Zoning Administrator.

Existing and Proposed Street Improvements:

- Location and width of all existing and proposed streets and easements, alleys, and other public ways.
- Names of adjoining streets.
- Proposed parking prohibitions.
- Existing or proposed sidewalks, bikeways, highway, street, alley or other public way including centerline street stationing and geometrics.

Existing and Proposed Infrastructure:

- Location and dimensions of any existing or proposed public infrastructure including any water main, sanitary sewer main or storm sewer main and any associated facility, including appropriate easements.
- Location and dimensions of any existing or proposed utilities including electric, gas, telephone or cable, including appropriate easements.
- Grading, soil erosion and sediment control plan.
- Storm water management and run-off control plan.
- Location and dimensions of property proposed to be set aside for park or playground use, or other public or private reservation, with designation of the purpose of those set asides and conditions, if any, of the dedication or reservation.

Lot and Block Numbering and Design:

- Block numbers or letters assigned to groups of lots separated from other lots by streets or other physical features of the land.
- Lots within each block assigned a progressive number.
- Streets, alleys, parks, open areas, school property, other areas of public use, or areas within any block assigned a progressive letter; all shall have the proposed use clearly designated. No strip of land shall be reserved by the subdivider unless it is of sufficient size and shape to be of practical use or service as determined by the Planning and Zoning Commission.
- Lot dimensions and lot areas.

The lack of information under any item specified herein, or improper information supplied by the Applicant, shall be cause for disapproval of a Preliminary Plat.

