



## Minor 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 approval of a Minor Subdivision includes the following:

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

### **2. What must be submitted?**

- One (1) completed and signed Application Form..
- Fifteen (15) copies of the Plat, no larger than 24" by 36".
- One (1) 11" by 17" black line reduction copy of the 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 **Minor Subdivision** is a subdivision that adjusts the lot lines of no more than four lots without creating additional lots; or creates no more than four lots from any single parcel, tract or lot. The subdivision shall be served by existing utilities and does not require the extension of streets, utilities, or public improvements.
- The applicant shall submit an **Application for Minor Subdivision** 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 **Minor Subdivision** to the City Council for its review after the Applicant has filed a complete **Application for Minor Subdivision** if approved the Planning and Zoning Commission. An Application for **Minor Subdivision** shall be "complete" for the purpose of commencing when so certified by the City Council.

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

**Submit the completed Minor Subdivision Application Packet to the:**

**City Clerk  
City Hall  
1209 6<sup>th</sup> Street; P.O. Box 530  
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@midiowa.net](mailto:citypz@midiowa.net)**



## Minor Subdivision Application Form

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

**1. Property Location** of this Minor 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)





## **Minor Subdivision Checklist**

**The following items must be included with this submittal for approval of a Minor Subdivision:**

- One (1) completed and signed Application Form.
- Fifteen (15) copies of the Plat no larger than 24" by 36".
- One (1) 11" by 17" black-line reduction copy of the 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 Minor Subdivision as follows:

**General Information:**

- Prepared by a registered land surveyor or a statement by the land surveyor that the 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 is indicated.
- Match lines, if applicable, indicating where each sheet adjoins any other sheet.
- An index sheet showing the relationship between the sheets.
- Sheet sizes shall be no greater than 24" by 36" and no less than 8-12 " 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, dedications 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 streets and easements, alleys and other public ways.
- Names of adjoining streets.
- Proposed parking prohibitions.
- Existing or proposed sidewalks, bikeways, highways, streets, alleys or other public ways including centerline street stationing and geometrics.

### **Existing and Proposed Infrastructure:**

- Location and dimensions of any existing 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 utilities including electric, gas, telephone or cable, including appropriate easements.
- 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:**

- Lots within each block assigned a progressive number.
- 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 Minor Subdivision Application.**







