

## CHAPTER 3

**APPROVAL PROCESS AND PLAT REQUIREMENTS**

## SECTION:

- 11-3-1: Approval Process
- 11-3-2: Preliminary Plat
- 11-3-3: Final Plat

**11-3-1: APPROVAL PROCESS:**

- A. **Information From Planner:** The subdivider contacts the city planner for information concerning the city subdivision requirements and compatibility with the master plan, and discusses the proposed plan of development prior to preparing any plats, plans or charts.
- B. **Conceptual Meeting:** In cases where unusual requests or unique pieces of property are proposed for development, the city staff may request a conceptual meeting with the planning commission. This may include a site visit by the planning commission.
- C. **Payment Of Fee:** The subdivider pays the preliminary plat fee at the city office.
- D. **Preliminary Plat To Planner:** The subdivider submits the following to the city planner: (Ord., 5-5-1998)
  - 1. Three (3) copies of the preliminary plat prepared by a registered engineer or surveyor and supporting documents as specified in section 11-3-2 of this chapter and one eleven inch by seventeen inch (11" x 17") copy for the planning commission.
  - 2. A copy of the preliminary plat fee receipt.
- E. **Copies Of Preliminary Plat To Applicable Agencies:** The subdivider submits copies of the preliminary plat and any applicable utility load information to agencies and service providers as needed. If a state

highway is involved, the subdivider provides evidence to the city planner of approval of access, curbs, gutters and sidewalks by the state department of transportation.

- F. Preliminary Plat Standards: A preliminary plat shall be prepared in conformance with the standards, rules and regulations contained herein and a sufficient number of copies shall be submitted to city staff for recommendations. At least twenty (20) working days must be allowed for completion of staff review for each submittal or resubmittal. The necessity for a resubmittal will be determined by city staff.
- G. Irrigation Providers: The subdivider submits one copy of the preliminary plat to any irrigation providers involved and obtains tentative approval. (Ord., 5-5-1998; amd. 2006 Code)
- H. Fire Department: The subdivider submits one copy of the preliminary plat to the fire department for review and comment.
- I. Planning Commission Action: The planning commission will meet and review the preliminary plat and take action. If approved, the planning commission shall express its written approval with whatever conditions are attached and by returning one approved copy of the preliminary plat to the subdivider. If the preliminary plat is disapproved, the planning commission shall indicate its disapproval in writing and reasons therefor by similarly signed copies. Notification of approval of the preliminary plat shall be authorization for the subdivider to proceed with the preparation of the final plat. The subdivider or agent must attend and present the plat with all corrections as recommended by city staff finalized prior to the meeting as determined by city staff.
- J. Compliance: The subdivider will comply with any further conditions determined by the planning commission.
- K. Term Of Preliminary Plat Approval: Approval of the preliminary plat by the planning commission shall be valid for a maximum period of twelve (12) months after approval unless, upon application of the subdivider, the planning commission grants an extension. If the final plat has not been submitted within twelve (12) months or an extension approved, then the preliminary plat must again be submitted to the planning commission for reapproval.
- L. Excavations: No large scale excavation, grading or regrading, as determined by the planning commission, shall take place on any land

for which a preliminary subdivision plat has been submitted until the final plat has been given final approval.

- M. Payment Of Final Plat Fee: The subdivider pays the final plat fee at the city office. (Ord., 5-5-1998)
- N. Tentative Final Plat Submitted: The subdivider submits three (3) copies of the tentative final plat; one to the city planner, one copy to the city engineer and one for the city manager; also an eleven inch by seventeen inch (11" x 17") copy for the city planning commission. The tentative final plat is checked for compliance. (Ord., 5-5-1998; amd. 2006 Code)
- O. Irrigation Providers: The subdivider submits the final plat and irrigation system drawings to any irrigation providers involved and obtains approval signatures.
- P. Documents Submitted: The subdivider also submits the following to the city planner and city engineer:
  - 1. Cross sections and profiles of the streets and all other construction drawings related to all of the improvements to be constructed within the subdivision. All such drawings and materials must be signed and stamped by a registered professional engineer.
  - 2. Copy of final plat fee receipt.
  - 3. A "letter of certification" by the subdivider's engineer, indicating that all lots meet the requirements of the zoning ordinance.
- Q. Review By Staff: City staff will review the documents and make recommendations. Fifteen (15) working days will be required for completion of staff review for each submittal or resubmittal. Upon completion of staff review and at least five (5) working days before the planning commission meeting, the city planner will place the item on the planning commission agenda and the subdivider will be notified by the city planner.
- R. Engineer Review: The city engineer will review and approve the final plat when storm drainage, streets, utilities and other provisions are approved. The city will provide an address for the lots on the final plat.

- S. Amount Of Improvement Installation: The city engineer will calculate the amount required to secure the installation of the improvements, and shall notify the city manager and the subdivider of the amount.
- T. Planning Commission Meeting: The planning commission will meet and review the final plat. The subdivider or agent must attend and present the plat.
- U. Approval: If approval is given, the final plat will be signed by the planning commission chairperson and forwarded to the city council.
- V. City Council Agenda: The city manager will place the item on the city council agenda and notify the subdivider.
- W. Signature Of Engineer: The city engineer signs the final plat.
- X. City Council Meeting: The city council will meet and consider the final plat. The subdivider or agent must meet with the council and discuss the plat.
- Y. Approval: If approval is given, the subdivider submits the following to the city manager for review by the city attorney:
  - 1. Preliminary title report.
  - 2. Guarantee of improvements.
  - 3. Other agreements as required.
- Z. City Attorney Review: The city attorney will review the documents submitted to ensure adequacy, and sign the plat when approved.
- AA. Subdivider Fees: The subdivider must then pay the following fees at the city office:
  - 1. Development fees.
  - 2. Recording fees.
  - 3. Inspection fees.
  - 4. Utility extension fees.
  - 5. Engineering fees.

6. Attorney fees. (Ord., 5-5-1998)

- BB. Preconstruction Conference: The subdivider, contractors and other representatives meet with city representatives in a preconstruction conference. The subdivider then constructs and installs all improvements with inspection by the city and has as built drawings prepared. (If the installation of the improvements are guaranteed as provided in section 11-6-16 of this title, this step follows recording of the final plan.) (Ord., 5-5-1998; amd. 2006 Code)
- CC. Signature Of Mayor And Recorder: When the requirements above are met, the final plat will be signed by the mayor and city recorder.
- DD. Recording: The city recorder will then have the final plat recorded at the office of the county recorder.
- EE. Term Of Approval: Any final plat, not so approved and signed, or which shall not be offered for recording within one year after the date of final approval, unless the time is extended by the city council, shall not be recorded or received for recording and shall have no validity. (Ord., 5-5-1998)

11-3-2:       **PRELIMINARY PLAT:** The preliminary plat shall be drawn to a scale not smaller than one hundred feet to the inch (1" = 100') , and shall be on standard twenty two inch by thirty four inch (22" x 34") paper. The plat and attached documentation shall show the following:

- A. Name: The proposed name of the subdivision (there shall be no duplication of subdivision names within the city).
- B. Location Forming Part Of Larger Tract: Its location as forming a part of a larger tract or parcel, where the plat submitted covers only a part of the subdivider's tract or only a part of a larger vacant area. In such case, a sketch of the prospective future street system of the unplatted parts, shall be submitted and the street system of the part submitted shall be considered in the light of adjustments and connections with the future street system of the larger area.
- C. Accurate Survey: Sufficient information to locate accurately the property shown on the plat, including a clearly defined basis of bearing for the survey as well as the date of the survey. The nearest section corner tie must be shown.

- D. Subdivider, Engineer, Surveyor And Owner Names: The names and addresses of the subdivider, the engineer or surveyor of the subdivision, and the owners of the land immediately adjoining the land to be subdivided.
- E. Contour Map: Contour map at intervals of two feet (2'), five feet (5') or ten feet (10'), as determined by the city engineer.
- F. Boundary Lines: The boundary lines of the tract to be subdivided, including total acreage proposed for subdivision.
- G. Location Of Streets, Easements, Watercourses: The location, widths and other dimensions of all existing or platted streets and other important features such as easements, railroad lines, watercourses (including irrigation canals and ditches), exceptional topography, bridges and buildings within or immediately adjacent to the tract to be subdivided.
- H. Existing Utilities: Existing sanitary sewers, power lines, storm drains, water supply stains, water wells, fire hydrants, and culverts within the tract and immediately adjacent thereto.
- I. Flood Hazard Boundaries: Flood hazard boundaries, if applicable.
- J. Dimensions Of Public And Private Streets: The location, widths and other dimensions of proposed public streets, private streets or private access rights of way, alleys, utility easements, parks, other open spaces and lots, with proper labeling of spaces to be dedicated to the public, or designated as private streets or private access rights of way.
- K. Buffer Zones: Buffer zones where noncompatible uses adjoin a proposed subdivision.
- L. North Point, Scale And Date: North point, scale and date.
- M. Lot Layout: The proposed layout, dimension, and number of each lot.
- N. Fencing: Proposed construction of permanent fencing along appropriate subdivision boundaries as determined by the planning commission. The fencing shall be as indicated in the subdivision standards.
- O. Zoning And Master Plan Conformance: A statement of the existing zoning and conformance with the master plan.

- P. Storm Drainage Study: A preliminary storm drainage study, with schematic solutions and the associated calculations.
- Q. Pavement, Sewer, Water And Improvements: Plans or written statements regarding the width and type of proposed pavement, location, size and type of proposed sanitary sewers or other sewage disposal facilities, proposed water mains and hydrants and other proposed utilities, and other proposed improvements, such as sidewalks, planting and parks, and any grading of individual lots.
- R. Wetlands: Written statement from the army corps of engineers regarding wetlands mitigation if applicable.
- S. Fire Hydrants; Access Roads: Written statement from the fire department showing approval of locations for fire hydrants and access roads. (Ord., 5-5-1998)

11-3-3: **FINAL PLAT:** The final plat shall be electronically prepared and reproduced on Mylar or consist of a sheet of approved tracing linen or Mylar, to the outside trim dimensions of nineteen inches by thirty inches (19" x 30"), and the border of the plat shall be drawn in heavy lines leaving a space of at least one-half inch ( $\frac{1}{2}$ " ) margin on all four (4) sides of the sheet. The plat shall be so drawn that the top of the sheet faces either north or west, whichever accommodates the drawing best. All lines, dimensions and markings shall be made on the tracing linen with approved waterproof black India drawing ink. The plat shall be made to scale large enough to clearly show all details, in any case not smaller than one hundred feet to the inch (1" = 100'), and the workmanship on the finished drawings shall be neat, clean cut and readable. The plat shall be signed by all parties duly authorized and required to sign, and shall contain the following information:

- A. Approved Name: A subdivision name, approved by the county recorder, and the general location of the subdivision, in bold letters at the top of the sheet.
- B. North Point, Scale And Date: A north point and scale of the drawing, and the date.
- C. Boundaries: Accurately drawn boundaries, showing the proper bearings and dimensions of all boundary lines of the subdivision, properly tied to public survey monuments. These lines should be slightly heavier than street and lot lines.

- D. **Names, Widths, Lengths And Bearings:** The names, widths, lengths, bearings and curve data on centerlines of proposed streets, alleys and easements; also the boundaries, bearings and dimensions of all portions within the subdivision as intended to be dedicated to the use of the public; the lines, dimensions, bearings and numbers of all lots, blocks and parts reserved for any reason within the subdivision. All lots are to be numbered consecutively under a definite system approved by the planning commission. All proposed streets shall be numbered consecutively under a definite system approved by the city.
- E. **Dedicated Land:** Parcels of land to be dedicated as public park or to be permanently reserved for private common open space shall be included in the lot numbering system and shall also be titled "public park" or "private common open space", whichever is applicable.
- F. **Forms:** The standard forms approved by the planning commission for all subdivision plats lettered for the following:
1. Description of land to be included in the subdivision.
  2. Registered land surveyor's "certificate of survey".
  3. Owner's dedication certificate.
  4. Notary public's acknowledgment.
  5. Irrigation provider approval.
  6. Planning commission's certificate of approval.
  7. City planner's certificate of approval.
  8. City engineer's certificate of approval.
  9. City attorney's certificate of approval.
  10. City council's certificate of acceptance, attested by the city recorder.
- G. **Space For Recording Information:** A three inch by three inch (3" x 3") space in the lower right hand corner of the drawing for recording information.



- H. **Reproducible Mylar Drawings:** The subdivider shall furnish a complete set of reproducible Mylar drawings of profiles, construction and design data of all streets, existing and proposed, and all utilities to be constructed within the subdivision to the city engineer prior to the submission of the final plat. (Ord., 5-5-1998; amd. 2006 Code)

