



**BUSINESS AFFAIRS AND COMMUNITY GROWTH**  
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 Fort Dodge, IA 50501  
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**Subdivision Application Fee: \$300**

# SUBDIVISION APPLICATION

**PROPERTY OWNER INFORMATION:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT, AGENT AND/OR PLAN PREPARER INFORMATION: (If different from above)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY INFORMATION:**

Site Location/Address: \_\_\_\_\_ Total Area: \_\_\_\_\_  
 Topographic Characteristics of Land: \_\_\_\_\_  
 Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_ Plan Reference: \_\_\_\_\_

**PROJECT DESCRIPTION OR REASON FOR ACTION: (Attach additional sheets if necessary)**

\_\_\_\_\_  
 \_\_\_\_\_

## ACKNOWLEDGEMENT AND SIGNATURE FORM

Review of this application may require City staff or Commission members to visit the property to assess the project. Obtaining approval does not absolve the applicant from obtaining any other local, state, and/or federal permits including Building Permits, Right-of-Way Excavation Permits, IDOT access permits, etc. which may be required.

*The undersigned acknowledges he/she has read and understands the requirements and stipulations set forth in this application. The undersigned certifies that the information presented on this application and all other required materials is true and correct to the best of his/her knowledge and further certifies that he/she has a legal interest in the property in question, and/or is legally able to represent all other persons or entities with interest in this property.*

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Property Owner)

and: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Applicant, Agent, and/or Plan Preparer)

**CITY REVIEW PROCESS:****1. PREAPPLICATION MEETING**

The applicant may request a preapplication meeting with City staff to acquaint both parties with the proposed subdivision and process. This can be set up by calling the BACG Office at (515) 573-8321.

**2. PLAT DETERMINATION**

City staff will assist applicants with determining their level of review, which is based on the following:

- **MINOR PLAT** - A minor plat is any subdivision of no more than 5 lots with no new proposed streets, utility extensions or public improvements.
- **MAJOR PLAT** - A major plat is any subdivision of 6 or more lots, or those subdivisions requiring new streets, utility extensions or other public improvements.

For all Major Plats a Preliminary Plat must be approved by the Plan and Zoning Commission prior to consideration of the Final Plat.

**3. PRELIMINARY PLAT – PLAN AND ZONING COMMISSION REVIEW**

The Preliminary Plat must be submitted to the BACG Office 2 weeks prior to the next scheduled Plan and Zoning Commission meeting. City staff will review the Preliminary Plat and provide their recommendations to the Plan and Zoning Commission at their next scheduled meeting. The Plat must display general information established in the Preliminary Plat Checklist, below.

**4. FINAL PLAT – PLAN AND ZONING COMMISSION REVIEW**

Upon Plan and Zoning Commission approval of the Preliminary Plat, a Final Plat must be submitted to the BACG Office 2 weeks prior to the next scheduled Plan and Zoning meeting. The Plan and Zoning Commission will review the Final Plat and give their recommendation; whether of approval, modification, or disapproval. If approval is granted the Final Plat will be forwarded to Council for their review. The Final Plat must display more detailed information established in the Final Plat Checklist on Page 3.

**5. FINAL PLAT – CITY COUNCIL REVIEW**

Upon receiving Plan and Zoning Commission's recommendation of approval, all documentation required by the State of Iowa for recording must be submitted to the BACG Office (see checklist Page 3). City staff will forward all documents to the City Council for consideration at their next scheduled meeting.

**6. RECORDING**

Upon receiving Council approval, City staff will provide the original signed resolution and City signatures to the applicant. The applicant will then be responsible for submitting all required documentation to the Webster County Recorder's Office. The Final Plat must be recorded within 30 business days of Council approval. Copies of the recorded documents, with the Recorder's stamp, must be provided to City staff.

**PRELIMINARY PLAT CHECKLIST:**

An 11"x17" or digital copy and two 24"x36" copies of the Preliminary Plat must be submitted to City staff. Per the City's Subdivision Code (Article Six), the following must be included on a Preliminary Plat:

- Unique title or name, date, scale, north arrow and a key map showing the proposed subdivision location in relation to surrounding development.
- Name and address of the owner and person preparing the plan.
- Legal description of the area being platted.
- Boundary line, dimensions of the property to be platted and location of section lines.
- Contours with intervals not greater than five feet.
- The names and location of adjacent subdivisions and the names of record owners and location of adjoining parcels of unplatted land.
- The location of property lines, streets and alleys, easements, watercourses, tree masses, and other existing features affecting the plan.
- The zoning classification and proposed use for the area being platted.
- The layout, numbers and approximate dimensions of proposed lots and blocks.
- The location and width of all rights-of-way and grounds to be dedicated for public use.
- The proposed names for all streets in the area being platted.

**FINAL PLAT CHECKLIST:**

An 11"x17" or digital copy and four 24"x36" copies of the Final Plat and any required Maintenance Bonds or Performance Bonds must be provided to City staff. Per the City's Subdivision Ordinance, the following must be illustrated or identified on a Final Subdivision Plat in addition to those items required in a Preliminary Plat (see Iowa State Code, Section 354.6 and Webster County Ordinance Section 5.9 for additional State or County requirements):

**1. FINAL PLAT**

- All items in the Preliminary Plat
- An index sheet, the sheet number and total number of sheets listed on each sheet, and clearly labeled match lines for any plats that exceed one sheet.
- The name of the owners and subdividers situated in the margin at the top of each sheet.
- A description and identification of monuments to be of record.
- Survey data describing the bounds of all lots, blocks, streets, easements, outer boundaries, etc.
- All building lines or setbacks, with dimensions.
- Distances to the nearest one-hundredth of a foot. Measurements must refer to the horizontal plane.
- The course of every boundary line indicated by either a direct bearing reference or by an angle between the boundary line and an intersecting line having a shown bearing.
- Curve data must be stated in terms of the radius, central angle, and tangent or length of curve.
- The minimum unadjusted acceptable error of closure for all subdivision boundaries must be 1:10,000 and must be 1:5,000 for any individual lot.
- When any lot or portion of the subdivision is bounded by an irregular line, the major portion of that lot or subdivision must be enclosed by a meander line showing complete data with distances along all lines extending beyond the enclosure to the irregular boundary shown with as much certainty as can be determined or as "more or less" if variable. In all cases, the true boundary must be clearly indicated.
- All interior accepted parcels must be clearly indicated and labeled, "Not a part of this Plat".
- Identification of adjoining properties and the name of their recorded subdivision.
- If the subdivision platted is a resubdivision of a portion or entire area of a previously recorded subdivision, sufficient ties relating to controlling lines of the earlier plat must be provided to permit an overlay. Resubdivisions must be labeled such in a subtitle following the subdivision name.
- The purpose of those easements proposed, which pertain to public utilities including gas, power, telephone, water, sewer and drainage.
- All private restrictive covenants and their period of existence.
- The accurate outline, dimensions, and purposes of all property offered for dedication, reserved for public use, or reserved by deed covenant for common use of the property owners of the subdivision.
- Certification by a registered land surveyor that the Final Plat is a correct representation of the survey.

**2. PERFORMANCE BONDS** (projects requiring new streets, utility extensions or other public improvements)

Required to ensure completion of the required improvements within one (1) year of subdivision approval by City Council.

**3. MAINTENANCE BONDS** (projects requiring new streets, utility extensions or other public improvements)

Must cover a period of 2 years on all subdivision improvements conditioned that the subdivider shall maintain such improvements for the period of time established.

**REQUIRED RECORDING DOCUMENTS CHECKLIST:**

According to State Code Section 354.11 the following must be provided to the Recorder for subdivision recording (see State Code for required information to be included in each item):

- Three (3) large (24"x36" copies of the plat (with Official Certifications)
- Two (2) 8 ½ x 14 copies of the plat
- Proprietor Statement
- Mortgage or Lien Holders Statement
- Attorney's Title Opinion
- A certified resolution from the City Council
- Auditor Statement
- Certificate of the Treasurer