



## **Application Packet for an Administrative Subdivision**

**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 an Administrative Subdivision includes the following:

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

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

- One (1) completed and signed Application Form.
- All items set forth on the completed Administrative Subdivision Checklist.
- Six (6) 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?**

- An Administrative Subdivision may be used to adjust an interior lot line or combine lots. The subdivision must be served by existing utilities and does not require the extension of streets, utilities, or public improvements
- Approval by the Zoning Administrator is required. If deemed necessary by the Zoning Administrator it may proceed as a Minor or Major Subdivision.
- The applicant shall file a complete application for **Approval of a Administrative Subdivision** with the Planning and Zoning Department.
- An application for Administrative Subdivision shall be deemed "complete" for the purpose of commencing time periods within which action is required when so certified by the Zoning Administrator.

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

**Submit the completed Administrative Subdivision Application Packet to the**

**City Clerk  
City Hall  
1209 6<sup>th</sup> 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@midiowa.net](mailto:citypz@midiowa.net)**



## Application for an Administrative Subdivision

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

**1. Property Location** of this Administrative 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 accurate and true.**

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Applicant)

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

**and:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Property Owner)

**and:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Contact Person)



## **Administrative Subdivision Checklist**

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

- One (1) completed and signed Application Form.
- Six (6) 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 an Administrative 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.
- 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, prairie resources, or environmentally sensitive areas on or within 200 feet of the tract to be subdivided.

### **Existing 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 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.
- 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 City Council.
- 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 an Administrative Subdivision**



