

# CITY OF CARROLL SUBDIVISION APPLICATION

*Application, fees and additional items due at the City Clerk's office at least 20 days prior to the Planning and Zoning Commission meeting in which it will be presented.*

As defined in Section 6-6.0104: Every owner or his agent of any tract or parcel of land lying within the City or within two (2) miles of the corporate limits of the City who has subdivided or shall hereafter subdivide the same into two (2) or more parts for the purpose of laying out an addition, building lot or lots, or acreage lots shall cause plats of such area to be made in the form, and containing the information as hereafter set forth, before selling any lots therein contained or placing the plat on record.

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROPOSED NAME OF SUBDIVISION: \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY TO BE SUBDIVIDED: \_\_\_\_\_

<b>Included in application:</b>	<b>On Page:</b>
• Procedure for Approval of Subdivision.....	2
• Preliminary Plat Checklist.....	3-4
• Additional Documentation for Preliminary Plat.....	5
• Final Plat Checklist.....	6-7
• Additional Documentation for Final Plat.....	8
• Information Required to be Recorded with Final Plat.....	9

## Procedure For Approval Of Subdivision

1. Subdivider meets with City Engineer and City Manager to be advised of the procedural steps, design standards, required improvements, and platting requirements. During such meetings, no commitments shall be made which will be binding upon the City. (*Section 6-6.0302*)
2. The Subdivider will submit the Preliminary Plat and additional required documentation to the City Clerk at least 20 days prior to Planning and Zoning Commission meeting. (*Section 6-6.0304*) **See page 3-4 for a list information required on the Preliminary Plat. See page 5 for list of additional documentation for Preliminary Plat submittal.**
3. The City, within 10 days, will review the Preliminary Plat and make a recommendation to the Planning and Zoning Commission. (*Section 6-6.0306*)
4. The Planning and Zoning Commission, at their next regularly scheduled meeting, but at minimum 30 days, will recommend tentatively approval or disapproval to the City Council. If the Commission does not act within 30 days, the plat is deemed approved unless the subdivider agrees to an extension (maximum of 60 days) (*Section 6-6.0307*)
5. The City Council, within 30 days, will tentatively approve or disapprove the Preliminary plat by resolution. If disapproved, objections are returned to the Commission for further review and the Clerk will notify subdivider of such action. If approved, Clerk will sign 5 copies of Preliminary Plat noting the date the plat received tentative approval (*Section 6-6-0308*). This approval is effective for 1 year to get the Final Plat approved or it will be voided (*Section 6-6.0309*)
6. The Subdivider will submit the Public Improvement Construction Document (*Section 6-6.0310*), prepared in conformance with the *Iowa Statewide Urban Design Standards for Public Improvements* and *City of Carroll Special Provisions*, current editions. City Engineer reviews and reports on (*Section 6-6.0311*). Construction is also to conform to *Iowa Statewide Urban Design Standards for Public Improvements* and *City of Carroll Special Provisions*, current editions.
7. The City will prepare a Subdivision Agreement that will set forth the conditions for the installation of all public improvements and set forth the terms and conditions of the plat. The Subdivider shall agree to and sign the Subdivision Agreement. (*Section 6-6.0313*)
8. The Subdivider will submit the Final Plat and additional required documentation to the City Clerk at least 20 days prior to Planning and Zoning Commission meeting. (*Section 6-6.0315*) **See page 6-7 for a list information required on the Final Plat. See page 8 for list of additional documentation for Final Plat submittal.**
9. The Planning and Zoning Commission, at their next regularly scheduled meeting, but at minimum 30 days, will recommend approval or disapproval to the City Council. If approved, The Chairman and secretary of the Commission will sign the Final plat, noting the date and will send to the City Council with their recommendation. (*Section 6-6.0317*)
10. The City Council, within 60 days, will approve or disapprove the Final Plat. Approval will be done by Resolution, noting the Planning and Zoning Commission recommendation in the Resolution, as per Section 6-6.0317. If disapproved, objections are to be put in writing. (*Section 6-6.0318*)
11. Subdivider will record the Final Plat with County Recorder. (*Section 6-6.0318*) **See page 9 for list of items needed to record plat.**

## Preliminary Plat Checklist

The Preliminary Plat shall be prepared in the following manner (*Section 6-6.0303*):

- 1. Prepared by a registered engineer
- 2. Prepare in a scale of not more than 1" = 50'
- 3. Prepared in pen.
- 4. If more than 1 sheet, sheets shall be numbered in sequence

The submitted Preliminary Plat shall include the following information (*Section 6-6.0303*):

- 1. Title
- 2. Scale
- 3. North Point
- 4. Date
- 5. Subdivision boundary lines, showing dimensions, bearings, angles, and references to section, townships and range lines or corners. Exterior boundaries are to be indicated with a solid heavy line.
- 6. Present and proposed streets, alleys, sidewalks, and storm water inlets with their rights-of-way, in or adjoining the subdivision, dedicated widths, gradients, types and widths of surfaces, curbs, plantings, strips, location of street lights, fire hydrants, and street signs.
- 7. Proposed layout of blocks and lots showing dimensions, radii, chords, and the square foot areas of lots that are not rectangular, and the lot and block number in numerical order.
- 8. Building setback or front yard lines.
- 9. Parcels of land proposed to be dedicated or reserved for schools, parks, playgrounds, or other public, semi-public or community purposes.
- 10. Present and proposed easements, showing locations, widths, purposes, and limitations.
- 11. Location and names of adjoining parcels of unsubdivided and subdivided land.
- 12. Boundaries of the highest known flood of record or the 100-year recurrence interval flood, whichever is greater, affecting the subdivision and the source of information.
- 13. If the proposed subdivision borders on a lake or stream, the distances and bearings of meander line established not less than twenty (20) feet back from the mean high water mark of the lake or stream.

- 14. Existing blocks, lots and buildings.
- 15. Present and proposed utility systems including sanitary and storm sewers, other drainage facilities, water lines, gas mains, electric utilities, and other facilities, with the size and location of each. If the subdivision is within one mile of public sewer or water or both, notation shall be made of the direction and distance to such facilities.
- 16. Proposed name of the subdivision.
- 17. Names and addresses of the owner, subdivider, builder, and engineer who prepared the preliminary plat, and the surveyor who will prepare the final plat.
- 18. Official legal description of the property being platted.
- 19. Contours at vertical intervals of not more than two (2) feet if the general slope of the site is less than ten (10) percent and at vertical intervals of not more than five (5) feet if the general slope is ten (10) percent or greater.
- 20. Existing and proposed zoning of the proposed subdivision and adjoining property.
- 21. Location of all proposed monuments.
- 22. Location of natural watercourses, bridges, wooded areas, and such other topographical features as are pertinent.

## Additional Documentation for Preliminary Plat

The following information is required to be submitted with this application for consideration of the Preliminary Plat (*Section 6-6.0303 and 6.03604*):

- 1. \$250 Preliminary Plat filing fee.
- 2. 15 copies of the Preliminary Plat.
- 3. A complete listing of all existing covenants which apply to the land to be subdivided, and a complete listing of all covenants which are proposed by the developer to apply to the subdivided land.
- 4. A table of the following information:
  - Total acreage of subdivision.
  - Total number of lots.
  - Minimum, average, and maximum lot area.
  - Acreage of public lands to be dedicated or reserved other than streets.
- 5. An attorney's opinion showing that the fee title to the property proposed or subdividing is in the owner's name as shown on the plat and showing any encumbrances that may exist against the land.
- 6. If any portion of the subdivision is to have access on a state or county jurisdictional street, a written and signed statement acknowledging and permitting the access by the duly authorized official of the appropriate jurisdiction.
- 7. A site-grading plan for the entire subdivision with elevations referred to mean sea level as exhibited in standard U.S. Geological Survey Maps.
- 8. Location and names of adjoining parcels of land.

## Final Plat Checklist

**The Final Plat shall be prepared in the following manner (Section 6-6.0314):**

- 1. The plat shall be a permanent copy or a photographic print made on a stable plastic film. Exact copies of the plat to be recorded shall be provided to and filed by the county recorder, assessor, and auditor. The original plat drawing shall remain the property of the registered land surveyor.
- 2. Prepare in a scale of not more than 1" = 50'. The scale used shall be clearly stated and graphically illustrated by a bar scale drawn on every sheet showing any portion of the lands subdivided.
- 3. The size of each sheet showing any portion of the subdivided lands shall not be greater than 24 inches by 36 inches nor less than 8 ½ inches by 11 inches.
- 4. All distances shall be shown in feet to the nearest one-hundredth of a foot, and in accordance with the definition of a foot adopted by the United States Bureau of Standards. All measurements shall refer to the horizontal plane.
- 5. If more than 1 sheet, sheets shall be numbered in sequence. An index sheet shall be provided to show the relationship between the sheets.

**The submitted Final Plat shall include the following information (Section 6-6.0314):**

- 1. Subdivisions shall be designated, by name or as otherwise prescribed, in bold letters inside the margin at the top of each sheet included in the plat.
- 2. An arrow indicating the northern direction shall be drawn in a prominent place on each sheet included in the plat, as well as the scale and date.
- 3. All monuments to be of record shall be adequately described and clearly identified on the plat. When additional monuments are to be established subsequent to the recording of the plat, the location of the additional monument shall be shown on the plat.
- 4. Sufficient survey data shall be shown to positively describe the bounds of every lot, block, street, easement, or other areas shown on the plat, as well as the outer boundaries of the subdivided lands.
- 5. The course of every boundary line shown on the plat shall be indicated by a direct bearing reference or by an angle between the boundary line and an intersecting line having a shown bearing, except when the boundary line has an irregular or constantly changing course, as along a body of water, or when a description of the boundary line is better achieved by measurements shown at points or intervals along a meander line having a shown course. All bearings and angles shown shall be given to at least the nearest minute of arc.
- 6. Curve data shall be stated in terms of radius, central angle, tangent, and length of curve. In all cases, the curve data must be shown for the line affected.

- 7. The minimum unadjusted acceptable error of closure for all subdivision boundaries shall be 1:10,000 and shall be 1:5,000 for any individual lot.
- 8. When any lot or portion of the subdivision is bounded by an irregular line, the major portion of that lot or subdivision shall 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 shall be clearly indicated on the plat.
- 9. All interior excepted parcels shall be clearly indicated and labeled, “not a part of this plat”.
- 10. All adjoining properties shall be identified, and where such adjoining properties are a part of a recorded subdivision, the name of that subdivision shall be shown. If the subdivision platted is a re-subdivision of a part or the whole of a previously recorded subdivision, sufficient ties shall be shown to controlling lines appearing on the earlier plat to permit an overlay to be made. Re-subdivisions shall be labeled as such in a subtitle following the name of the subdivision wherever the name appears on the plat.
- 11. The purpose of any easement shown on the plat shall be clearly stated and shall be confined to only those easements pertaining to public utilities including gas, power, telephone, television cable, water, sewer, and such drainage easements as are deemed necessary for the orderly development of the land encompassed within the plat.
- 12. A strip of land shall not be reserved by the subdivider unless the land is of sufficient size and shape to be of some practical use or service as determined by the Council.
- 13. The purpose of all areas dedicated to the public must be clearly indicated on the plat.
- 14. Street names and clear designation of public alleys.
- 15. Block and lot numbers.
- 16. Name and address of owner and subdivider.
- 17. Accurate dimensions for any property to be dedicated or reserved for public use.
- 18. The plat shall be signed and acknowledged by the subdivision landowner and his or her spouse.
- 19. A sealed certification of the accuracy of the plat by the registered land surveyor who drew the plat.

## Additional Documentation for Final Plat

The following information is required to be submitted with this application for consideration of the Final Plat (*Section 6-6.0314 and 6.03615*)

- 1. \$50 Final Plat filing fee.
- 2. 15 copies of the Final Plat.
- 3. Offers of Dedication; all formal irrevocable offers of dedication to the public of all streets, City uses, utilities and easements, in a form approved by the City Attorney.
- 4. A correct legal description of the subdivision land.
- 5. A certificate by the owner and his spouse, if any, that the subdivision is with the free consent, and is in accordance with the desire of the owner and spouse. This certificate must be signed and acknowledged by the owner and spouse before some officer authorized to take the acknowledgements of deeds.
- 6. A complete abstract of title and an attorney's opinion showing that the fee title to the subdivision land is in the owner's name and that the land is free from encumbrances other than those secured by any encumbrance bond.
- 7. A certificate from the county treasurer that the subdivision land is free from taxes.
- 8. A statement of restrictions of all types that run with the land and become covenants in the deeds of lots.
- 9. The encumbrance bond, if any.

The City will provide the following (*Section 6-6.0314*):

- 1. A certificate by the City Engineer that all required improvements and installations have been completed according to the construction plans submitted with the preliminary plat, or that a performance bond guaranteeing completion has been approved by the City Attorney and filed with the Clerk, or that the Council has agreed that the City will provide the necessary improvements and installations and assess the costs against the subdivider or future property owners in the subdivision.
- 2. Resolution and certificate for approval by the Council and for signatures of the Mayor and Clerk.

## Information Required to be Recorded with Final Plat.

The following information must be taken to the County Recorder to record the final Plat. These should have original signatures on them.

- 1. Final Plat (11 x17 and Large-size)
- 2. Resolution.
- 3. Certificate of Resolution.
- 4. Subdivision Agreement
- 5. Treasurer's Certificate
- 6. Attorney's Opinion
- 7. Consent of Owner
- 8. Covenants and Restrictions