



MAJOR SUBDIVISION PROCEDURAL GUIDELINES FOR SUBDIVISION PLATTING WITHIN BUCHANAN COUNTY, IOWA

The following Procedural Guidelines are a summary of the Buchanan County Subdivision Ordinance for use by the public. They are not meant to be substituted for the Ordinance. In the event that questions or conflicts between the Ordinance and these Procedural Guidelines arise, the Ordinance shall prevail.

Major Subdivision Procedure: The division of any lot or parcel of land classified by the Zoning Administrator as a “major subdivision”, as defined in the Buchanan County Subdivision Ordinance, shall follow this procedure.

1. Check with Zoning Administrator for current zoning ordinance, subdivision regulations, land use classifications, and other code applicability. The property must be correctly zoned before subdivision will be considered by the County. Check with the Environmental Health Administrator for water and water pollution control standards. Discuss development concepts and explore alternative solutions.
2. Bring abstract up to date.
3. Get clear title to the property, becoming legal proprietor.
4. Hire a licensed engineer or land surveyor to make a survey, prepare a base map, and to set out the lots. The proprietor may also want to consult a landscape architect or land planner for design considerations and site planning aspects.
5. Prepare pre-preliminary plat or sketch plan of the general street and lot layout. Meet with the Zoning Administrator, County Engineer, County Auditor, Environmental Health Administrator, and County Recorder so they may review it and alert the developer to any known development constraints that may exist or arise.
6. Have a preliminary plat prepared.
7. Submit twenty (20) copies of the preliminary plat, one (1) of which shall be full-size and the remaining may be reduced in size, to the Zoning Administrator, along with the preliminary plat application form, fee payment, and the results of soil percolation tests on each lot that cannot feasibly be served by public sewer. The preliminary plat and attachments must be submitted 21 days prior to Planning & Zoning Commission consideration.
8. If the Zoning Administrator determines that the plat contains sufficient data and elements to furnish a basis for review, then they will forward copies of the plat to the following departments:

- a. County Engineer
 - b. Environmental Health Administrator
 - c. Board of Supervisors
 - d. Planning & Zoning Commission
 - e. County Auditor
 - f. County Attorney
 - g. County Assessor
9. All copies are to be studied and written recommendations sent to the Zoning Administrator within ten (10) days following submission of all information to the Zoning Administrator. An environmental impact analysis prepared by a qualified professional may be required.
 10. The Zoning Administrator refers the preliminary plat to the Planning Commission for recommendation.
 11. If the preliminary plat is recommended for approval by the Commission, it is to be considered by resolution, by the Board of Supervisors.
 12. All standards and improvements described in Section V shall be installed at the cost of the developer in accordance with the approved plans and specifications after acceptance of the preliminary plat by the Board of Supervisors. All improvements shall be inspected by the developer's engineer and County Engineer and certified to the Board of Supervisors with the cost of said inspection by the County Engineer being reimbursed to the County by the developer.
 13. Within one year of approval of the preliminary plat by the Board of Supervisors, the proprietor shall submit 20 copies of the final plat, one (1) of which shall be full-size and the remaining may be reduced in size, to the Zoning Administrator, along with the final plat application form, fee payment, any restrictive covenants or deeds of dedication, any dedication or easements to the County for any property intended for public use, a summary of improvements that have been made and accepted by the County, any required bonds or sureties, and any other attachments that are required by the Code of Iowa.
 14. If the Zoning Administrator determines that the plat contains sufficient data and elements to furnish a basis for review, then they will forward copies of the plat to the following departments:
 - a. County Engineer
 - b. Environmental Health Administrator
 - c. Board of Supervisors
 - d. Planning & Zoning Commission
 - e. County Auditor
 - f. County Attorney
 - g. County Assessor
 15. All copies are to be studied and written recommendations sent to the Zoning Administrator within ten (10) days following submission of all information to the Zoning Administrator.
 16. The Zoning Administrator refers the final plat to the Planning Commission for recommendation.
 17. If the final plat is recommended for approval by the Commission, it is to be considered by resolution, by the Board of Supervisors.

18. After final approval by the Board of Supervisors and acceptance of the improvements, the proprietor shall record the plat within sixty (60) days after Board approval and shall be responsible for all recording costs
19. The following information may be required by the County Recorder, per IC 354.11:
 - a. Plat
 - b. Abstract
 - c. Survey
 - d. Deed of Dedication
 - e. Attorney's Opinion
 - f. Treasurer's Certificate
 - g. Restrictive Covenants, if not included in the Deed of Dedication
 - h. Resolution(s) from the appropriate governing body or bodies
20. Eight (8) copies of the approved final plat and adopting resolution as well as one (1) copy of the completed plat proceedings with restrictive covenants shall be submitted to the Administrator by the proprietor

PRELIMINARY PLAT CHECKLIST FOR SUBDIVISIONS

Pre-Preliminary Plat Conference with County officials. Date held: _____					
Concept Plan ____ Location of subdivision ____ Vicinity map		____ Street and block layout ____ Drainage courses and key size features ____ Proposed land uses			
Filing Date: _____ 60day limit for action by PZC: _____					
20 copies of Preliminary Plat, containing or accompanied by:					
1. Name of subdivision, date, compass point, and legal description of the property being platted.					
2. Scale of the plat on every plat sheet.					
3. Names and addresses of recorded owner and developer, if different than they owner.					
4. Names and addresses of the developer's engineer or surveyor, as well as the seal and certificate thereof.					
5. Existing buildings, railroads, utilities, and other rights-of-way.					
6. Location, names and widths of all existing and proposed roads, alleys, streets, and highways in or adjoining the area being subdivided.					
7. Location and names of adjoining subdivisions as well as a list of property owners within five hundred (500) feet of the property to be subdivided.					
8. Proposed lot lines with approximate dimensions and the square foot area or acres of each lot.					
9. Areas dedicated for public use, such as schools, parks and playgrounds.					
10. Contour lines shown at intervals of two (2) feet.					
11. Building setback lines.					
12. Boundaries of the proposed subdivision shall be indicated by a heavy black line.					
13. Existing zoning of the proposed subdivision, as well as the existing zoning of the adjoining properties.					
14. Proposed utility service for source of water supply.					
15. Proposed utility service provision for any sewage disposal, stormwater drainage, and flood control.					
16. A vicinity sketch at a legible scale showing the relationship of the Plat to its general surroundings.					
17. Lots shall be numbered in a way that is acceptable to the County Auditor's office.					
18. Existing and proposed easements showing widths and purposes of said easements.					
19. If applicable, the regulatory flood elevation data; limits of the one hundred (100) year floodplain boundaries, original and revised, must be shown.					
20. Environmental studies may be required if a proposed subdivision is located in, or near, an environmentally sensitive area.					
Accompanying Material:					
The proprietor shall also submit engineering documents regarding installation of the improvements with the preliminary plat.					
The results of soil percolation tests on each lot that cannot feasibly be served by public sewer					
Individual/Official					
		Report Attached?		Signature	Date
		Yes	No		
Applicant/Developer's Engineer					
County Engineer's Approval					
Environmental Health Administrator's Approval					
Zoning Administrator's Approval					
County Auditor's Approval					
County Attorney's Approval					
County Assessor's Approval					
Board of Supervisors' Approval					

FINAL PLAT CHECKLIST FOR SUBDIVISIONS

	Preliminary Plat Approval Date: _____			
	Filing Date: _____ 60day limit for action by PZC: _____			
	20 copies of Final Plat, containing or accompanied by:			
	1. Name of subdivision and developer.			
	2. Scale of the plat on every plat sheet.			
	3. An arrow indicating the northern direction..			
	4. Curve data including delta angle, length of arc, degree of curve, and the length and direction of the chord.			
	5. Boundary lines of subdivided area with accurate distances, bearings, and boundary angles. The unadjusted error of closure shall not be greater than one (1) in ten thousand (10,000) for subdivision boundaries and shall not be greater than one (1) in five thousand (5,000) for an individual lot. The areas of irregular lots within the plat shall be shown and may be expressed in either acres to the nearest one-hundredth acre, or square feet to the nearest ten (10) square feet.			
	6. Exact name, location, width, and designation of all streets within the subdivision. Additionally, alleys, parks, open areas, school property, other areas of public use, or areas within the plat that are set aside for future development shall be assigned a progressive letter and have the proposed use clearly designated.			
	7. 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, water, sewer, and such drainage or access easements as are deemed necessary for the orderly development of the land encompassed within the plan. All such easements relative to their usage and maintenance shall be approved by the Board of Supervisors prior to the recording of the plat.			
	8. Building setback lines with dimensions.			
	9. Legal description of the property being subdivided.			
	10. Lot numbers.			
	11. Certificate of Survey.			
	12. Description and location of all permanent monuments set in the subdivision, including ties to original Government corners.			
	13. A table that lists coordinate values for all property corners.			
	Accompanying Material:			
	Any restrictive covenants or deeds of dedication.			
	Any dedication or easement to the County for any property intended for public use.			
	A summary of improvements that have been made and accepted by the County, including any as-built drawings.			
	Any required bonds or sureties.			
	The documents required by Chapter 354.11 of the Code of Iowa.			
Individual/Official	Report Attached?		Signature	Date
	Yes	No		
Applicant/Developer's Engineer				
County Engineer's Approval				
Environmental Health Administrator's Approval				
Zoning Administrator's Approval				
County Auditor's Approval				
County Attorney's Approval				
County Assessor's Approval				
Board of Supervisors' Approval				