



MINOR 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.

Minor Subdivision Procedure: The division of any lot or parcel of land classified by the Zoning Administrator as a “minor 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.
2. Check with Environmental Health Administrator for water and water pollution control standards.
3. Submit twenty (20) copies of the plat, one (1) of which shall be full-size and the remaining may be reduced in size, to the Zoning Administrator, along with the minor subdivision application form and fee payment.
4. 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. County Auditor
 - e. County Attorney
 - f. County Assessor
5. 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.
6. The Zoning Administrator refers the preliminary plat to the Board of Supervisors for consideration by resolution. The Board of Supervisors shall act upon the Minor Plat not more than sixty (60) days after the initial receipt by the Administrator.
7. After final approval by the Board of Supervisors and acceptance of the improvements, the final plat is filed in the County Recorder’s Office.

8. 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
9. The proprietor shall record the plat within sixty (60) days after Board approval and shall be responsible for all recording costs
10. Eight (8) copies of the approved Minor 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

MINOR PLAT CHECKLIST FOR SUBDIVISIONS

	Zoning Administrator Consultation Date completed: _____		
	Environmental Health Administrator Consultation Date completed: _____		
	Date of Filing of Preliminary Plat _____ 60 Day Time Limit for further study and action _____		
	20 copies of Minor Plat, containing or accompanied by:		
	1. Name of subdivision and proprietor.		
	2. Scale of the plat on every plat sheet.		
	3. Arrow indicating the northern direction.		
	4. Curve data including delta angle, length of arc, degree of curve and 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 ($\frac{1}{100}$) 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 plat. All such easements relative to their usage and maintenance shall be approved by the County 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.		
	Accompanying Material:		
	The documents required by Chapter 354.11 of the Code of Iowa.		
	A copy of any proposed restrictive covenants, which shall be submitted for the purpose of review and recommendation by the County Attorney.		
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			