

## PRE-PLAT CHECKLIST

A subdivider may request a preplat conference surveyor prior to preparation and submission of either preliminary or final plat materials. If a preplat conference is requested, the planning staff will schedule a time and place and notify the appropriate participants.

Preplat conferences are intended to provide an opportunity for communication between city staff, public utility company representatives and a development team including the subdivider and engineer/land surveyor both to acquaint the city and public utility representatives with the proposed development and to inform the development team of the process, standards and requirements for development of the proposed subdivision.

To gain the most from the process, the development team should provide a sketch plan information for the proposed subdivision including:

- An area map showing:
  - Existing streets
  - Property lines
  - Other significant features
- A sketch plan map showing much existing and proposed information as possible about the following:
  - Intended lot layouts (with dimensions to nearest foot)
  - Zoning
  - Streets
  - Topography
  - Trees and vegetation
  - Buildings
  - Streams and drainageways
  - Stormwater management facilities
  - Sanitary sewers
  - Water lines
  - Natural gas lines
  - Electric lines
  - Pipelines
  - Easements

## PRELIMINARY PLAT CHECKLIST


Preliminary plats are required for "Major Subdivisions" (i.e., a subdivision that requires public improvements). See Section 24.10.030 for complete preliminary plat filing requirements.


- Completed application with filing fee (\$450).
- Plat plan (30 copies) drawn by professional engineer or land surveyor (at appropriate scale) showing:
  - Title with words, "Preliminary Plat of (name of subdivision)." Resubdivisions should be labeled as such in a subtitle.
  - Legal description of property in preliminary plat area with statement the area (to nearest 0.1 acre).
  - Names, addresses and phone numbers of owner, subdivider, engineer, surveyor and any agents.
  - North arrow and graphic scale.
  - Existing and proposed zoning.
  - Preliminary plat sheet in plan view of proposed subdivision including:
    - Boundary with bearings and dimensions of proposed subdivision in relation to two corners on either U.S. public land survey system or on a recorded subdivision.
    - Dimensions and bearings of lots and rights-of-way.
    - Sequential numbering of lots. Outlots, labeled as either unbuildable or reserved for future development or future rights-of-way, indicated by sequential letter identification.
    - Proposed street names.
    - Approximate street grades.
    - Existing and proposed utility systems to serve the subdivision. Size and location of existing utility systems including water, sanitary sewer, storm drainage, pipelines, natural gas, electric transmission and distribution lines. Preliminary plans for proposed city utility systems with type, material, size and locations. Service stubs, both existing and proposed, to indicate services available to all lots.
    - Existing and proposed easements for public and private utilities, drainage and access with dimensions and bearings as needed.
    - Approximate boundaries of any flood hazard areas indicated on the official Flood Plain Zoning Maps.
    - Approximate boundaries of stormwater retention/detention areas, wetlands, streams and wooded areas.
- Vicinity map (may be on the preliminary plat sheet).
- Preliminary designs by professional engineer for public improvements (may be on the preliminary plat sheet) as set forth in the Sioux City Design Standards Manual.
- Grading plan (may be on the preliminary plat sheet) with existing and proposed topography, proposed slopes and compaction rates, etc. as required for a grading permit application in Grading Ordinance (Sec. 20.30.060 and 20.30.070), including a drainage report and erosion control plan. In lieu of a grading plan, a reference to a previously approved grading plan for the proposed subdivision may be submitted.
- Graphic materials prepared on CAD also to be submitted on digital format media.


## FINAL PLAT CHECKLIST

See Section 24.10.040 for complete final plat filing requirements.

- Completed application with filing fee (\$250).
- Final plat (30 copies for "Minor Subdivisions" or 10 copies for "Major Subdivision") prepared by a professional land surveyor meeting the requirements of Iowa Code Sections 354.6, 354.11 and 355.8 in a size acceptable to the county recorder (in Woodbury County, 22½" x 24½") containing:
  - Title with words "Final Plat of (name of subdivision)." The subdivision name can not duplicate any existing subdivision in the county. Resubdivisions must be labeled as such in a subtitle.
  - Legal description with reference to U.S. public land survey or existing recorded subdivision monuments and statement of area rounded to the nearest 0.01 acre.
  - Certification by the land surveyor as required in Iowa Code Chapter 355.
  - Name, address, telephone number for owner, subdivider, and land surveyor.
  - North arrow and graphic scale.
  - Map of the final plat at scale of 1" = 100' (unless different scale is acceptable to the Planning Director) containing:
    - Layout in plan view showing sequentially numbered lots, outlots, block, rights-of-way, and easements.
    - All dimensions, bearings and curve data indicated to the nearest 0.01 foot and to the nearest second of angular measurement.
    - Locations of benchmarks and monumentation found and set.
    - Street names.
    - Adjacent lots and subdivision names shown in dotted or dashed lines and lettering.
- Either on the face of the final plat map or attached sheets, the following documents (to be executed prior to or at the recording of the plat.:
  - Consent of the owners to the platting including a dedication of land and improvements to public use.
  - Consent of mortgage or lien holders to the platting.
  - An attorney's title opinion regarding the land in the subdivision plat.
  - A certificate of the County Treasurer that the land is free from special assessments or unpaid taxes (or secured by bond).
  - A certified resolution of the City Council either accepting and approving the plat or waiving the right to review. The following are required certifications for City Council acceptance and approval:
    - For "minor subdivisions", resolution of the Planning and Zoning Commission stating its recommendation on the plat.
    - For extraterritorial subdivisions, an agreement by the owner to annex when permissible by State Code.
    - City Engineers certification that public improvements have either been or will be installed in conformance with city standards.
- Flood hazard addendum if appropriate.

 Other significant features or constraints

 Fill addendum if appropriate.

 Graphic materials prepared on CAD also to be submitted on digital format media.

**PLANNING DIVISION**

**APPLICATION FORM - PREPLAT / PRELIMINARY PLAT / FINAL PLAT**

**PROJECT ADDRESS / COMMON** \_\_\_\_\_

**PETITIONER'S NAME** \_\_\_\_\_ Phone # \_\_\_\_\_

**MAILING** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**PETITIONER'S INTEREST IN PROPERTY**  Owner  Agent  Contract Buyer  Option to Purchase  Other  \_\_\_\_\_  
 If the owner is the petitioner, check here and skip to legal description \_\_\_\_\_

**OWNER'S NAME** \_\_\_\_\_ Phone # \_\_\_\_\_

**MAILING** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**LEGAL DESCRIPTION** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 If legal is too long, check here and attach to application

Application Date \_\_\_\_\_ Owner's/Petitioner's Signature \_\_\_\_\_

**Preplat**  
 A reproducible copy and five (5) copies of the preliminary plat.  
 As per Chapter 24.12.010, any owner, developer or agent wishing to subdivide a parcel of land shall contact the Planning Director and arrange for a Preplat Conference. This conference is to determine general requirements to be included in the subdivision. If the subdivision does not involve new streets or utilities, the conference may be waived by the Planning and Zoning Commission. For additional information regarding conference, see the Subdivision Regulations Manual.

**Preliminary Plat**  
**Filing Fee: \$450.00**  
 One digitally formatted copy and 30 paper copies of the Grading Plan.  
 Is the preliminary plat prepared in conformity with the Sioux City Subdivision Ordinance?  
 \_\_\_ Yes \_\_\_ No If no, list requested waivers on back of form.

**Final Plat**  
**Filing Fee: \$250.00**  
 One digitally formatted copy and 30 paper copies of the Final Plat.  
 Engineer's statement that the public improvements have been completed or are bonded for.  
 The mylar copy may be submitted for signatures following Council action.  
 Is the final plat prepared in conformity with the Sioux City Subdivision Ordinance?  
 \_\_\_ Yes \_\_\_ No If no, list requested waivers on back of form.

Please see back of this form for detailed check list for Preplat, Grading Plan/Preliminary Plat, and Final Plat

For office use only:  
 File No. \_\_\_\_\_

**ADDITIONAL INFORMATION**

Existing Use: \_\_\_\_\_  
 Zoning Classification: \_\_\_\_\_  
 Size of parcel (sq ft/acres) \_\_\_\_\_  
 Proposed # of Lots: \_\_\_\_\_

The City Planning and Zoning Commission will consider petitions on the second and fourth Tuesdays of each month. The petition, fee, and accompanying material must be filed in the City Planning Office no later than 21 days prior to the schedule meeting. This is necessary to allow sufficient time for agenda preparation, publication of the item and mailing of the required notices to surrounding property owners.

**NOTE**

For additional assistance, please contact the City Planning and Zoning Division either before or after submission of the petition.



Planning Division  
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