

Office Use Only		\$	
	<i>Date Filed</i>	<i>Fee</i>	<i>Application Number</i>



JOHNSON COUNTY, IOWA

APPLICATION FOR: SUBDIVISION PLAT APPROVAL

Application is hereby made for approval of a (circle): **PRELIMINARY / FINAL / COMBINED**
subdivision plat on property located at (street address if available or layman's description):

Parcel Number(s): _____

Proposed Subdivision Name: _____

The subdivision contains _____ total acres divided into _____ total lots as follows:

Buildable Lots: _____ Non-buildable outlots: _____

Total buildable acres: _____ Total non-buildable acres: _____

Current Zoning: _____ **Proposed Use of the Subdivision:** _____

Name of Engineer/Surveyor

Contact Email and Phone

Name of Attorney

Contact Email and Phone

PLEASE PRINT OR TYPE

The undersigned affirms that the information provided herein is true and correct. If applicant is not the owner, applicant affirms that the owner(s) of the property described on this application consent to this application being submitted, and said owners hereby give their consent for the office of Johnson County Planning, Development, and Sustainability to conduct a site visit and photograph the subject property.

Name of Owner

Name of Applicant (if different)

Applicant Street Address (including City, State, Zip)

Applicant Phone

Applicant Email

Applicant Signature

[See back page for Application Submittal Requirements and Checklist](#)

The following items must be submitted for the application to be complete. Incomplete applications will be returned and will not be considered until the next submission deadline. Electronic submissions should be submitted prior to hard copy delivery. In all cases electronic submission is due by 12-noon the day after the posted submission deadline. ***Initial each item below*** to confirm that you are aware of the submittal requirements for an application to be considered complete.

- _____ Application Fee (varies based on nature of application) is due at the time of submittal.
- _____ A brief letter of intent explaining the application and describing road, well, septic, etc.
- _____ Ten (10) copies of the plat (and any other sheets larger than 11x17).
- _____ The names and addresses of owners of all property within five hundred (500) feet of the parent property or parcel.
- _____ A signed certificate of the Auditor approving the subdivision name.
- _____ Resolution Affirming the Stability of the Road System (signed and notarized).
- _____ One (1) copy of the completed Sensitive Areas Analysis in compliance with the Sensitive Areas Ordinance, or an approved waiver.
- _____ One (1) copy of the Stormwater Management Plan (including soil erosion and sediment control) in compliance with the Stormwater Management regulations, or an approved waiver.
- _____ Proof of application to Johnson County Public Health for a Public Health Zoning Application.
- _____ For subdivisions that propose to create a new access or upgrade an existing access to a public county road: a copy of an approved ROW Permit (Access Permit) from Johnson County Secondary Roads.
- _____ FARMSTEAD SPLITS ONLY: include a list of parcel numbers of the parent farm and the book and page(s) recorded prior to December 1, 2000.
- _____ FINAL PLATS ONLY: As-Built drawings for installed infrastructure, including statement/certification from the engineer affirming that the as-built infrastructure conforms to the intent and design parameters of the preliminary plat.
- _____ FINAL & COMBINED PLATS: The following DRAFT (unsigned) legal documents in digital or hard copy.
 - Owner's Certificate
 - Title Opinion
 - Treasurer's Certificate
 - Subdivider's Agreement
 - Fence Agreement
 - Other as applicable (easements, ROW dedication, Consent of Mortgagee, etc.)

Electronic Submission Requirements – an electronic submission of all hard-copy materials required above should be submitted prior to hard copy delivery. In all cases, electronic submission is due by 12 noon the day after the submittal deadline for the application to be considered complete. Electronic submissions should include:

- _____ Electronic or digitized copy (CAD line work or GIS geodatabase) of proposed plat in .dwg format (.dxf is also acceptable if .dwg is not an option. No .zip files will be accepted).
 - Submission must be saved in AutoCAD 2017 or older format
 - Submissions **must** use Coordinate System: NAD_1983_StatePlane_Iowa_South_FIPS_1402_Feet
 - Submission **MUST** include information for Sensitive Areas Analysis/Mapping and Stormwater/Soil Erosion Control infrastructure on the site. This includes any limits of disturbance or other impact areas.
 - Submission should NOT include legends, legal descriptions, location maps, signature blocks, etc.
- _____ A PDF of the entire application packet (a single PDF preferred; but a separate PDF for plat, application materials, sensitive areas, stormwater plan, and legal documents are acceptable).
- _____ If only submitted electronically, DRAFT legal documents must be provided by 12 noon the day after the submission deadline or the application will be returned as incomplete.