

Office Use Only	4/2/25	\$	P2C-25-27687
	Date Filed	Fee	Application Number



JOHNSON COUNTY, IOWA

APPLICATION FOR: SUBDIVISION PLAT APPROVAL

Application is hereby made for approval of a: ☐ Preliminary ☐ Final ☒ Combined
subdivision plat on property located at (street address if available or layman's description):

2502 Highway 1 SW

Parcel Number(s): 1405201004, 1405201007 & 1405126001

Proposed Subdivision Name: Russell Estate First Subdivision

The subdivision contains 5.00 total acres divided into 2 total lots as follows:

Buildable Lots: 1

Non-buildable outlots: 1

Total buildable acres: 1.97

Total non-buildable acres: 2.88

Current Zoning: A & C

Proposed Use of the Subdivision: Residential

Scott Ritter

Name of Engineer/Surveyor

sritter@hart-frederick.com

Contact Email and Phone

Allison Goertz

Name of Attorney

goertz@hebbblaw.com

Contact Email and Phone

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.

Scott Miller

Name of Owner

Name of Applicant (if different)

2502 Highway 1 SW Iowa City, IA. 52240

Applicant Street Address (including City, State, Zip)

Applicant Phone

Applicant Email

Applicant Signature

See back page for Application Submittal Requirements and Checklist

Applications should be emailed to planning@johnsoncountyiowa.gov and delivered to the Planning, Development and Sustainability Office (913 South Dubuque Street, Iowa City, IA 52240)

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. Once submitted, county staff will review the materials and request revisions (if necessary). Once all revisions and outside reviews have been received, the application will be placed on the next available Planning and Zoning Commission or Board of Supervisors agenda, as applicable.

If working with an engineer who can provide CAD or GIS line work, electronic submissions should be submitted in accordance with the department's electronic submission guidelines (see below). Preference is that electronic submission is provided prior to hard copy submission, but will be accepted until 12:00 p.m. the day after the submittal deadline.

Initial each empty box below to ensure you included all necessary information in the appropriate form for an application to be considered complete. Some items may require both electronic and physical copies.

Items Required	Electronic Copy (PDF unless otherwise noted)	Hard Copies (number specified)
Application Fee (varies based on application. Fee: \$ 560)		(1)
This application form with all information completed	JSR	(3)
Brief cover letter explaining the application and describing lots, road(s), provision of water, septic, etc.	JSR	(2)
The subdivision plat conforming to all standards in subsection 8:2 of the UDO (optional: additional sheets such as a Right-of-Way Acquisition Plat)	JSR	(2)
CAD line work of the plat, following the guidelines below	JSR	
Sensitive Areas Analysis in compliance with the Sensitive Areas Ordinance, or an <u>approved</u> waiver	CS	
CAD line work of the Sensitive Areas Exhibit, following the guidelines below	JSR	
Stormwater Management Plan (including soil erosion and sediment control) in compliance with the Stormwater Management regulations, or an <u>approved</u> waiver	JSR	
Proof of application to Johnson County Public Health for a Public Health Zoning Application	JSR	
<u>For subdivisions that propose to create a new access or upgrade an existing access to a public county road:</u> copy of an approved ROW Permit (Access Permit) from Johnson County Secondary Roads	N/A	
<u>For Farmstead Splits:</u> a list of parcel numbers of the parent farm and the book and page(s) recorded prior to December 1, 2000	N/A	
<u>For Final Plats:</u> As-Built drawings for installed infrastructure, including statement/certification from the engineer affirming that the as-built infrastructure conforms to the intent and design of the prelim plat	N/A	
CAD line work of stormwater infrastructure, following the guidelines below	N/A	
<u>For Combined and Final Plats:</u> Unsigned, draft legal documents are due at the time of submittal unless otherwise noted below. Additional documents may be required based on the nature of the application.		
1. <u>SIGNED</u> Auditor's Certificate approving the subdivision name	JSR	(1)
2. <u>SIGNED</u> and notarized Resolution Affirming the Stability of the Road System		
3. draft Owner's Certificate	AG	
4. draft Title Opinion		
5. draft Treasurer's Certificate		
6. draft Subdivider's Agreement		
7. draft Fence Agreement		
8. Others as applicable (easement agreements, Homeowners Association docs, etc.)		

Electronic Submission Requirements for CAD line work:

- Must be in AutoCAD 2017 or older and .dwg format (.dxf is also acceptable, no .zip files will be accepted).
- Submissions must use Coordinate System: NAD_1983_StatePlane_Iowa_South_FIPS_1402_Feet
- If applicable, submission should 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.



HART-FREDERICK CONSULTANTS P.C.



ENGINEERS & SURVEYORS

28 February 2025

Mr. Josh Busard
Johnson County Zoning Director

Re: Russell Estate First Subdivision, for Scott Miller, a Residential Parcel Split

Dear Josh:

Attached please find the application and accompanying documents for a Residential Parcel Split application for Scott Miller. At this time he would like to split off this portion of their property for this existing residence and area around. This subdivision has two accesses to Highway 1 SW with water and septic established.

If you have questions or if you require further information you may contact myself, Attorney: Allison Goertz or Scott Miller.

Respectfully Submitted,

J. Scott Ritter, LLS
Hart-Frederick Consultants P.C.

C: Mr. Scott Miller
Ms. Allison Goertz
HFCfile

Dated Jan. 30, 2025

Hi Charles,

Both entrances do appear to be authorized. I found the permit for the one to the south, and the one to the north was reconstructed and conveyed when the roadway was realigned in the 30s/40s. I would like to note that any work on the existing entrances or a change in use will require a new permit and currently the minimum spacing requirement through here is 600 feet which these entrances do not meet.

Please let me know if you have any other questions!

Thank you,

Leilah Armstrong, P.E.

Safety Countermeasures and Access Management Engineer

Traffic and Safety Bureau, Safety Engineering Section

Iowa Department of Transportation

800 Lincoln Way

Ames, Iowa 50010

515-239-1623 office

leilah.armstrong@iowadot.us



2502 HIGHWAY 1 SW
IOWA CITY, IA 52322

MILLER,
SCOTT R

MILLER,
SCOTT R

MILLER,
SCOTT R

2480 MILLER,
MORRIS D

MILLER,
MORRIS D

HOWARD
ELHARTSOCK
TRUST

2511

GRAEBER, JACOB

PLANNING
DEPARTMENT &
COUNTY
LED
APR 02 2025

INDEX LEGEND
LOCATION: NE 1/4-NW 1/4 & NW 1/4-NE 1/4
SECTION 5, T-78-N, R-7-W
REQUESTOR: SCOTT MILLER & KERRY CAMPBELL
PROPRIETOR: SCOTT R. MILLER
SURVEYOR: J. SCOTT RITTER, PLS #16546
COMPANY: HART-FREDERICK CONSULTANTS P.C.
510 STATE ST. PO BOX 560 TIFFIN, IA 52340
RETURN TO: sritter@hart-frederick.com (319) 545-7215

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