



MUST BE FILED WITH THE CITY CLERK

OFFICE BY 9 A.M. ON ____/____/____

HEARING DATE: ____/____/____

Administrative Subdivision Application Packet

- 1. Application Packet: Be sure to complete and submit all the required materials that are a part of this Application Packet. Failure to do so will result in a delay in processing your application.**

The Application Packet for Approval of an Administrative Subdivision includes the following:

- Application Form (This form must be filled out completely for all applications.);
- Administrative Subdivision Checklist (Use this Checklist to prepare the Plat.); and,

- 2. What must be submitted?**

- One (1) completed and signed Application Form.
- All items set forth on the completed Administrative Subdivision Checklist.
- Six (6) copies of the Plat, no larger than 24" by 36".
- One (1) 11" by 17" black line reduction copy of the Plat.
- A check or cash for the application filing fee as established by the City Council.

No application will be accepted unless it complies with all the submittal requirements. Applications that are incomplete will be returned to the applicant without further review.

- 3. What is the process?**

- An Administrative Subdivision may be used to adjust an interior lot line or combine lots. The subdivision must be served by existing utilities and does not require the extension of streets, utilities, or public improvements
- Approval by the Zoning Administrator is required. If deemed necessary by the Zoning Administrator it may proceed as a Minor or Major Subdivision.
- The applicant shall file a complete application for Approval of a Administrative Subdivision with the Planning and Zoning Department.
- An application for Administrative Subdivision shall be deemed "complete" for the purpose of commencing time periods within which action is required when so certified by the Zoning Administrator.

4. Where should submittals be made?

Submit the completed Administrative Subdivision Application Packet to

**City Clerk City Hall
1209 6th Street
Nevada, Iowa 50201**

**IF YOU HAVE ANY QUESTIONS WHILE COMPLETING THIS APPLICATION,
PLEASE CONTACT THE PLANNING AND ZONING DEPARTMENT.**

Phone: 515-382-5466

FAX: 515-382-5469

E-mail Ryan Hutton, Building and Zoning Official at

rhutton@cityofnevadaiaowa.org