



MUST BE FILED WITH THE CITY CLERK

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

HEARING DATE: ____/____/____

Minor 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 a **Minor Subdivision** includes the following:

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

- 2. What must be submitted?**

- One (1) completed and signed Application Form.
- Fifteen (15) 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?**

- A **Minor Subdivision** is a subdivision that adjusts the lot lines of no more than four lots without creating additional lots; or creates no more than four lots from any single parcel, tract or lot. The subdivision shall be served by existing utilities and does not require the extension of streets, utilities, or public improvements.
- The applicant shall submit an **Application for Minor Subdivision** with the Department of Planning and Zoning at least 21 days prior to a regular meeting of the Planning and Zoning Commission.
- The Planning and Zoning Commission shall forward the **Minor Subdivision** to the City Council for its review after the Applicant has filed a complete **Application for Minor Subdivision** if approved the Planning and Zoning Commission. An **Application for Minor Subdivision** shall be "complete" for the purpose of commencing when so certified by the City Council.

4. Where should submittals be made?

Submit the completed Minor 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