



MUST BE FILED WITH THE CITY CLERK

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

HEARING DATE: ____/____/____

Preliminary Plat Major 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 Preliminary Plat; Major Subdivision includes the following:

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

2. What must be submitted?

- One (1) completed and signed Application Form.
- Fifteen (15) copies of the Preliminary Plat, no larger than 24" by 36".
- One (1) 11" by 17" black line reduction copy of the Preliminary 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 Major Subdivision is a subdivision that will plat four or more lots or will require the installation of public improvements, except sidewalks and bicycle paths.
- The Preliminary Plat is the second of three steps in the approval process for a Major Subdivision. The first step is the Sketch Plan Pre-application Conference. The **Final Plat** application is the third step in the approval process, and therefore follows approval of the **Preliminary Plat**. The Final Plat must be filed within one year of the date of approval of the **Preliminary Plat**.
- The applicant shall submit a complete application for **Preliminary Plat; Major Subdivision** with the Planning and Zoning Department at least twenty two (22) days prior to a regular meeting of the Planning and Zoning Commission.

- An application for approval of a Preliminary Plat; Major Subdivision shall be deemed "complete" for the purpose of commencing time periods within which action is required, when it is certified by the Planning and Zoning Commission

4. Where should submittals be made?

Submit the completed Preliminary Plat Major 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