



MUST BE FILED WITH THE CITY CLERK

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

HEARING DATE: ____/____/____

Major Subdivision Final Plat 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 a Major Subdivision; Final Plat includes the following:

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

2. What must be submitted?

- One (1) completed and signed Application Form.
- All Items set forth on the Major Subdivision; Final Plat Checklist.
- Fifteen (15) copies of the Final Plat, no larger than 24" by 36".
- Final Plat Attachments, as described on the Checklist
- 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?

- The **Final Plat** is the third and last step in the approval process for a Major Subdivision. The first step and second steps have already occurred. These included the Pre-application Conference and the Preliminary Plat. The **Final Plat** application must be filed after the Preliminary Plat has been approved and within one year of the date of approval of the Preliminary Plat.

- The applicant shall file the application 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 **Final Plat** to the City Council for its review after the Applicant has submitted a complete Application for a **Major Subdivision; Final Plat** if the Planning and Zoning Commission finds and reports in writing that the **Final Plat** substantially conforms to the approved **Preliminary Plat**. An Application for a **Major**

Subdivision; Final Plat shall be "complete" for the purpose of commencing time periods within which action by the City Council is required when so certified by the Planning and Zoning Commission.

4. Where should submittals be made?

Submit the completed Major Subdivision Final Plat 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

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