



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**

**E-mail: [jcook@cityofnevadaaiowa.org](mailto:jcook@cityofnevadaaiowa.org)**