



Administrative Subdivision Application

This 2-page form must be filled out completely
before your application will be accepted.

1. Property Location of this Administrative Subdivision

(street address and/or boundary description) _____

2. Existing Use and Proposed Use of the Property:

3. Subdivision Name:

4. Legal Description of Property:

5. Property Owner:

Address:

(Street) (City) (State) (Zip)

Telephone:

(Home) (Business) (Fax)

6. Attorney:

Address:

(Street) (City) (State) (Zip)

Telephone:

(Home) (Business) (Fax)

7. Land Surveyor:

Address:

(Street) (City) (State) (Zip)

Telephone:

(Home) (Business) (Fax)



Administrative Subdivision Application

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8. Contact Person: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Home) (Business) (Fax)

I (We) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Nevada, and have submitted all the required information which is accurate and true.

Signed by: _____
(Applicant) (Date)

NOTE: No other signature may be substituted for the Property Owner's Signature(s)

and: _____
(Property Owner) (Date)

and: _____
(Contact Person) (Date)

Administrative Subdivision Checklist

The following items must be included with this submittal for approval of an Administrative Subdivision:

- One (1) completed and signed Application Form.
- 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



Preliminary Plat Approval of a Major Subdivision

This 2-page form must be filled out completely before your application will be accepted.

1. Property Location of this Preliminary Plat for a Major Subdivision

(street address and/or boundary description) _____

2. Existing Use and Proposed Use of the Property: _____

3. Subdivision Name: _____

4. Legal Description of Property: _____

5. Property Owner: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Home) (Business) (Fax)

6. Attorney: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Home) (Business) (Fax)

7. Land Surveyor: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Home) (Business) (Fax)



Preliminary Plat, Major Subdivision

Page 2

8. Contact Person: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Home) (Business) (Fax)

I (We) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Nevada, and have submitted all the required information which is accurate and true.

Signed by: _____
(Applicant) (Date)

NOTE: No other signature may be substituted for the Property Owner's Signature(s)

and: _____
(Property Owner) (Date)

and: _____
(Contact Person) (Date)

Preliminary Plat, Major Subdivision Checklist

The following items must be included with this submittal for approval of an Administrative Subdivision:

- 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 Preliminary Plat.
- A check or cash for the application filing fee as established by the City Council



Major Subdivision, Final Plat Application

This 2-page form must be filled out completely before your application will be accepted.

1. Property Location of this Final Plat for a Major Subdivision

(street address and/or boundary description) _____

2. Existing Use and Proposed Use of the Property:

3. Subdivision Name:

4. Legal Description of Property:

5. Property Owner:

Address:

(Street)

(City)

(State)

(Zip)

Telephone:

(Home)

(Business)

(Fax)

6. Attorney:

Address:

(Street)

(City)

(State)

(Zip)

Telephone:

(Home)

(Business)

(Fax)

7. Land Surveyor:

Address:

(Street)

(City)

(State)

(Zip)

Telephone:

(Home)

(Business)

(Fax)



Major Subdivision, Final Plat

Page 2

8. Contact Person: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Home) (Business) (Fax)

I (We) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Nevada, and have submitted all the required information which is accurate and true.

Signed by: _____
(Applicant) (Date)

NOTE: No other signature may be substituted for the Property Owner's Signature(s)

and: _____
(Property Owner) (Date)

and: _____
(Contact Person) (Date)

Preliminary Plat, Major Subdivision Checklist (See next page)

Preliminary Plat, Major Subdivision Checklist

The following items must be included with this submittal for approval of a Major Subdivision, Final Plat:

- One (1) completed and signed Application Form.
- Fifteen (15) copies of the Final Plat no larger than 24" by 36" (Note: Two (2) copies of the Final Plat need to have original signatures for filing. One (1) will be filed with the Story County Recorder's office and one (1) will be filed with the Nevada City Clerk's office after final approval and acceptance by the City Council.)
- Two (2) 8-1/2" by 14" black-line copies of the plat (only if the originals are larger than 8-1/2" by 14") with original signatures and in a format that meets the recording requirements of the Story County Recorder.
- Three (3) copies of the resolution to be acted upon by the City Council approving the Final Plat and accepting lands to be dedicated for public use.
- Two (2) documents from the property owners consenting to the subdivision and consenting to dedication of easements and right-of-way, each with original signatures.
- Two (2) documents from all mortgage and lien holders indicating consent to the subdivision, each with original signatures.
- Two (2) title opinions from an attorney indicating that the land is owned in fee simple by the owner who has consented to the subdivision, each with original signatures.
- Two (2) Certificates from the County Treasurer that all tax payment obligations on the property have been paid, each with original signatures.
- Two (2) easement documents for all utilities and other purposes, each with original signatures.



Minor Subdivision Application

This 2-page form must be filled out completely
before your application will be accepted.

1. Property Location of this Minor Subdivision

(street address and/or boundary description) _____

2. Existing Use and Proposed Use of the Property:

3. Subdivision Name:

4. Legal Description of Property:

5. Property Owner:

Address:

(Street)

(City)

(State)

(Zip)

Telephone:

(Home)

(Business)

(Fax)

6. Attorney:

Address:

(Street)

(City)

(State)

(Zip)

Telephone:

(Home)

(Business)

(Fax)

7. Land Surveyor:

Address:

(Street)

(City)

(State)

(Zip)

Telephone:

(Home)

(Business)

(Fax)



Minor Subdivision Application

Page 2

8. Contact Person: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Home) (Business) (Fax)

I (We) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Nevada, and have submitted all the required information which is accurate and true.

Signed by: _____
(Applicant) (Date)

NOTE: No other signature may be substituted for the Property Owner's Signature(s)

and: _____
(Property Owner) (Date)

and: _____
(Contact Person) (Date)

Minor Subdivision Checklist

The following items must be included with this submittal for approval of an Administrative Subdivision:

- 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



Special Use Permit

This 2-page form must be filled out completely before your application will be accepted.

1. Property Address for the Special Use _____

2. Legal Description (attach if lengthy): _____

3. Project Name & Project Description _____

4. Applicant: _____

Address: _____

(Street)

(City)

(State)

(Zip)

Telephone: _____

(Home)

(Business)

(Fax)

5. Property Owner: _____

Address: _____

(Street)

(City)

(State)

(Zip)

Telephone: _____

(Home)

(Business)

(Fax)



Special Use Permit

Page 2

6. Contact Person: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Home) (Business) (Fax)

I (We) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Nevada, and have submitted all the required information which is accurate and true.

Signed by: _____
(Applicant) (Date)

NOTE: No other signature may be substituted for the Property Owner's Signature(s)

and: _____
(Property Owner) (Date)

and: _____
(Contact Person) (Date)