

## PRELIMINARY PLAT APPLICATION

The following items must be submitted with the application for consideration:

1. Five full sized, **folded** Preliminary Plat drawings for initial review that meet the criteria of §170-11C;
2. Preliminary Plat checklist attached to application form;
3. Three full sized, **folded**: grading plans, utility plans, Post Construction Stormwater Management Plans, street profiles, and other sheets as may be applicable;
4. PDF files for all exhibits submitted;
5. A CAD file of the Preliminary Plat and any supplemental exhibits (as requested by the City Engineer);
6. Title Company certified property owners list, and two sets of mailing labels, within 300' of request;
7. Application fee (\$800, plus \$10 per lot);
8. A list with contact information for applicant consultants not listed in the application such as the surveyor, attorney, etc.; and
9. Source and Use of Funds with supporting documentation.

The following information must be provided for the application to be considered complete:

### APPLICANT INFORMATION:

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### PROPERTY OWNER INFORMATION: (Attach a separate sheet if there are multiple properties.)

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### ENGINEER INFORMATION:

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**PLAT INFORMATION:** (Attach a separate sheet if needed.)

Plat Name: \_\_\_\_\_ SID #: \_\_\_\_\_

General Location: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

**DEVELOPMENT DETAIL\*:**

<u>Zoning</u>	<u>Acres</u>	<u># of Lots</u>	<u># of Units</u>	<u>Use Type**</u>

\* A change of zone application must be filed for any change in zoning.  
\*\*Single Family Residential, Townhomes, Multi-Family Residential, Commercial, Industrial, or Other

Gross Acres: \_\_\_\_\_

Anticipated Total Taxable Valuation: Land: \_\_\_\_\_ Improvements: \_\_\_\_\_

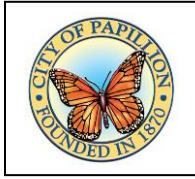
**Please note the following procedures:**

1. The Planning Commission will hold a public hearing and make a recommendation to the City Council.
2. City Council will hold a public hearing and make a final decision on the preliminary plat.
3. All necessary agreements will be recorded with the Sarpy County Register of Deeds, the cost of which will be borne by the preliminary plat applicant or property owner.
4. The conditional approval of the preliminary plat shall be effective for a period of one year unless an extension is granted. Extension requests must be made in writing and will require additional application fees.
5. Please see the Planning Department's fee policy regarding revision/resubmittal fees.

I, the undersigned, understand a sign will be posted on my property and will remain until the public hearing process at Planning Commission and City Council is complete. I further understand the plat process as stated above and I authorize City Staff to enter the property for inspection related to the specific request during this process.

\_\_\_\_\_  
Owner Signature (or authorized agent)

\_\_\_\_\_  
Date



## PRELIMINARY PLAT CHECKLIST

The following information is required with the submittal under §170-11C:

- Name, location, acreage, owner and designer of subdivision.
- Present Zoning.
- Date, north point and Graphic scale (1"=100').
- Streets, street names, lots, setback lines, lot numbers and other similar information.
- Location of property lines, roads, existing utilities with size of lines and other underground installation and easements.
- Name of adjoining properties or subdivisions.
- Proposed utility system (type, capacity and the location of major transmission lines and treatment plants).
- Names of new streets.
- Dimensions, lot lines and building setbacks.
- Location of proposed culverts, retention ponds and other drainage provisions including floodplain information.
- Contours at five-foot intervals at a scale of 1"-100'.
- Proposed improvements and grading concepts.
- Location of existing buildings.
- Proposed easements, dedications and reservations of land required shall be provided.
- Location of existing trees. Clumps of numerous trees may be identified as a tree group.
- A Post Construction Stormwater Management Plan is required per § 206-19 for any preliminary plat that creates 5,000 SF or more of impervious coverage.

The following information must be distributed:

- Copies of the completed application form and one copy of the preliminary plat and grading plans have been sent to the following agencies by the applicant (REQUIRED):
  - Papio-Missouri NRD, 8901 South 154<sup>th</sup> Street, Suite #1, Omaha Nebraska 68138
  - Department of Environmental Quality, Post Office Box 98922, Lincoln, Nebraska, 68509
  - Natural Resources Conservation Service, 8901 South 154<sup>th</sup> Street, Suite #4, Omaha, Nebraska 68138
  - Nebraska Department of Roads and Sarpy County Public Works (depending on proximity to a state/county road facility).