

SMALL SUBDIVISION APPLICATION

The following items must be submitted for consideration:

1. Small subdivision checklist attached to the application form.
2. Four full size, **folded** Administrative Plats that meet the criteria of § 170-12C;
3. PDF files for all exhibits submitted;
4. A CAD file of the Administrative Plat;
5. A minimum of three Mylars and a digital copy of the plat shall be required upon approval of the Administrative Plat; and
6. Application fee. (\$300)

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:

Name: _____ E-Mail: _____

Address: _____ City/State/Zip: _____

Phone Number: _____ Fax Number: _____

SUBDIVISION INFORMATION:

Subdivision Name: _____

General Location: _____

Please answer the following questions:

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. Has the property been previously subdivided as a small subdivision? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the subdivision have more than four lots? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do any of the lots <u>NOT</u> abut an existing street? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Does the subdivision create a new road or street? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Does the subdivision require the extension of public utilities? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Does the subdivision require the any public improvement? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Does the subdivision adversely affect any other properties? | <input type="checkbox"/> | <input type="checkbox"/> |

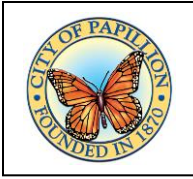
Please note the following procedures:

1. *Any applicable agreements or easement dedications and/or vacations associated with the administrative plat will be recorded with the Sarpy County Register of Deeds, the cost of which will be borne by the applicant or property owner.*
2. *Please see the Planning Department's fee policy regarding revision/resubmittal fees.*

I, the undersigned, fully understand I am responsible for determining if there are any occupied utility easements and that this approval has no effect on vacating or relocating easements and utilities.

Owner Signature (or authorized agent)

Date



SMALL SUBDIVISION CHECKLIST

The following information is required with the submittal under §170-12C:

- Date, title name and location of subdivision.
- Streets, street names, lots, setback lines, lot numbers and other similar information.
- Graphic scale and true north point.
- Survey monuments.
- Dimensions, angles, bearings and complete legal description of the property.
- Location, dimensions and purpose of any easements.
- Purpose for which sites are dedicated or reserved.
- Certification by surveyor or engineer certifying to the accuracy of survey and plat.
- Certification signed and acknowledged by all parties holding title or having any title interest in the land subdivided and consenting to the preparation and recording of the plat as submitted.
- Certification of administrative approval by the Planning Director, City Engineer and City Administrator.

The following may be required:

- Subdivision agreements and sewer and water connection agreements
- Protective covenants if any in form for recording.