

Sec. 117-589. - Minor plat.

- (a) *Sketch plan.* Prior to dividing any tract of land, the subdivider shall submit a sketch plan for review by the ~~planning commission~~ zoning administrator. At the time of submission of the sketch plan, the subdivider of the land covered by the sketch plan shall submit a petition for rezoning to the proposed use of said land, if the land is not already so zoned. The owner of said land shall join in said petition.
- ~~(1) The subdivider shall file a sufficient number of copies of the sketch plan with the zoning administrator at least 30 calendar days before the next regular monthly meeting of the planning commission at which meeting said sketch plan shall be considered.~~
- ~~(2) The zoning administrator shall distribute the copies of the sketch plan to the appropriate individuals.~~
- ~~(3) The city staff review letter shall be submitted to the planning commission and shall state whether the sketch plan and the improvements conform to the engineering and design standards and requirements of this Code.~~
- ~~(4) The planning commission shall consider the sketch plan, the city staff review letter and any other pertinent information that they may wish to consider. The planning commission shall advise the subdivider of the extent to which the plan conforms to the requirements of the community and the ability of the city to provide essential services and may discuss possible modifications necessary to secure approval of the subdivision.~~
- (b) *Sketch plan data required.* It shall be a condition to the approval of a sketch plan that the following data shall be shown on said plat or shall be furnished therewith: Required sketch plan data.
- (1) Name of subdivision, which name shall not duplicate any plat already recorded in the county.
 - (2) Full legal description of the land involved in said plat.
 - (3) Names and addresses of the owner and subdivider of the land, and the designer and surveyor of said plat.
 - (4) Graphic scale of not more than one inch to 100 feet.
 - (5) Date and north point.
 - (6) Boundary line survey, including measured distances and angles, which shall be tied into the nearest quarter section or section line by traverse and certified by a registered land surveyor.
 - (7) Total acreage and square feet of project area.
 - (8) Location and names of existing or platted streets and other public ways, parks and public open spaces, permanent buildings and structures, easements and section and municipal boundary lines within the plat and to a distance of 100 feet beyond.
 - (9) Identify all wetlands on the property.
 - (10) Locations and widths of public right-of-way, public and private streets and pedestrian trails and sidewalks.
 - (11) Other areas intended to be dedicated or reserved for public use, including the size of such areas.
 - (12) If residential, state type, number of dwelling units, and approximate net density (excluding major road rights-of-way and wetlands).
 - (13) Additional information as requested by staff.
- (c) *Final plat.*
- (1) Following approval of the sketch plan by the ~~planning commission~~ zoning administrator, ~~the zoning administrator shall promptly notify the subdivider of said approval. Within~~ within one year following approval of the sketch plan, the subdivider shall submit the final plat to the zoning administrator. Thereafter, the council may extend the period upon written application by the subdivider and

subject to all applicable performance conditions and requirements, or the council may require submission of a new application unless the council finds that substantial activity and investment has occurred in reasonable reliance on the approved sketch plan and the subdivider will suffer substantial financial damage as a consequence of a requirement to submit a new application. The final plat shall incorporate all changes required by the council.

~~(2) Final plat application will not be accepted until after the planning commission has approved the sketch plan and a complete final plat application has been submitted.~~

~~(3)~~(2) No final plat shall be approved by the council without first receiving a report signed by city staff identifying that the improvements described therein, together with the agreements and documents required under this division, meet the requirements of the city.

(d) *Final plat data requirements.*

(1) *Final plat sheet:*

- a. Name of the subdivision, which name shall not duplicate or too closely approximate the name of any existing subdivision.
- b. Municipal, township, county or section lines accurately tied to the boundaries of the boundaries of the subdivision by distances and angles.
- c. Scale of plat, date and north arrow.
- d. A numbering system for all lots and blocks shall be shown clearly.
- e. Streets shall be named and all names shall be shown. A sequence of street naming shall conform with the county name grid or the pattern that has been established in the area.
- f. In the event the final plat is a re-plat of an earlier subdivision, the original plat shall be shown and identified by dotted lines.
- g. Official monuments as designated and adopted by the county surveyor and approved by the district court for use as judicial monuments shall be set at each corner or angle of the outside boundary of the final plat.
- h. Judicial and county ditches shall be shown by dimensions and angles as determined from county record and encumbered with a 66-foot-wide drainage and utility easement.
- i. Delineated watercourses, lakes, and wetlands shall be encumbered with a drainage and utility easement.
- j. Statement dedicating all streets, alleys and other public areas.
- k. Whenever a portion of a tract of land is proposed for subdividing and said tract is large enough or is intended for future enlargement, a tentative plan for the future subdivision of the entire tract shall be submitted.
- l. Name and address of subdivider and the surveyor preparing the plat.
- m. An appropriate statement dedicating all easements.
- n. Revised in accordance with sketch plan comments and staff review letter.
- o. Additional information as requested by the city.

(2) *Final grading plan:*

- a. For subdivisions inside the MUSA boundary, topographic data, including contours at vertical intervals of not more than two feet, except that where the horizontal contour interval is 100 feet or more, a one-foot vertical interval shall be shown. USGS datum survey shall be used for topographic mapping.

- b. Watercourses, lakes wetlands, limits of floodplains and other significant physical features shall be delineated. The ordinary high-water elevation and 100-year floodplain elevation shall be identified.
- c. If the subdivision is to be serviced with on-site systems, the soil types shall be identified. For each lot having less than 25 percent Class I soils, the location of a septic field and alternative field must be identified.
- d. Locations and invert elevations of storm sewers and drainage ditches and culverts within the plat and to a distance of 100 feet beyond the plat.
- e. Proposed method of conveying surface water drainage within and beyond the limits of the plat to publicly owned or controlled drainage facilities or storm sewers.
- f. Proposed method of disposing of surface water drainage and method of conveying surface water drainage within and beyond the limits of the plat to publicly owned or controlled drainage facilities or storm sewers. There shall be no grades less than one percent. When grades are less than two percent, a certificate of grading will be required prior to the occupancy. The certificate of grading shall provide a statement from a registered land surveyor stating that such surveyor has surveyed the lot and determined that it contains no grade flatter than one percent and conforms to the approved grading plan.
- g. For subdivisions within the MUSA boundary, lot corner elevations as well as drainage swale centerline grades at intersections of lot lines.
- h. Drainage and utility easements.
- i. Direction of flow arrows in and around house pads.
- j. Revised in accordance with sketch plan comments and staff review letter.
- k. Additional information as requested by the city.

(3) *Final landscape plan/tree preservation plan:*

- a. Survey of existing tree cover prepared by an International Society of Arboriculture (ISA) certified arborist that shall include the following information:
 - 1. Location of proposed lots and building pads.
 - 2. Tree species, diameter (dbh), condition (healthy, dead or diseased). Any development involving oak trees on or adjacent to the development area must submit a plan in conjunction with the preliminary plat.
 - 3. Soil conditions.
 - 4. Existing contour data for the entire property with vertical contour data consistent with city standards for all areas to be disturbed by proposed tree removal operations, extending for a distance of at least 50 feet beyond the limits of the proposed plat. Elevations may be based on U.S. Geological Survey data.
- b. Proposed tree removal limits. Any clearing of oak stands shall be performed prior to April 15 or after July 15 of each season.
- c. Proposed number, species, and size of trees and shrubs to be planted.
- d. All irrigation systems must have an approved backflow device installed in the irrigation enclosure. Irrigation enclosure location and construction materials are subject to the approval of the city engineer. Further, all new or updated systems must install a rain sensor device to stop irrigation during rain events.
- e. Additional information as requested by the city.

(e) *Recording.*

- (1) Following approval of the final plat by the council, the zoning administrator shall promptly notify the subdivider of said approval and furnish him with a copy of the resolution approving said plat. Within two years following final plat approval, the final plat shall be recorded with the county recorder or county registrar of titles. Thereafter, the council may extend the period upon written application by the subdivider and subject to all applicable performance conditions and requirements, or the council may require submission of a new application unless the council finds that substantial activity and investment has occurred in reasonable reliance on the approved application and the subdivider will suffer substantial financial damage as a consequence of a requirement to submit a new application. The subdivider shall furnish the zoning administrator with three Mylar copies of the final plat as recorded. In addition, the subdivider shall provide the city with one Mylar to be used by the city for assigning street addresses. At the time of filing the final plat with the zoning administrator, the subdivider shall also provide the zoning administrator with an abstract of title or registered property abstract, certified to date, evidencing ownership of the premises involved in the plat. The city attorney shall state an opinion as to the title of the premises involved.
 - (2) The city shall release the final plat for recording upon the following:
 - a. Attorney's approval of title.
 - b. Payment of all applicable fees.
 - c. Signed development agreement.
 - d. Escrow account is paid in full.
 - e. Any other requirements as specified by the city.
 - (3) A reproducible copy, in Mylar and paper form, full size and reduction, of the final plat shall be prepared as an address map in accordance with city and county policy and shall include all addresses of lots platted.
- (f) *Final plats, certification.* The final plat shall contain the following certifications:
- (1) Notarized certificates by owner or by any mortgage holder of record of the adoption of the plat and the dedication of streets and other public areas;
 - (2) Notarized certification by a registered land surveyor to the effect that the plat represents a survey made by him and that monuments and markers shown therein exist as located and that all dimensional and geodetic details are correct;
 - (3) Space for certificates of approval to be filled in by the signatures of the city clerk;
 - (4) Private restrictions and trusteeships and their duration. Should such restrictions and trusteeships be of such length as to make the lettering of same on plat impracticable and thus necessitate the preparation of a separate instruments, reference to such instruments shall be made on the plat and the book and page number referring to the instrument shall be added to the plat after the restrictions or trusteeship have been recorded; and
 - (5) The form for approval of county authorities as required.

(Code 1978, § 9.50.03; Ord. No. 75-05, 6-22-1975; Ord. No. 03-39, 9-29-2003)