

# Major Preliminary Plat Application



A subdivision plat for five or more lots within a tract of record.

The Major Preliminary Plat will be reviewed and approved upon satisfactory compliance with the Comprehensive Plan, Zoning Ordinance and pertinent Subdivision Ordinance regulations.

Please complete the entire application and submit with the required documentation and fee.

## 1. Applicant Information

\_\_\_\_\_  
Applicant (Print Name) Phone \_\_\_\_\_

\_\_\_\_\_  
Interest in Property (owner, renter, perspective buyer, etc.)

\_\_\_\_\_  
Address, City, State and Zip

\_\_\_\_\_  
Email

(time stamp)  
Official Use Only

## 2. Developer Information

\_\_\_\_\_  
Developer (Print Name) Phone \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
Address, City, State and Zip

## 3. Property Owner Information

\_\_\_\_\_  
Property Owner (Print Name) Phone \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
Address, City, State and Zip

## 4. Subject Property Information

\_\_\_\_\_  
Property Address Zoning District \_\_\_\_\_

\_\_\_\_\_  
District and Parcel Number

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

Project Description: \_\_\_\_\_

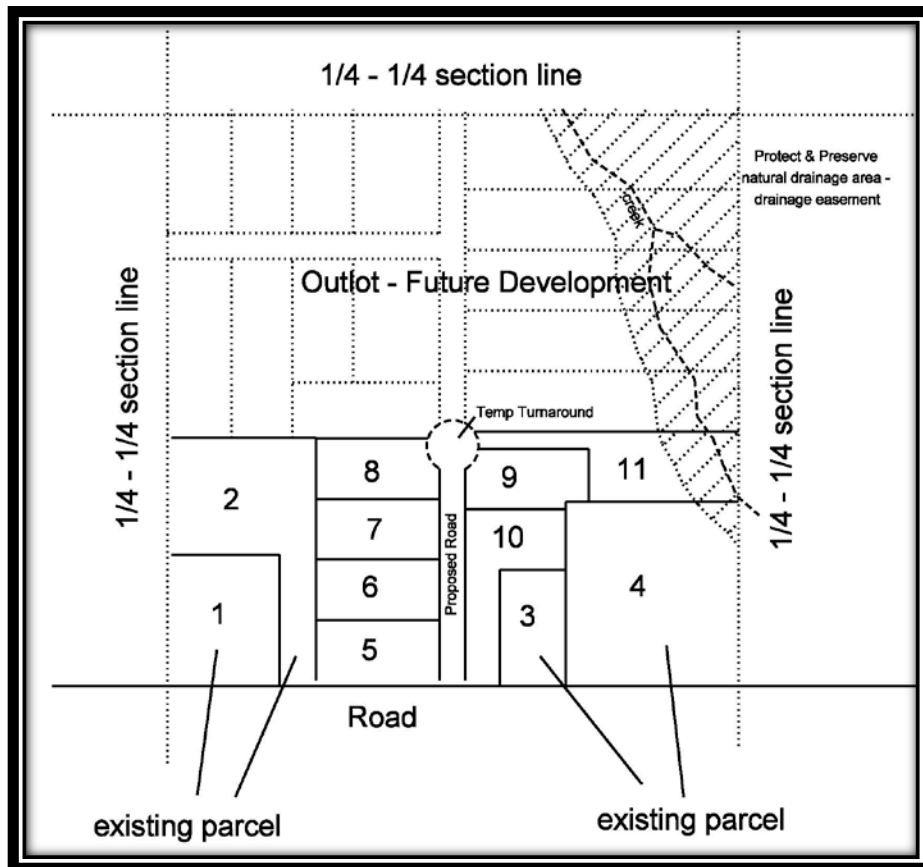
Waiver Description: \_\_\_\_\_

## 5. Attached Checklist and Subdivision Plat Notes

## 6. Attached Density Calculation Worksheet

## Major Preliminary Plat

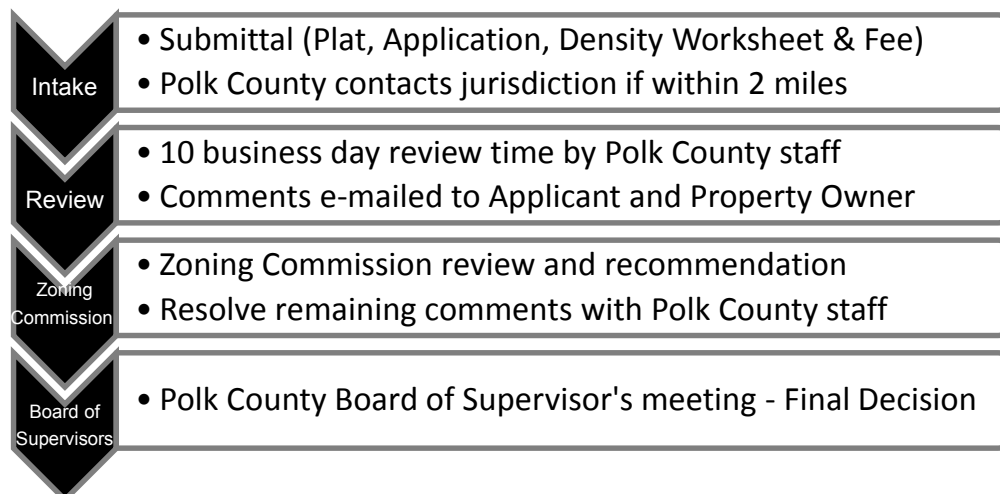
- ✓ 5 or more lots within a tract of record (1/4, 1/4 Section).
- ✓ Waivers are requested.



### Submittal Requirements:

- ✓ 1 copy of the Preliminary Plat + Electronic Copy
- ✓ Completed Application Form and Density Worksheet

### Process:



**Major Preliminary Plat**  
*Information Required*

	Map scale 1'=50' or 1"=60' or 1"=100'
	Plan size shall not exceed 24" X 36" <i>* may be drawn on more than one sheet with appropriate match lines</i>
	Name of Development
	Type of plat (preliminary)
	Location of map or plat (address, city, township, section & range)
	Legal Description of parcel and source of boundary information (plat book & page) and number acres
	North arrow and scale
	Owner's and/or Developer's name, address, telephone number
	Surveyor's name, address, telephone number
	Registration and seal of surveyor
	Date(s) prepared and revision dates
	Boundary lines of subdivided area with accurate distances, bearings and boundary angles
	Location and names of adjoining subdivisions
	Names of owners of all adjoining parcels
	Identify adjacent parcels and their boundaries
	Zoning classification
	Boundaries of parcel to be subdivided in heavy line (phase lines, if multiple phases)
	Front building setback lines
	Vicinity sketch at a scale of 1 inch equals 2000 feet
	Proposed lot lines, lot numbers, dimensions, and lot area (in square feet, if below 1 acre)
	Existing and proposed topography (USGS datum) showing contour intervals of at least five (5) feet and at least two contour elevations given in MSL
	Location of natural, historical and archeological resources
	Location, names and widths of all existing and proposed alleys, streets and highways adjacent or on the parcel or adjoining parcels including pavement widths
	Existing and proposed right of way widths and centerlines
	Existing land uses including structures and setbacks
	Existing railroads, above and underground utilities and utility poles
	Location and areas of drainageways, streams, lakes and ponds, marshes, swamps and wetlands, and proposed storm sewers
	Location, area and elevations of floodway and flood fringe from Flood Hazard Boundary Maps
	Location of masses of trees, and isolated trees with diameter greater than 16 inches
	Location, dimension and size of permanent runoff control structures
	Source of water, source of sewage disposal, and location of proposed service pipes
	Location and sizes of proposed and existing water, sanitary sewer, and storm sewer lines
	Location, width and type of easements for public utilities: sanitary sewer, water, storm sewer, gas, electric, cable TV
	Location, dimensions and size of common areas and open space areas under Owner Association control
	Location, dimensions and size of areas proposed for public dedication and use
	Submit completed Density Calculations for subdivision

## Major Preliminary Plat

Please add the following notes as applicable:

- Mailboxes within the road right-of-way shall be of a breakaway design.
- The existing buildings noted to be removed shall be done so prior to final plat approval.
- Access to *[insert state highway name here]* must be approved by the Iowa Department of Transportation.
- Future development of the property is subject to Article 7, Section 4, "Natural Resource Protection, Woodlands" of the Polk County Zoning Code, which preserves wooded areas of the property.
- Any subsurface drainage facilities that are disturbed must be restored or rerouted by the property owner.
- Services to all utilities located on the opposite side of the roadway must be bored under the roadway at the lot owner's expense.
- Maintenance of all drainage easements to be the responsibility of the property owner.
- Culverts to be used for crossing drainage easements must be designed by a licensed professional engineer.
- *[Insert County road Street Lot Letter Here]* shall be dedicated to Polk County for roadway purposes. *[Insert County road Street Lot Letter Here]* shall be dedicated to Polk County for roadway purposes at such time the roadway has been improved and accepted into the Polk County Secondary Road System by the Polk County Board of Supervisors.
- Post development runoff will not adversely affect downstream drainage facilities or property owners.
- It shall be the Developer's responsibility to apply for and obtain any storm water discharge permits from the Iowa Department of Natural Resources.
- The Developer shall be responsible for the maintenance of the pavement on the temporary turnaround until the next phase of the development.
- Polk County does not require or issue permits for sidewalks and does not accept the liability and/or responsibility for construction placement, repair, or maintenance thereof of any street sidewalk installed in the plat by any home owner.
- Due to soil types, limitations, and disturbance, alternative septic systems may be required. Individual wastewater treatment systems shall be designed by an Engineer.
- Grading contractor will be required to provide a 4-year maintenance bond for erosion control. The IDNR Storm Water Discharge Permit will be required prior to grading operations.
- The Homeowner's Association will be responsible for the maintenance and repair of the detention basins and detention outlet facilities.
- Note utility service providers.
- Access to each lot is restricted to the subdivision road. [Plats with proposed internal streets]

Polk County Public Works, Planning & Development Division  
5885 NE 14<sup>th</sup> Street, Des Moines, IA 50313

▪ Phone (515) 286-3705 ▪

Email: [PublicWorks@polkcountyiowa.gov](mailto:PublicWorks@polkcountyiowa.gov)

Forms available online: <https://www.polkcountyiowa.gov/public-works/forms-and-resources/>

## Residential Development Calculation Worksheet

Project Name \_\_\_\_\_  
 Zoning District \_\_\_\_\_  
 Development Option \_\_\_\_\_

### A. Base Site Area Calculation

Development site area as determined by actual land survey.  
 less right of way, different development option, different zoning  
 Equals base site area

	acres
	acres
(a)	acres

### B. Natural Resources Calculations

multiply minimum protection % (1) and acres in resource (2) to obtain protection required (3)

	(1) Minimum Protection %	(2) Acres in Resource	(3) Resource Protection	
Resource Natural Feature				
Floodplains -Floodway	100%			acres
Floodplains -Floodway Fringe	75%			acres
Drainageway	75%			acres
Woodlands - Mature	75%			acres
Woodlands -Young	50%			acres
Native Prairie	100%			acres
Wetlands	100%			acres

add calculated resource protection for each feature in column (3) to obtain total

\* If resources overlap on the same area of land, only the most restrictive shall be used.

\*\* Where mitigation allowed, disturbed area not counted but on site relocation area is

Total Acres in Resource Protection

	acres
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### C. Minimum District Required Open Space Calculation

Development option minimum open space ratio (see table)  
 multiply times base site area  
 Required Open Space

(a)	acres
	acres

### D. Net Buildable Site Area Calculation

Subtract acres in Resource Protection or Required Open Space (whichever is greater)  
 from base site area  
 Net Buildable Site Area

(a)	acres
	acres

### E. Site Specific Maximum Net Density Yield Calculation

Take Maximum Net Density (see density standard table)  
 multiply times net buildable site area  
 Site Specific Maximum Density Yield

	acres
	lots

### F. District Maximum Gross Density Yield Calculation

Take Maximum Gross Density (see density standard table)  
 multiply times base site area  
 District Maximum Density Yield (round down)

(a)	acres
	lots

### G. Maximum Lots permitted for Site

Site Maximum Density Yield or District Maximum Density Yield (whichever is lower)  
 equals maximum number of lots permitted for development

	lots
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## Non- Residential Development Calculation Worksheet

**Project Name**

**Zoning District**

**Development Type**

**NAICS Code**

**A. Base Site Area Calculation**

Development site area as determined by actual land survey.  
 less right of way, different development option, different zoning  
 Equals base site area

	acres
	acres
<b>(a)</b>	acres

**B. Natural Resources Calculations**

multiply minimum protection % (1) and acres in resource (2) to obtain protection required (3)

Resource Natural Feature	(1) Minimum Protection %	(2) Acres in Resource	(3) Resource Protection	
Floodplains -Floodway	100%			acres
Floodplains -Floodway Fringe	75%			acres
Drainageway	75%			acres
Woodlands - Mature	75%			acres
Woodlands -Young	50%			acres
Native Prairie	100%			acres
Wetlands	100%			acres

add calculated resource protection for each feature in column (3) to obtain total

\* If resources overlap on the same area of land, only the most restrictive shall be used.

\*\* Where mitigation allowed, disturbed area not counted but on site relocation area is

Total Acres in Resource Protection		acres
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**C. Minimum District Required Open Space Ratio Calculation**

Development option minimum open space ratio (see table)

multiply times base site area

Minimum District Open Space

<b>(a)</b>	acres
	acres

**D. Required Open Space**

Take Resource Protection or Minimum Open Space (whichever is greater) equals amount of base site

required to be in open space and/or resource protection

	sq ft
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**E. Maximum Floor Area Ratio**

Take Maximum Floor Area Ratio (see table)

multiply times base site area

Maximum Floor Area allowed

<b>(a)</b>	acres
	sq ft

**Summary**

Base Site		ac/sq ft
Open Space Required		sf
Maximum Floor Area allowed		sf