

# Minor Preliminary Plat Application



A subdivision plat for not more than four lots within a tract of record.

The Minor 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: \_\_\_\_\_

\_\_\_\_\_

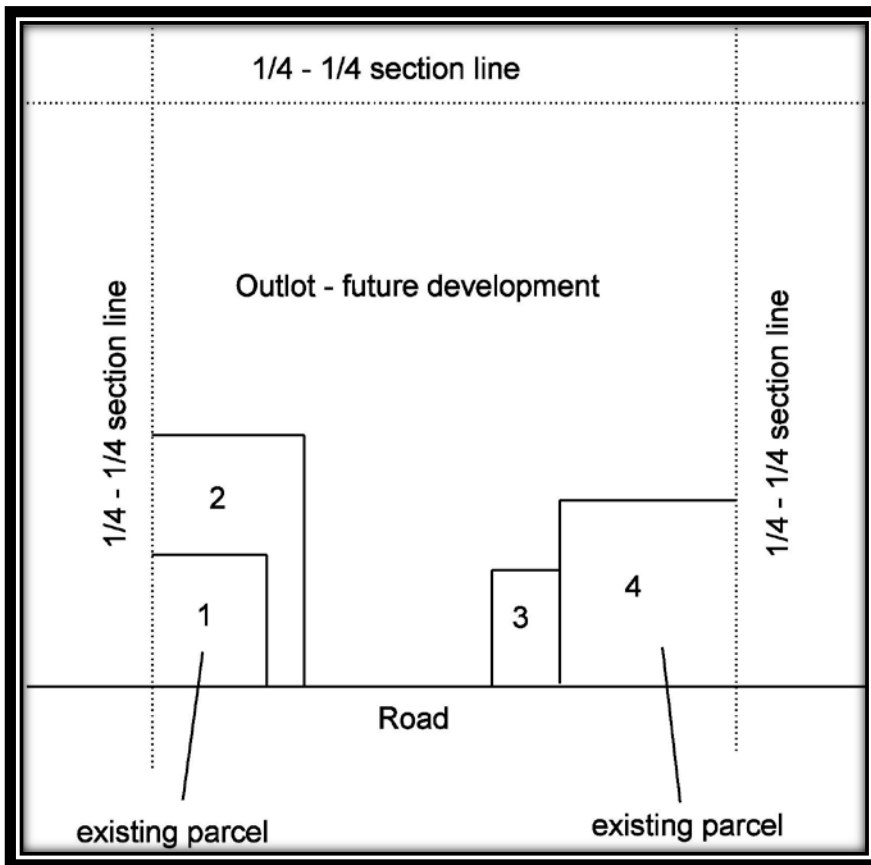
Project Description: \_\_\_\_\_

\_\_\_\_\_

## 5. Attached Checklist and Subdivision Plat Notes

## Minor Preliminary Plat

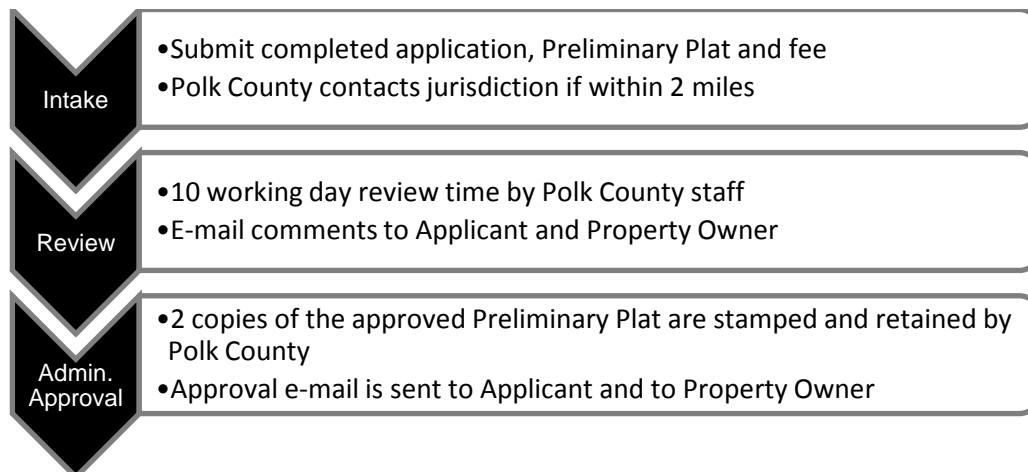
- ✓ No public streets are proposed
- ✓ Not more than 4 lots within a tract of record (¼, ¼ Section)
- ✓ No waivers requested



### Submittal Requirements:

- ✓ 1 copy of the Preliminary Plat + Electronic Copy
- ✓ Application Form

### Process:



## Minor Preliminary Plat Checklist

### Information Required

	Map scale 1'=50' or 1"=60' or 1"=100' if necessary
	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 map or plat (preliminary, final, plat of survey)
	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
	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 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, 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

*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.
- 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.
- Post development runoff will not adversely affect downstream drainage facilities or property owners.
- Due to soil types, limitations, and disturbance, alternative septic systems may be required. Individual wastewater treatment systems shall be designed by an Engineer.
- Any access restriction may be revised or removed by the Polk County Public Works Department.
- Note utility service providers.

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/>