

Polk County Subdivision Ordinance

Unincorporated Polk County, Iowa



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Subdivision Ordinance Unincorporated Polk County, Iowa

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Article 1. Purpose and Authority

Division 1. General provisions.

Section 1. Title

This Ordinance shall be known and may be cited as the “Polk County Subdivision Ordinance”, except as referred to herein, where it shall be known as “this Ordinance”

Section 2. Compliance

No land shall be divided, transferred, or sold by reference to, exhibition of, or any other use of a plat or map showing a subdivision of land before the survey, plat or map has been approved and recorded in compliance with this Ordinance.

Section 3. Purpose

The provisions of this Ordinance shall apply to the division of any lot or parcel of land in the unincorporated area of the County. Land that is divided into two or more lots or parcels of less than an aliquot part shall be subject to the procedures and requirements prescribed in this Ordinance including plat of surveys; including boundary line adjustments, rural surveys, and minor and major subdivision plats, as applicable by this ordinance and state law.

The purposes of this Ordinance are:

- (A) To provide standards for the platting, subdivision, resubdivision and dedication of land, to provide for the design and layout thereof, and to ensure accurate, clear and precise legal description and recording of plats and surveys pursuant thereto.
- (B) To guide future growth in accordance with the Comprehensive Plan, and to encourage orderly and beneficial development.
- (C) To provide for adequate light, air, and privacy; to protect natural resources and preserve open space.
- (D) To secure safety from fire, flood, and other danger; and to prevent overcrowding and congestion of land.
- (E) To protect and conserve the value of land and improvements.
- (F) To provide adequate land and infrastructure for transportation, land uses, and public facilities, and adequate capacity for utilities serving such.
- (G) To prevent pollution of air, land and water; to assure adequate drainage facilities, and to safeguard water resources.

Section 4. Authority

This Ordinance is adopted pursuant to the authority granted by the Code of Iowa.

Section 5. Platting Jurisdiction

After the effective date of this Ordinance, no real property, lying within unincorporated Polk County, “Polk County,” as now or hereafter fixed shall be divided, and no document regarding division of land shall be recorded until it has been submitted and approved for conformance with this Ordinance.

Section 6. Interpretation

In interpretation and application of this Ordinance, all provisions shall be considered to be minimum requirements and deemed neither to limit nor repeal any other powers of Polk County. If any federal or state law or other existing ordinance or regulation allows lesser regulation, this ordinance shall govern; if any federal or state law or other ordinance requires greater regulation, the regulations imposed by that authority shall govern. Regardless of any provision of this Ordinance, no land shall be developed or used in violation of state or federal law.

Section 7. Abrogation

This ordinance shall not repeal, abrogate, annul, impair or interfere with any existing public or private easements, covenants, deed restrictions, agreements, rules, regulations, or permits previously adopted or issued pursuant to law.

Section 8. Severability

Should a court of competent jurisdiction hold any Article, sentence, clause, phrase, or word of this Ordinance invalid; such decision shall not affect, impair, or invalidate the remaining parts of this Ordinance which can be given effect without the invalid provision.

Section 9. Saving Provision

This Ordinance shall not be construed: as abating any action now pending under prior existing subdivision regulations; or as discontinuing, abating, or modifying any penalty pursuant thereto; or as affecting the liability or rights of any person, firm or corporation; or as waiving or annulling any rights of Polk County existing at the time of adoption of this Ordinance; except as expressly provided herein.

Section 10. Repeal

All ordinances or portions thereof, of Polk County which relate to subdivision and are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

Section 11. Amendments

This Ordinance may be amended by the Governing Body as prescribed by Chapter 1 Polk County Code of Ordinances. Such amendment will apply to new plats which have not been approved by the Board of Supervisors or plats that expire after the effective date of the amendment.

Section 12. Land Division Exemptions

Land divisions meeting the following guidelines are exempt from meeting the requirements of this ordinance.

- (A) Auditor's Plat - Any land division by Auditor's Plat may be exempt if the division meets the requirements of the State Code of Iowa Chapter 354. An Auditor's Plat does not convey building rights to a parcel unless stated on the plat and in the Resolution passed by the Governing Body.
- (B) Acquisition Plat - Any acquisition plat of land divided for right-of-way purposes.
- (C) Any conveyance of an easement

Section 13. Vacation

Any plat or part of any plat may be vacated by the owner of the land in accordance with procedures set forth in state law. The Governing Body may vacate streets or other public lands as provided by state law. Unused drainage and utility easements may be vacated by petition, hearing and approval of the Governing Body.

Section 14. Errors and Corrections

Land surveyors may correct errors on recorded plats in accordance with procedures prescribed in state law.

Section 15. Waivers

A petition for waiver shall be submitted in writing by the Developer at the time of Preliminary Plat review. Such petition shall specifically state the reasons for the request.

- (A) The Zoning Commission may recommend approval of waivers to standards in this Ordinance under one of the following circumstances:
 - (1) Where because of the size of the parcel to be subdivided, its topography, the condition or nature of adjoining areas, or the existence of other unusual physical conditions, strict compliance with the provisions of this Ordinance would cause unusual and unnecessary hardship on the Developer.
 - (2) Where in its opinion a waiver will result in equal or better performance in furtherance of the purposes of this Ordinance.
 - (3) Where through an unintentional error by the Developer, his agent, or the reviewing staff, there is a minor violation of this Ordinance, and such violation is not prejudicial to the value or development potential of the subdivision or adjoining properties.
 - (4) Where in its opinion the installation of underground utilities would not be practical because of unusual conditions and/or unnecessary hardship on the Developer or an adjacent owner.
- (B) In granting waivers, the Board of Supervisors may require conditions to secure the purposes of the standards for the requirements waived. Any waiver that is granted will be recorded with the Final Plat as public record.

Section 16. Administrative Waiver

The Planning Administrator may waive submission of required information elements of a plat or supplementary information when in their opinion such information is otherwise available or is not necessary to review an application.

Section 17. Division within Jurisdictional Limits of Cities

- (A) Subdivision Plats -The appropriate City Council(s) shall pass by Resolution either approval, disapproval or waiver of city's right to review all Subdivision Plats lying within two miles of their incorporated boundary. The owner or project representative is required to provide additional copies directly to the appropriate city along with any necessary fees.
- (B) Plats of Surveys – A Plat of Survey within two miles of an incorporated city may be subject to review and may require approval by city. The owner or project representative is required to provide additional copies directly to the appropriate city along with any necessary fees.

Section 18. Fees

The Board of Supervisors may, by resolution, establish reasonable fees for the administration of this ordinance.

Division 1. **Enforcement**

Section 1. Violations

(A) Notice of Violation

When the Planning Administrator finds a violation of this Ordinance, the owner and Developer of the land shall be notified. Such notice shall be by means of Notice of Violation allowing a reasonable time, not to exceed thirty (30) days to correct the violation. The Planning Administrator shall give the owner and Developer written notice, by certified mail return receipt requested, to the owner's and Developer's last known addresses, or by personal service:

- (1) that the land is in violation of this Ordinance;
- (2) the nature of the violation,
- (3) the Article and Division of this Ordinance violated;
- (4) and the measures necessary to remedy the violation.
- (5) If the owner or Developer of a property fails to comply with a Notice of Violation, the Planning Administrator shall seek relief in accordance with procedures in Chapter 2 of the Polk County Code of Ordinances.

(B) Remedies

Any one or all the following may be used to enforce the provisions of the Ordinance.

- (1) Any violation of this Ordinance or of any condition, order, requirement, or remedy adopted pursuant hereto may be restrained, corrected, abated, mandated, or enjoined by appropriate proceeding pursuant to state law.
- (2) The Planning Administrator may withhold or deny any plat, permit, certificate, or other form of authorization on any land in which there is an uncorrected violation of a provision of this Ordinance.
- (3) The Planning Administrator may condition the authorization of any plat, permit or certificate upon the correction of the deficiency, or the posting of surety as provided in Article 6 Division 3.
- (4) Prior to recordation, the Planning Administrator may revoke approval of a plat by notifying the Developer and/or landowner in writing the reason for the revocation. Plat approvals may be revoked for:
 - (a) Any material departure from the approved application, plans, or specifications; or
 - (b) Refusal or failure to comply with the requirements of state or local laws, or
 - (c) For false statements or misrepresentations made in securing plat approval.

(C) Penalties

Any violation of this ordinance shall be a misdemeanor or civil infraction.

The owner or Developer of any land or part thereof, and any contractor, agent or any other person who participates or acts in concert, assists, directs, creates, or maintains any condition that is in violation of the requirements of this Ordinance may be held responsible for the violation and subject to the remedies herein provided.

(D) Previous Enforcement

Nothing in this Ordinance shall prohibit the continuation of previous enforcement actions.

(E) Cumulative Violations

All remedies provided herein shall be cumulative. To the extent that state law may limit the availability of a particular remedy set forth herein for a certain violation or part thereof, such remedy shall remain available for other violations or other parts of the same violations.

Section 2. Resolution of Enforcement Questions

- (A) Unless otherwise provided, all questions arising in regard to the enforcement of this Ordinance shall be presented in writing by the Owner or Developer to the Planning Administrator for their consideration. The Planning Administrator shall review said appeal within fifteen (15) working days and provide a written decision.
- (B) Any person affected by a decision of the Planning Administrator in the enforcement of this Ordinance may appeal said decision to the Board of Adjustment as allowed by law.

Article 2. Definitions

Division 1. *Rules of Construction*

- Section 1.** Words not defined in this Ordinance shall use the definitions in Chapters 354 and 355 of the Iowa Code; and if not defined therein, their ordinary and common meaning.
- Section 2.** Words used in the present tense include the future tense.
- Section 3.** Words in the singular number include the plural number, and words in the plural number include the singular number, unless otherwise indicated.
- Section 4.** Words used in the male gender include the female gender.
- Section 5.** The words “shall”, “will” and “must” are mandatory in nature creating an obligation or duty to comply with the particular provision.
- Section 6.** A reference to an Article shall mean an Article of this Ordinance.

Division 2. *Words and Terms Defined*

Aliquot Part A fractional part of a section within the United States Public Land Survey. Only the fractional parts one-half, one-quarter, one-half of one-quarter, or one-quarter of one-quarter shall be considered an aliquot part of a section. Such fractions shall have a minimum width and depth of approximately 1320 feet.

Access Easement An easement that grants the right to enter and traverse property.

Auditor’s Plat A subdivision plat required by either the auditor or the assessor, prepared by a licensed land surveyor under the direction of the auditor.

Block Land lying within an area bounded on all sides by streets, or a combination of streets, parks, cemeteries, railroad rights-of-way, or shorelines of water bodies, or boundary lines of municipalities.

Board of Supervisors The Polk County Board of Supervisors.

Building Any structure built for the support, shelter, or enclosure of persons, animals, and moveable property of any kind.

Building Line A line perpendicular to lot depth, which establishes the horizontal distance between the structure and the front property line.

Building Permit Written authorization by Polk County to build a structure in accordance with the codes adopted by Polk County.

Certify Whenever a regulation requires that an agency or official authenticate the existence of some fact or circumstance, Polk County may require that such authentication be made in any manner, oral or written, that provides reasonable assurance of the accuracy.

Commission The Polk County Zoning Commission.

Common Ownership Ownership by the same person, corporation, firm, entity, partnership, or unincorporated association; or by different corporations, firms, partnerships, entities, or

unincorporated associations, in which a stockholder, partner, or associate, or a family member owns an interest in each corporation, firm, partnership entity or unincorporated association.

Common Area Portion(s) of a parcel of land held in common and designated for separate ownership and use.

Comprehensive Plan A plan for the development of Polk County, prepared for and adopted by the Governing Body, pursuant to Chapter 335 of the Iowa Code.

Condominium A unit available for sale in fee simple contained in a multi-occupancy project subject to covenants and restrictions placing control over the common facilities in an elected board.

Construction Plan A plan showing the specific location and design of improvements to be installed in accordance with the requirements of and as a condition of approval of a plat.

Corner Lot A lot abutting two (2) or more streets at their intersection.

Cul-de-sac A local street that terminates in a vehicular turnaround and having an appropriate terminal for the safe and convenient reversal of traffic movement.

Dedication The act of transferring land or rights in land to Polk County for public purposes to include roadways, utilities, parks, open space, and other purposes authorized by this Ordinance.

Development A man-made change to improved or unimproved real estate, including but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, or excavation operations; or storage of equipment or materials.

Developer A person engaged in development or subdivision.

District An area defined by Polk County Zoning Ordinance and Map in which the requirements for use of land, buildings, structures and development standards are prescribed.

Division The splitting of a parcel of land into two or more parts. The conveyance of an easement, other than a public highway easement, shall not be considered a division for the purpose of this chapter.

Drainage Easement, A right of water drainage to pass in open channel or enclosed structures.

Drainage Report A report and/or plan showing streams, lakes, floodplains, drainageways, and other water features; and the location, calculations and design of storm water structures, conveyances, easements, and other improvements to be installed as necessary to meet the requirements of this Ordinance.

Easement, Public A grant of one or more of the property rights, by the property owner to, or for use by, the public, a corporation, a person, or other entity.

Engineer A Professional Engineer licensed in the State of Iowa.

Erosion The wearing away of soil surface by the action of wind, water, ice, gravity or any combination thereof.

Erosion Control A measure, structure, or device which contains or stops the erosion of soil material within the land area of a development.

Final Plat A final map of all or a portion of a subdivision or site, showing the boundaries and location of lots, streets, easements and any other requirements of this Ordinance which is

presented for approval of the Governing Body and recorded by the Polk County Recorder.

Flag Lot A lot, created by subdivision, with lot width at the street frontage less than is required for the district, and composed of a narrow “flagpole” strip extending from the street and is connected to a wider “flag” portion lying behind a lot or lots having the required street frontage. See Article 5 Division 3 Section 20 for regulations

Floodplain Development Permit Written authorization by Polk County to excavate, grade, fill or place a structure in a floodplain in accordance with laws adopted by Polk County.

Grade The elevation of the ground surface.

Grading An operation or occurrence by which natural elevations are changed, or where any ground cover, natural or man-made, is removed; or any buildings or other structures are removed; or any water course or body of water is altered or relocated; thereby creating an unprotected area.

Group Development A development in which, in lieu of division of parcels of land into separate lots for separate principal buildings, a parcel of land is developed into two (2) or more principal building sites for the purpose of building development, whether immediate or future, and occupancy by separate families, firms, businesses, or other enterprises.

Homeowner’s Association An agreement among owners for the purpose of governance and administration of jointly owned common area.

Improvement A building, structure, work of art or other object, or physical change of land on which they are situated.

Land Surveyor A land surveyor properly licensed in the State of Iowa.

Lot A parcel of land having fixed boundaries and identified by number or letter designation on a survey or subdivision plat.

Lot Depth The distance measured along the perpendicular bisector of the smallest possible rectangle enclosing the lot.

Lot Tie Agreement- A covenant and agreement for the purposes of joining (tie) parcels together creating a single building lot that cannot be separated.

Lot Width The mean width measured at right angles to its depth at the building line.

Maintenance Bond Surety for four years that guarantees completed improvements placed pursuant to a Subdivision Plat and/or construction plans.

Master Plan A preliminary plat submitted in connection with a multiphase or phased subdivision which provides the information and graphics necessary to implement an integrated development scheme for all phases of the proposed subdivision.

Neighborhood Access Plan A plan for a subdivision plat showing lot access, street circulation patterns, and connections to adjoining property that meets the requirements of this Ordinance.

Neighborhood Plan A plan showing the development of designated neighborhoods within a jurisdiction, prepared for and adopted by the Governing Body.

Ordinance The Subdivision Ordinance of Polk County, Iowa.

Owner A holder of any legal or equitable estate in a premises, whether alone or jointly with others, and whether in possession or not.

Open Space All lands not occupied by buildings or paving. Open space represents many different elements in the landscape, including lawns, pathways/walkways, wooded areas, fields, and natural areas

Parcel A portion of land, usually described as a “tax parcel”

Park All lands identified for recreational facilities, games and activities in Polk County’s Park Plan.

Pedestrianway Strips of open land usually in conjunction with streams or drainageways which serve as access to and connection with other parks and open spaces. Frequently greenways contain trails restricted to pedestrians and non-motor vehicles created to link parks, open space, and activity centers. Also greenway or trail.

Permit Written authorization by Polk County to engage in the development, use, subdivision, transfer, construction, or other activity of any nature upon the land or improvements thereon, in accordance with the requirements of this Ordinance.

Plan A representation, graphic or written, of a future condition, including any part of such plan separately adopted and any amendment to such plan, or parts thereof.

Park Plan A plan showing the location of parks and open space in Polk County, adopted by the Governing Body.

Path or Trail A right-of-way restricted to pedestrian or non-motorized vehicles which links public places and uses and separates motorized traffic from pedestrian movement.

Performance Bond Surety, for one year or less, that guarantees uncompleted improvements will be placed as shown on Subdivision Plat and/or construction plans.

Planning Administrator An individual designated by the Governing Body to enforce the requirements of this Ordinance.

Plat A surveyed map or plan of a parcel of land.

Plat of Survey The graphical representation of a division of one or more parcels of land, including a complete and accurate description of each parcel within the plat, prepared by a licensed land surveyor.

Preliminary Plat A map indicating the proposed layout of a subdivision or site, showing lots, streets, water, topography, sanitary sewer, storm drainage, building and structures and any other requirements of this Ordinance, which is presented for approval.

Private Drive A shared drive or access owned and maintained privately.

Public Improvement Any drainage ditch, roadway, parkway, sidewalk, pedestrian way, tree, lawn, off-street parking, lot improvement, or other facility for which Polk County may ultimately assume the responsibility for operation or maintenance, or which may affect an existing improvement which Polk County has established, maintains or operates.

Public Right-of-Way An easement or fee title that grants to the Governing Body a strip of land occupied or intended to be occupied by a travel way for vehicles, pedestrians, utilities and any appurtenances thereto.

Public Utility Easement (PUE) An easement which grants to the Governing Body or other utility providers the right to install and thereafter maintain any and all utilities including, but not limited to, water lines, sanitary sewer lines, storm sewer lines, electrical power lines, telephone lines, natural gas lines, community cable television and computer network systems.

Right-of-way A strip of land occupied or intended to be occupied by a street, crosswalk, railroad, utility line, pipeline, or for any other special use. Right-of-way as shown on a plat is separate and distinct from a lot or parcel and not included within the dimensions of such parcel; that is dedicated for public use by the Developer.

Resubdivision Taking an existing subdivision or existing platted lots and dividing it even further into additional lots

Right-of-way width The distance between property lines measured at right angles to the center line of the street.

Rural Service Area The unincorporated area of Polk County, Iowa that lies outside municipalities, and outside designated Urban Service Areas.

Sight Easement An easement that grants to the Governing Body the right to maintain an unobstructed view across property located at a street intersection. Also Sight Distance Easement.

Sketch Plat A sketch map of a proposed subdivision or site, showing streets, lots, and drainage and any other information required, of sufficient accuracy to be used for discussion of the street system and proposed development pattern.

Storm Water Pollution Prevention Plan (SWPPP) A plan that describes existing and future storm water conditions, and the activities and measures to be undertaken to control soil erosion and prevent pollution.

Street A right-of-way, dedicated as public property for public use serving more than one ownership, which provides principal vehicular and pedestrian access to adjacent properties. The term street may be used synonymously with road or roadway.

Street, Arterial A street intended to move through traffic to and from major activity centers within the community, and/or a route for traffic between communities or neighborhoods which may have limited access and which carries large volumes of traffic. Also, Arterial or Arterial Street or Major Arterial or Minor Arterial or Other Principal Arterial.

Street, Collector A street intended to move traffic from local streets to an arterial street. A collector street serves a neighborhood or large subdivision. Also, Collector or Collector Street or Major Collector or Minor Collector.

Street, Expressway/ Freeway A street for through traffic, in respect to which owners or occupants of abutting property and other persons have no legal right to access to or from the same, except at such points and in such manner as may be determined by the public authority

having jurisdiction. Also Expressway, Freeway or Interstate.

Street, Local A street whose primary function is to provide access to abutting properties and to other streets from individual properties. Also Local Street.

Street, Public A street owned and maintained by a governmental organization.

Subdivision The simultaneous or repeated creation of three (3) or more lots/parcels within a tract of record for the purpose of sale or building development (whether immediate or future).

Major Subdivision A subdivision where five (5) or more lots are created in a Tract of Record, or any subdivision requiring a waiver from any requirement of this Ordinance.

Minor Subdivision A subdivision where not more than four (4) buildable lots are created in a Tract of Record, fronting on an existing approved public street.

Surety A form of security including a cash deposit, bond, or instrument of credit in an amount and form satisfactory to the Governing Body. Also Bond.

Through Lot A lot abutting two (2) streets that do not intersect. Also double frontage lot.

Tract of Record A section created by the United States Public Land Survey or Aliquot Part thereof and any Government Lot created by the United States Public Land Survey.

Traffic Impact Study A study conducted by a professional engineer that predicts the volume and type of vehicular movements generated by a given development, and recommends improvements that reduce delay times and improve vehicular movement, circulation, and safety.

Urban Service Area Land designated by map and recorded intergovernmental agreement for implementing coordinated land use, including zoning, comprehensive planning, subdivision regulations, and concentrated efforts in providing public water and sanitary sewer.

Urban Design Standards-Current Edition (SUDAS) A manual, as amended, of design standards and specifications for use in preparing plans for construction of public improvements pursuant to this Ordinance.

Utilities A system for supply, conveyance and treatment of water, sanitary sewer, storm water, electric, gas, or communications.

Utilities, Public Sanitary Sewer A system which provides for the collection and /or treatment of wastewater from more than one property which is owned and operated by a government organization or sanitary district.

Utilities, Public Water A system which provides for the supply and distribution of potable water for more than one property which is owned and operated by a government organization or a utility district.

Utilities, Private Water A system which provides for the supply and distribution of potable water for more than one property which meets the requirements of state law and is owned and operated privately. A well may be a component of the system.

Utilities, On-Site Disposal A system which provides for the collection or treatment of wastewater from a development, a property, or owner which meets the requirements of state law, and is owned and operated privately. Also, On-site Disposal or Septic System.

Utilities, Public Storm Sewer A system for the collection of storm water from one or more properties or facilities which are owned by a governmental Jurisdiction or a storm drainage district.

Utilities, Private Storm Sewer A system for the collection of storm water from one or more properties or facilities which are owned privately.

Utilities, Well A system which provides for the supply and distribution of potable water for use by a property, or an owner which meets the requirements of state law, and is owned and operated privately. Also Private Well.

Waiver A written request approved by the Board of Supervisors to deviate from the requirements of this Ordinance.

Article 3. Plat of Survey Procedures

Division 1. General Provisions

Section 1. Plat of Survey

A Plat of Survey shall be prepared in accordance with Chapter 354 and 355 of the Iowa Code for the division of a "Tract of Record" into two parts that does not dedicate street right-of way or land reserved for public use.

- (A) Any Plat of Survey must be reviewed and approved by the Planning Administrator or their designee by affixing their signature upon the Plat of Survey.
- (B) Such plat otherwise conforms to the "Lot" requirements of this Ordinance (Article 5 Division 3 Section 20) and other laws as appropriate.
- (C) After approval, the Plat of Survey shall be recorded by the property owner in the Office of the Polk County Recorder.

Section 2. Alternative Plat of Survey Provisions

(A) Boundary Line Adjustment

A plat of survey may also be prepared for boundary line adjustments that are for additional land to be added to an adjacent parcel that does not create a new lot.; A plat of survey may be approved and exempted from further compliance with this Ordinance if:

Such plat of survey is reviewed by the Planning Administrator to determine whether a plat of survey can adequately show the necessary adjustment, if not, a subdivision plat would be required. A lot tie agreement shall be recorded with the Plat of Survey.

(B) Rural Survey

A Rural Survey may be prepared in accordance with the Polk County Zoning Ordinance for the division of a parcel into two parts that allows a building parcel under the cluster development option and providing a residual parcel that provides the required open space along with remaining development potential, if any, through further subdivision.

Article 4. Subdivision Plat Procedures

A subdivision plat shall be prepared in accordance with the Subdivision procedures set forth in this Ordinance for the division of any Tract of Record that is divided into three (3) or more parcels or any portion of a Tract of Record into two (2) or more parcels.

Division 1. Minor Subdivision Plat Procedures

These procedures are to be followed for a subdivision plat for not more than 4 lots within a Tract of Record see appendix 3or a division that meets the allowed exceptions.

Section 1. Minor Subdivision Preliminary Plat

- (A) Plat shall be prepared by a Land Surveyor licensed in Iowa.
- (B) Consent of the legal owner or joint owners of the land to be subdivided shall be required. Any representative of the owner shall have express written authority to act on behalf of the owner.
- (C) Minor Subdivision Plat must have frontage on an existing improved public street and new public streets are not required for access to the interior property as part of subdivision.
- (D) Subdivision must not adversely affect the remainder of the parcel or adjoining property, and not be in conflict with any provision or portion of the Comprehensive Plan, Zoning Ordinance, or pertinent Subdivision Ordinance regulations.
- (E) Submittal must include the required plats at the appropriate scale as stated and show all required information as noted on Subdivision Application "Appendix " and include the appropriate fee.
- (F) The Planning Administrator will review the Preliminary Plat and provide a written list of corrections within ten (10) working days after submittal for the first review. Each review shall identify any corrections required to meet the minimum standards of this Ordinance and other county ordinances and policies.
- (G) The Developer will then resubmit a revised Preliminary Plat for review. Each review after the first submittal shall be completed within five (5) working days.
- (H) The Planning Administrator may approve such plat providing no further corrections or waivers are required.
- (I) Upon satisfactory review the Planning Administrator shall approve the Preliminary Plat and affix their signature upon the plat document.
- (J) After the Preliminary Plat is approved the Developer may proceed to Final Plat.

Section 2. Minor Subdivision Final Plat

- (A) Plat shall be prepared by a Land Surveyor licensed in Iowa.
- (B) Submittal must include the required plats at the appropriate scale as stated and show all required information as noted on Subdivision Application "Appendix" and include the

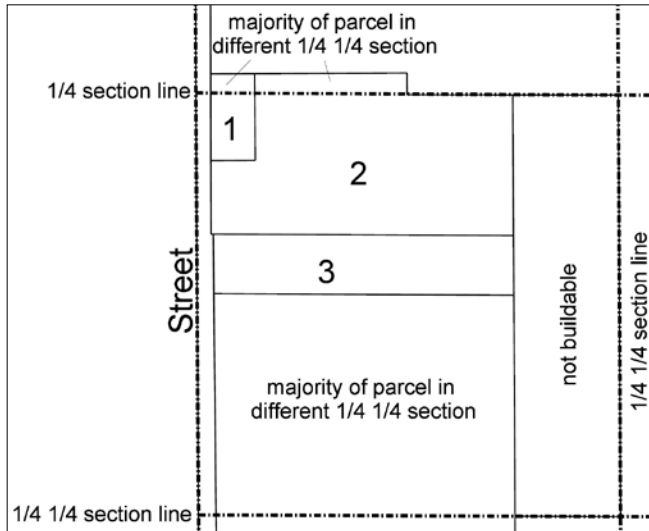
appropriate fee.

- (C) The Planning Administrator will review the Final Plat and provide a written list of corrections within ten (10) working days after submittal for the first review. Each review shall identify any corrections required to meet the minimum standards of this Ordinance and other county ordinances and policies.
- (D) The Developer will then resubmit a revised Final Plat for review. Each review after the first submittal shall be completed within five (5) working days.
- (E) Other certificates, deeds, drawings and legal documents required for recording shall be submitted as set forth in Section 354.11 Code of Iowa for review and approval by the Polk County Attorney's office.
- (F) The Planning Administrator shall not schedule any Final Plat for review by the Board of Supervisors until all required corrections have been revised to meet the minimum requirements of this Ordinance.
- (G) The Board of Supervisors will review the Final Plat, hear citizen comments and make a decision.
- (H) The Board of Supervisors may confer with the Developer, approve, or deny the Final Plat.
- (I) Upon approval the Final Plat shall be recorded. Recording fees are the responsibility of the Developer.

Section 3. Exceptions

- (A) A minor subdivision may be prepared for an existing parcel being divided into lots where the Tract of Record has previously been divided into more than 4 parcels if all of the following are met: (see appendix 3)
 - (1) Zoning requirements for minimum size and access can be met.
 - (2) Adjoins buildable platted property (not outlots) on rear and sides or property has double frontage.
 - (3) Existing parcel is less than four times the minimum parcel size in respective residential zoning district or minimum lot size required to be served by a septic system.
 - (4) Does not cause conflict with future access or development to subject parcel and/or adjacent parcels.
- (B) A minor subdivision may also be prepared for an existing parcel being divided where one of the following conditions is present toward the number of parcels within a Tract of Record where an existing parcel crosses section, quarter section, or quarter - quarter section line or an original line of a Government Lot: (see appendix 3)
 - (1) The Tract of Record that contains the majority of the area of an individual parcel that crosses the above referenced line(s) is the Tract of Record that the division counts toward and the other portion does not count as a parcel in the adjacent Tract of Record.

- (2) If the existing parcel crosses any of the above referenced line(s), a parcel can be split on said line if all new parcels created can meet the requirements of the Zoning Ordinance including size and access, the subdivision may be conducted as a minor subdivision because no new parcels are being created within the Tract of Record.



(This example at left shows a divided quarter-quarter ($\frac{1}{4}$ - $\frac{1}{4}$) section, with parcels that overlap into other quarter-quarter sections. The overlap of lots 1 and 2 into the adjacent $\frac{1}{4}$ - $\frac{1}{4}$ would not count toward divisions within that $\frac{1}{4}$ - $\frac{1}{4}$ section. The example also shows the current number of buildable parcels within the aliquot part (3). The lot labeled as not buildable does not count toward parcels for subdivision purposes within the $\frac{1}{4}$ - $\frac{1}{4}$.)

Division 2. **Major Subdivision Plat Procedure**

These procedures are to be followed for a subdivision plat that creates 5 or more buildable parcels within a Tract of Record. (see appendix 3) This includes all existing parcels in the Tract of Record.

Section 1. **Pre-application Conference**

The Developer may schedule a pre-application conference with the Planning Administrator prior to submission of a Preliminary Plat.

- (A) At this conference, limiting terrain features, land unsuitable for development, sanitary sewer and water infrastructure, street design standards, the Neighborhood Access Plan and other submission requirements may be discussed.
- (B) A Sketch Plan of the proposed subdivision should be available for review.
- (C) Subdivision names shall be verified and logged with the Auditor's Office prior to submission of the Preliminary Plat.

Section 2. **Major Subdivision Preliminary Plat**

- (A) A Preliminary Plat shall be prepared by a Land Surveyor licensed in Iowa.
- (B) Consent of the legal owner or joint owners of the land to be subdivided shall be required. Any representative of the owner shall have express written authority to act on behalf of the owner.
- (C) Submittal must include the required plats at the appropriate scale as stated and show all required information as noted on the Subdivision Application and include the appropriate fee.
- (D) The Planning Administrator will review the Preliminary Plat and provide a written list of corrections within ten (10) working days after submittal for the first review. Each list

shall identify any corrections required to meet the minimum standards of this Ordinance.

- (E) The Developer will then resubmit a revised Preliminary Plat for review.
- (F) The Planning Administrator will schedule for review each Preliminary Plat before the Zoning Commission that has been submitted and reviewed according to the submittal and review schedule. The Zoning Commission will study the proposed Preliminary Plat, hear citizen comments and make its recommendations.
- (G) The Zoning Commission may confer with the Developer and recommend changes deemed advisable; and shall recommend approval, approval with conditions, denial, or deferral of the Preliminary Plat at a scheduled meeting.
- (H) The Planning Administrator will assign street names and an address to each buildable lot shown on the Preliminary Plat.
- (I) The Developer will then resubmit a revised Preliminary Plat for review. Each review after the first submittal shall be completed within five (5) working days.
- (J) When all corrections have been made to the Preliminary Plat the Planning Administrator shall schedule the Preliminary Plat for review at the next Board of Supervisors meeting for which the item can be placed on the agenda.
- (K) The Board of Supervisors will review the proposed Preliminary Plat, hear citizen comments and make a decision.
- (L) The Board of Supervisors may confer with the Developer, approve, approve with conditions, or deny the Preliminary Plat.
- (M) If a Preliminary Plat is approved or approved with conditions or waivers the Developer may proceed with Construction Improvement Plans.

Section 3. Construction Improvement Plans

- (A) Street and utility construction plans for all street, water, sanitary sewer, and storm sewer facilities shall be submitted by the Developer and reviewed by the Polk County Engineer.
- (B) If the plans are approved, the Developer may proceed with Construction of the improvements once a pre-construction meeting has been held and a subdivision inspection agreement has been signed by the Developer and executed by the Polk County Public Works Director.

Section 4. Major Subdivision Final Plat

- (A) A Final Plat shall be prepared by a land surveyor licensed in Iowa.
- (B) No Final Plat shall be approved until all required public improvements have been installed and approved or appropriate surety is provided.

- (C) Submittal must include the required plats at the appropriate scale as stated and show all required information as noted on the Subdivision Application and include the appropriate fee.
- (D) The Planning Administrator will review the Final Plat and provide a written list of corrections within ten (10) working days for the first review. Each list shall identify any corrections required to meet the minimum standards of this Ordinance.
- (E) The Developer will then resubmit a revised Final Plat for review. Each subsequent review shall be completed within five (5) working days after submittal.
- (F) If the Final Plat differs substantially from the Preliminary Plat; the Planning Administrator will schedule the Final Plat for the next Zoning Commission meeting. The Zoning Commission shall consider only changes at variance with the approved Preliminary Plat; and shall make a recommendation of the Final Plat to the Board of Supervisors.
- (G) Other certificates, deeds, drawings and legal documents required for recording shall be submitted as set forth in Section 354.11 Code of Iowa for review and approval by the Polk County Attorney's office.
- (H) The Planning Administrator shall not schedule any Final Plat for review by the Board of Supervisors until all required corrections have been revised to meet the minimum requirements of this Ordinance and required platting documents have been reviewed and approved by the Polk County Attorney's office.
- (I) The Board of Supervisors may confer with the Developer, approve, or deny the Final Plat. If approved the Final Plat shall be recorded.
- (J) Upon approval the Final Plat shall be recorded. Recording fees are the responsibility of the Developer.
- (K) The approval and recording of a plat does not constitute acceptance by Polk County of public right-of-way of each street, or utility or drainage easement, nor does it constitute acceptance of lands intended for public open space as shown on such plat. Land for such right-of-way and improvements installed thereon; or land designated as public open space, shall be accepted by the Board of Supervisors by deed.

Division 3. ***Conditions and Expiration***

Section 1. Conditions

- (A) Any failure by the Planning Administrator (Minor Subdivision) or Zoning Commission (Major Subdivision) to make a decision within ninety (90) days of their official review of a subdivision plat, may be appealed in writing to the Board of Supervisors within fifteen (15) days of the expiration of the ninety (90) days for the Board of Supervisors to take action on the subdivision plat.
- (B) Any decision by the Planning Administrator or Zoning Commission, which sets conditions on a plat and its acceptance, shall be revised by the owner/developer and submitted to the Planning Administrator within sixty (60) days. If the conditions are not met or the plat is recommended for denial, a recommendation of denial shall be forwarded to the Board of Supervisors within thirty (30) days of said decision.

- (C) Any subdivision plat denied by the Board of Supervisors may be resubmitted by the owner/developer with a new review fee only after one (1) year has elapsed from the date of denial. The owner/developer may resubmit another form of a denied subdivision plat with a new review fee any time after the Board of Supervisor's date of decision. Only one form of a subdivision plat will be processed at a time.

Section 2. Plat Expiration

- (A) A plat of survey shall expire if not approved by the Planning Administrator within two (2) years of the original submittal date. Approval of a plat of survey shall expire if not recorded within 60 days from the date of the stamped approval by the Planning Administrator.
- (B) A Minor Preliminary Plat shall expire if not approved by the Planning Administrator within two (2) years of the original submittal date. Approval of a Minor Preliminary Plat shall expire two (2) years from the date of approval by the Planning Administrator, unless all or a part of the area shown on such plat is recorded as a Final Plat.
- (C) A Major Preliminary Plat shall expire if not approved by the Board of Supervisors within two (2) years of the original submittal date. Approval of a Major Preliminary Plat shall expire two (2) years from the date of approval by the Board of Supervisors, unless all or a part of the area shown on such plat is recorded as a Final Plat.
- (D) A Minor or Major Preliminary Plat shall expire if there is a lapse of two (2) or more years between recording of a Final Plat for areas shown on an approved Preliminary Plat, unless a one (1) year extension is approved by the Planning Administrator.
- (E) A Final Plat shall expire if not recorded within ninety (90) days of approval of the Board of Supervisors.
- (F) Any expired Preliminary Plat or unrecorded Final Plat may be resubmitted in accordance with this Ordinance with a new fee, and the plat will be processed in accordance with the rules in effect on the date of submission.

Article 5. Subdivision Plat Design Standards

Division 1. General Provisions

These design standards are minimum requirements. While it may be necessary to adjust the subdivision arrangement and layout to a variety of circumstances, the Developer should use standards that meet or exceed those contained herein to ensure an economical, safe and durable neighborhood.

Section 1. Design standard requirements

- (A) Subdivisions in the Urban Service Area shall include, unless otherwise provided, the provision of public sanitary sewer, public water equipped with fire service capacity, urban street section with curb and gutter, storm water collection systems, and underground utilities.

Where public water and sanitary sewer utilities are not available in the Urban Service Area, the Developer may be required to install a “dry” water and sanitary sewer system that fully meets standards, and temporary on-site sewage disposal and public drinking water service.

- (B) At a minimum, residential subdivisions in the Rural Service Area will include modified rural street section, storm water system, on-site sewage disposal, public drinking water (if available), or private wells and safety lighting at intersections.
- (C) Commercial, industrial, or multi-family developments will use Urban Service Area standards unless waived by the Governing Body.
- (D) Subdivisions for commercial and/or industrial uses may deviate from the standard block, street and cul-de-sac lengths and street widths as necessary to support such uses as approved by the Planning Administrator.

Division 2. Circulation and Access

Section 1. Circulation Pattern

The circulation pattern of a proposed subdivision shall:

- (A) Conform to the Comprehensive Plan and Zoning Ordinance of Polk County.
- (B) Be platted with appropriate regard for Natural Resource Protection including topography, waterways, wooded areas, and other natural features.
- (C) Conform to a Neighborhood Access Plan where one exists or is required.
- (D) Align with existing streets or proposed streets (constructed or recorded) on adjoining property, and shall continue or complete such streets at equal or greater classification unless otherwise waived.
- (E) Provide convenient access to adjoining streets, thoroughfares, or undivided land.
- (F) In the event a street will eventually be extended beyond the plat, a temporary turn around will be required.

Section 2. Access

- (A) All residential lots must abut or have direct access to a public street or other public right-of way as follows:
 - (1) Access must be open and passable from the street where the address is legally assigned, to the principal building or structure.
 - (2) Access must not be located on a temporary turnaround on a dead end street or off the end of a dead end stub street or from the end of any street without an approved terminus.
 - (3) Access for more than one (1) building lot shall not access on a gravel roadway. If development for more than one (1) lot is proposed on existing gravel roadway, improvements across the frontage of the development to make the road hard surfaced shall be provided by the developer.
- (B) Access to a commercial, office, institutional or industrial development must not be through a residential district. A residential development may access through a nonresidential development on a public street.
- (C) Reserve strips adjoining street right-of-way for the purpose of preventing access to adjoining property shall not be permitted under any condition.

Section 3. Neighborhood Access Plan

A Neighborhood Access Plan may be required:

- (A) When a proposed subdivision potentially land locks or restricts access to a parcel or parcels, whether it is part of the land being platted or an adjacent parcel.
- (B) When natural features such as rivers, creeks, severe terrain, or soil types limit access and construction to the area proposed for platting.
- (C) When manmade features such as railroads, limited access roads, public lands and flood control projects limit access to the area proposed for platting.
- (D) When an adjoining parcel has been subdivided under a Neighborhood Access Plan and/or proposed streets have been recorded.
- (E) For non-residential subdivisions to show block lengths and street lengths.

Division 3. Streets

Section 1. Street Classifications

There are four classifications of streets under this Ordinance: expressway/freeway, arterials (major and minor), collectors (major and minor), and local. In classification of each street Polk County shall consider a twenty (20) year time horizon.

Section 2. Street Design requirements

- (A) In accordance with the Urban Design Standards-Current Edition (SUDAS).
- (B) Provided with grade alignment, grade changes, vertical curves, and sight distances as approved by the Polk County Engineer.

- (C) Maximum street grade may not exceed six percent (6%).
- (D) Extended to the boundary of the parcel subdivided, unless prevented by topography or other physical conditions.
- (E) In accordance with any Traffic Impact Study, if such is required.

Section 3. Traffic Impact Analysis and Study

- (A) A Traffic impact analysis is required for commercial, industrial, or major residential subdivisions.
 - (1) The analysis shall determine the number of trips generated by the proposed subdivision.
 - (2) The analysis shall determine if the existing streets improvements are adequate and provide safe access.
 - (3) The analysis shall be prepared by and signed by a licensed engineer.
 - (4) The analysis shall be submitted with the Preliminary Plat.
- (B) A Traffic Impact Study may be required by the County if after review of the Traffic impact analysis, the County Engineer determines that a study is needed to determine if additional improvements need to be made due to the additional traffic created by the subdivision, or if it results in a change in traffic patterns or volumes on existing roadways when improvements may be needed, such as turn lanes, traffic signals, or intersection lighting
 - (1) Such study will determine measures that may be required to mitigate congestion and improve safety. Level of Service "C", as defined by the Transportation Research Board Highway Capacity Manual-Current Edition, shall be the standard for conduct of such study.
 - (2) At a minimum, the study shall address the right-of-way width and pavement width, turn lanes, acceleration or deceleration lanes, and traffic devices required. Developers will be responsible for the dedication of right-of-way and installation of those improvements necessary to provide access to each lot or unit; and right-of-way and improvements necessary to accommodate new trips generated by the development onto existing roadways.
 - (3) The study shall be submitted with the Preliminary Plat. The Preliminary Plat may not be approved by Polk County until the Traffic Study has been implemented in to the subdivision plat.

Section 4. Expressway/Freeway

- (A) Where a proposed subdivision involves frontage on a high use traffic way (limited access freeway, or expressway); access shall be provided by one of the following means:
 - (1) A parallel street, supplying frontage for lots backing onto the expressway/freeway; or
 - (2) A series of cul-de-sacs or loops entered from and planned at right angles to such parallel street with their terminal lots backing onto the expressway/freeway.
- (B) Direct access by driveway onto the freeway/expressway is not permitted.
- (C) Right-of-way width for a freeway/expressway shall be determined by the Iowa Department of Transportation.

Section 5. Arterials

- (A) An access drive separated by a planting strip from the arterial street to which motor access from the drive is provided shall be at points suitably spaced.
- (B) Right-of-way width for an arterial shall depend on the number of lanes required, design speed, and uses served. Right of way width shall not be more than one hundred (100) feet nor less than eighty (80) feet as determined by the Polk County Engineer. Notwithstanding, if topography requires a width more than one hundred (100) feet for earth slopes, such slopes not being in excess of three-to-one, such width will be required to be dedicated. Also, if a Traffic Impact Study for a high traffic use requires additional width for turn lanes and traffic mitigation measures, the Developer shall be required to dedicate right-of-way in excess of hundred (100) feet sufficient to build the improvements required by the Traffic Impact Study.
- (C) Maximum grade shall not exceed the Urban Design Standards-Current Edition (SUDAS).

Section 6. Collectors

Table 6.1 Collectors standards:

Urban Service Area Curb and Gutter Section	
Major Collector	
Right-of-way Width	Pavement Width Back of Curb to Back of Curb
80 feet	49 feet
Minor Collector	
60 feet	31 feet

- (A) Minor Collectors are designed to serve less than 2500 trips/day; and Major Collectors are designed to serve more than 2500 trips/day, but less than 5000 trips/day.
- (B) Right-of-way width shall be as determined by the Polk County Engineer based on uses served, number of lanes, and design speed.
- (C) For high traffic uses additional right-of way width may be required to accommodate turn lanes and other traffic mitigation measures as shown in the Traffic Impact Study. Maximum street grade shall not exceed six percent (6%).

Section 7. Local Streets

Table 7.1 Local streets standards:

Urban Service Area/ Rural Service Area Curb and Gutter Section		Rural Service Area Modified Open Ditch Section	
Right-of-way Width	Pavement Width Back of Curb to Back of Curb	Right-of-way Width	Pavement Width
Residential Streets Serving 24 or less lots			
60 feet	26 feet	70 feet	26 feet
Residential Streets Serving More than 24 lots, Commercial and Industrial Streets, but no more than 1500 trips/day			
60 feet	31 feet	70 feet	30 feet

- (A) Maximum grade shall not exceed six percent (6%).
- (B) Whenever a cul-de-sac is proposed such street shall be:
 - (1) No longer than six hundred (600) feet from adjacent right of way to the end of the proposed right of way in Residential Developments.
 - (2) The neck of the cul-de-sac shall not be shorter than at least twice the standard minimum lot width of the zoning district for which the plat is located.
 - (3) No more than (24) dwellings in any residential district be served by a single cul-de-sac.
 - (4) The minimum right-of-way diameter for a residential cul-de-sac shall be one hundred five (105) feet in diameter with a paved section diameter of eighty (80) feet in the Urban Service Area; or a right-of-way of one hundred twenty (120) feet in diameter or ten (10) feet behind the open ditch section, whichever is greater, with a paved section diameter of ninety (90) feet for Open Ditch Section.
 - (5) Maximum street grade shall be six percent (6%).
- (C) Open ditch roadways will only be constructed by using a modified Open Ditch cross-

section that incorporates a non-curb and gutter roadway, but with a storm sewer collection system with appropriately designed intakes in front of each lot to collect storm water. These roadways may also require sub drain, sump and/or septic discharge collection tile lines as determined by the County Engineer. A shallow ditch cross-section will utilized with a minimum of 4:1 fore slopes and back slopes with rounded ditch bottom for ease of maintenance.

- (D) On Street Parking shall be allowed on one side of the street.
 - (1) The side for parking shall be opposite mailboxes if not a cluster location.
 - (2) No on street parking is allowed during snow removal. "No Parking During Snow Removal" signs shall be placed on the side of road permitting on-street parking.

Section 8. Half Streets and Alleys

- (A) Half streets shall be allowed only to complete a previously platted half street.
- (B) Alleys, platted as private drives or common area, may be allowed in business and industrial districts, or permitted in residential districts for access to block interiors, off-street loading, and parking. Such alleys shall be paved with concrete or asphalt.
- (C) Dead end alleys shall be provided with a permanent turnaround.
- (D) A service drive or alleyway at the rear of the lots may be constructed if authorized by Polk County.

Section 9. Street Names

The Sketch Plat or Preliminary Plat shall indicate the names of proposed streets. The Planning Administrator shall review such names and approve them or deny them in accordance with the following naming protocol.

- (A) A street which is a continuation of a street shall bear the same name.
- (B) Streets changing direction shall bear names consistent with their direction and location.

Table 9.1

Direction	Long	Short
North/South	Street	Court
East/West	Avenue	Place
Diagonal	Road	Way
Curving	Drive	Lane

- (C) New street names shall be sufficiently different in sound and spelling from other street names in the County and Cities so as not to be confusing.

Section 10. Street Signage

- (A) The Developer shall be responsible for:
 - (1) Reimbursement to Polk County for the cost of a street name sign at each intersection of a public street with another public street.
 - (2) Installation and maintenance of reflector type signs at all intersections between streets and private drives.
 - (3) Reimbursement to Polk County for the cost of traffic control signs in accord with Manual for Uniform Traffic Control Devices – Current Edition as amended, and such signs shall be a size, color, and placement as approved by the Polk County Engineer.
- (B) Upon acceptance of the street, Polk County will maintain signs in the public right-of-way.
- (C) The maintenance of private drive and traffic signs shall be the responsibility of an Owner’s Association.

Section 11. Intersections

- (A) Street intersections and approaches shall be designed in accordance with Urban Design Standards-Current Edition (SUDAS).
- (B) Streets shall be laid out so as to intersect at right angles, unless otherwise approved by the Polk County Engineer.
- (C) No more than two streets shall intersect at any one point.
- (D) Proposed intersections on one side of an existing street, whenever possible, shall intersect with existing intersections on the opposite side of the street.
- (E) The centerlines of offset intersections shall be at least one hundred fifty (150) feet apart.
- (F) Triangular sight distance easements (designed to meet American Association of State Highway and Transportation Officials (AASHTO) A Policy on Geometric Design of Highways and Streets - current edition (Green Book)) shall be shown at all street intersections and so noted on the plat. These easements shall remain free of all structures, berms, trees, fences, shrubbery attaining height greater than two and one half (2 ½) feet, driveways, and signs, except utility poles, fire hydrants, and traffic control signs.
- (G) The location and extent of each sight distance easement will be determined by the Polk County Engineer.

Section 12. Temporary Turnarounds

- (A) Streets that dead end at the subdivision boundary shall be provided as part of the construction by the developer with a temporary turnaround with appropriate easements determined by the Polk County Engineer.
- (B) Cul-de-sac, hammerheads, or other approved design may be used for a temporary turnaround.
- (C) While considered temporary, all temporary turnarounds will be constructed to a full depth pavement standard, or in lieu thereof, the developer may provide a maintenance bond of a value determined by the Polk County Engineer to maintain the temporary pavement until such time as the roadway is extended by future development.
- (D) Temporary turnarounds will not be considered to be “cul-de-sacs” for the purposes of this Ordinance.
- (E) Residential streets that result in only one means of ingress/egress for a period of time until a later phase of development occurs or an abutting property extends the roadway shall not exceed five-hundred (500) trips/day or 50 residences until a secondary access has been provided.

Section 13. Bridges

A bridge, if required, shall be the responsibility of the Developer. Design and construction plans for bridges shall be approved by the Polk County Engineer.

Section 14. Railroads

If a railroad is involved in a proposed plat:

- (A) The plat will be designed so that future grade separations, where necessary, will be permitted. The Developer shall be responsible for gaining railroad permission of an at-grade crossing.
- (B) Lots will abut a street parallel to the railroad and back onto the railroad wherever possible.
- (C) Industrial lots may abut railroads or have rail right-of-way for spurs platted on them.
- (D) Cul-de-sacs will form right angles with the railroad so that lots may back onto the railroad.
- (E) Site distance easements shall be required at intersections with railroads.
- (F) If approved by the railroad, crossing signals installed at Developer expense will be required at intersections where warranted by traffic conditions.

Section 15. Street Lighting

Street lighting may be required in the Urban Service Area.

- (A) Plans for street lights with underground distribution shall be submitted to the Polk County Engineer for approval.
- (B) All street lighting must be located within an easement out of the public right of way.
- (C) The Developer shall pay for installation of street lights with underground distribution lines.
- (D) Cost of lighting, other than safety lighting shall be an Owners Association responsibility.

Section 16. Safety Lighting

- (A) Safety lighting shall be required at subdivision intersections as required by the Polk County Engineer.

Section 17. Street Plantings

Planting areas or open spaces may be proposed by the Developer or required by Polk County along lot lines bordering arterials.

- (A) Such areas shall be common areas, outside the right-of-way, and shall be maintained by an Owners Association.
- (B) Installation and maintaining such planting areas shall be an Owners Association responsibility.
- (C) The Developer shall install fencing and other appurtenances required by zoning or by Polk County.

Section 18. Blocks

Blocks shall be designed as follows:

- (A) No residential block shall be longer than one thousand three hundred and twenty (1320) feet or twelve (12) times the minimum lot width for the district, whichever is less, unless the Zoning Commission approves a longer distance in a Neighborhood Access Plan.
 - (1) Block corners of residential streets shall be rounded with a radius as prescribed in the Urban Design Standards-Current Edition (SUDAS).
 - (2) Notwithstanding these provisions, if a curve radius has previously been established such radius shall be used as standard.
 - (3) If blocks are greater than eight hundred (800) feet in length, the reservation of an easement not more than twenty (20) feet wide through the block may be required to accommodate utilities, drainage easements, or pedestrian ways.
- (B) Block lengths for nonresidential subdivisions shall be as determined in the Neighborhood Access Plan.
 - (1) Block corners of industrial streets shall be rounded to accommodate the turning radius of the largest vehicle expected to be served.

Section 19. Building Lots

The size, shape, and orientation of lots shall be appropriate for the location of the proposed plat and shall conform to the following:

- (A) Every lot shall have sufficient area, dimensions, and street access to permit a principal building to be erected thereon in compliance with the district in which the subdivision is located.
- (B) Every lot shall have at least forty (40%) of its total area, or three thousand (3,000) square feet, whichever is less, of contiguous area, hereinafter called a "building envelope", of a shape sufficient to hold a principal building. The building envelope shall be at or be filled to an elevation at least one (1) foot above the one-hundred-year flood elevation.
- (C) The building envelope, exclusive of minimum yard requirements, utility and drainage easements, on-site sewage disposal areas (if used), well areas (if used), and areas subject to the 100 year flood, shall be shown on each lot on the Preliminary Plat. The building envelope and sewage disposal area is not required on a plat of survey.
- (D) Side lot lines should be at or near right angles or radial to street centerlines.
- (E) No lot shall have a depth of less than one hundred (100) feet except for group developments and flag lots and no lot shall have a depth greater than four (4) times the width at the minimum building line.
- (F) Lot boundaries shall coincide with natural and existing man-made boundaries to the

extent practicable to avoid lots that can be built upon only by crossing drainageways.

- (G) Ponds shall be held by a single owner or held in common, in a Home Owners Association.
- (H) Where a watercourse separates the building envelope from street access, a culvert or other structure, approved by the Polk County Engineer, shall be installed by the Developer. Streets crossing dams shall not be allowed. Driveways crossing dams are allowed.
- (I) Each lot, except for group developments served by a private driveway, shall have a minimum of forty (40) feet of access onto a public street.
- (J) Flag lots shall:
 - (1) Serve only one (1) single family dwelling and its accessory structures.
 - (2) Have a maximum flagpole length of four hundred (400) feet, and a minimum flagpole width of forty (40) feet.
 - (3) Not exceed one (1) acre in size in areas with public sanitary sewer, or three (3) acres in size in areas without public sanitary sewer.
 - (4) Not be allowed in Urban Service Areas
 - (a) Due to length and feasibility of gravity sanitary sewer service line.
 - (b) Due to the proximity of a water hydrant for fire service and water service.
 - (5) Use a single driveway entrance for the flag lot and adjoining lot, if possible; the preferred location being on the common lot line with access easement granted to the adjoining lots.

Division 4. ***Sidewalks and Trails***

Section 1. Sidewalks

- (A) Sidewalks are only allowed if located on private easement outside of the public right-of-way. Such sidewalks shall be maintained by adjoining property owners.
- (B) All sidewalk ramps connecting private sidewalks to public streets and placed within the road right-of-way must be maintained by the established Homeowners Association as required by current ADA standards, including snow removal. The County will not be responsible for snow deposited on these sidewalk ramps.

Section 2. Trails

- (A) Where bike/pedestrian or recreation trails are indicated the Comprehensive Plans, Park Plans, or Neighborhood Plans, the Developer will be required to dedicate land or trail easements at least twenty (20) feet in width in accordance with Urban Design Standards-Current Edition (SUDAS). This land or easements, if approved by the Governing Body, may serve to satisfy park and open space dedication requirements.
- (B) Trails not required by Polk County may be constructed by the Developer. These trails will not be dedicated to the public and will be maintained by the owner.

Division 5. ***Subdivision Utilities***

Section 1. Public Water and Sanitary Sewer

- (A) Design of public water distribution system and sanitary sewer collection system, and all appurtenances shall be in accordance with Urban Design Standards-Current Edition (SUDAS).
- (B) A Professional Engineer licensed in the State of Iowa shall prepare water and sanitary sewer construction plans.
- (C) Connection of each lot to public water and sanitary shall be required if the proposed subdivision is within three hundred (300) feet of the nearest lines of a public system, provided that no geographic or topographic factors would make such connection infeasible as determined by the Planning Administrator.
- (D) Sanitary sewer and public water shall be extended across the subdivision to the adjacent external boundary or as necessary to accommodate future extension.
- (E) Sanitary sewer mains shall be a minimum eight (8") inch or larger and shall be designed to meet the ultimate flow requirements as determined by the Polk County Engineer.
- (F) If public sanitary sewer is not available, as determined by Polk County easements adequate to provide installation of sanitary sewer shall be required in the Urban Service Area regardless of distance to existing sanitary sewer mains.
- (G) Water mains shall be eight (8") inch or larger as necessary to meet service and fire flow demand, and completed with valves, stop boxes, and fittings.
- (H) Where required fire hydrants shall be spaced at no more than four hundred fifty (450) feet in residential areas and three hundred (300) feet in other areas.
- (I) In the Urban Service Area the water system shall be installed to meet fire flow requirements regardless of the water service availability.

Section 2. On-Site Sanitary Sewer

Where public sanitary sewer is not available:

- (A) A note shall be added to the plat that states an alternative septic system may be required for each lot proposed for development.
 - (1) A note shall be added to the plat that states: Each lot shall be evaluated by a licensed Professional Engineer using the soil analysis or percolation method prior to application for building permit.
- (B) Discharge from alternative septic systems must be accounted for on each lot proposed on the plat. This may require a private individual or shared collection line.
 - (1) The collection line shall outlet in a location that will not adversely impact downstream landowners or public road right-of-way as approved by the County Engineer.

Section 3. Wells

Where public water is not available, wells shall be provided as set forth by the State of Iowa. Permits for wells are required from Polk County.

Section 4. Electrical, Television Cable, Telephone, Fiber Optic, Gas

- (A) In the Urban Service Area all utilities, except electrical transmission lines greater than fifteen thousand (15,000) volts, shall be installed underground.
- (B) Notwithstanding the provisions of Article 5 Division 7 Section 1, utility easements in group developments shall be provided in a manner that maintains ease of service and accessibility to all lots and structures.

Division 6. Easements

Section 1. Utility Easements

Utility easements are required for all utilities placed outside the public right-of way.

- (A) In Major Subdivisions such easements shall be at least twenty (20) feet wide and centered on the rear lot line, but may be larger in accordance with the Urban Design Standards-Current Edition (SUDAS), and shall be shown on the plat.
- (B) When utility easements cannot be located on the rear lot line, they shall be provided on a side or front lot line.
- (C) Existing utility easement shall be shown on the plat with appropriate references.
- (D) If it is determined by Polk County that an existing utility easement is adequate to meet current and future needs, no additional easement will be required.

Section 2. Easement Maintenance

- (A) All drainage and utility easements will be kept free and clear of any buildings or other improvements that would interfere with their proper maintenance. Each easement on private property shall be maintained by the property owner or Owner's Association except as otherwise indicated herein.
- (B) Any government agency or private utility installing, replacing, or maintaining above ground or underground lines after development shall be responsible for replacement to the extent required by law of all fencing, pavement and landscaping disturbed by such installation.
- (C) Polk County shall not be liable for damages to an improvement located within a drainage or utility easement caused by maintenance or replacement of utilities located therein by other government agencies or private utilities.

Division 7. Stormwater

Section 1. Drainage Report

A Drainage Report and Plan detailing land use, hydrology, storm sewer design, detention design, channels and floodplain data shall be submitted at the time of Preliminary Plat.

(A) Stormwater Calculations

- (1) Each plat shall show storm drainage systems sufficient for the construction and maintenance of storm flows. Drainage improvements shall accommodate runoff from the upstream drainage area and shall be designed to prevent downstream flooding.
- (2) The design and plans, including calculations, shall be prepared in accordance with Urban Design Standards-Current Edition (SUDAS).

Section 2. Sump Discharge

- (A) Sump discharge must be accounted for on each lot proposed on the plat. This may require a private individual or shared collection line.

Section 3. Drainage Easements

- (A) Drainage easements shall be shown on each plat. The width of each easement shall be in accordance with the Urban Design Standards-Current Edition (SUDAS), and shall be sufficient for maintenance based on enclosure depth.
- (B) Drainage easements may be used for any underground utility if appropriately identified.
- (C) Proper sizing of culverts for crossing drainage easements shall be provided on the plat where determined to be necessary and shall be certified by an Iowa Licensed Engineer.

Section 4. Floodplain Development Permit

- (A) If a subdivision is located within a FEMA designated floodplain, a Floodplain Development Permit will be required according to the Polk County Zoning Ordinance. The Floodplain Development Permit application and supplementary data required shall be submitted with the Preliminary Plat.
- (B) Development of lots with building envelopes or driveways impacted by the floodplain or areas known to flood are discouraged.
- (C) In cases where fill is proposed or existing in a floodplain, proposed and existing fill elevations shall be shown.

Section 5. Stormwater Pollution Prevention Plan

At the time of Preliminary Plat, a Stormwater Pollution Prevention Plan (SWPPP) detailing temporary and permanent measures necessary to control soil erosion and sedimentation during and after construction will be submitted as required by the Iowa Department of Natural Resources (IDNR). In addition to the SWPPP the Letter of Authorization from IDNR should also be submitted. Such plan will be prepared in accordance with the Urban Design Standards-Current Edition (SUDAS).

Section 6. Erosion Control Bond

A Maintenance Bond in an amount sufficient to repair and replace erosion control measures, plant ground cover for any graded area, and repair damage arising from the failure of erosion control measures, shall be provided by the Developer to and in favor of the County. Such bond shall be \$2,000 per acre and not be for an amount greater than \$10,000 and shall not be less than four years in duration, such duration beginning at the time of construction. Polk County may require maintenance of erosion control devices or structures for the period covered by the bond, or may return the bond to the Developer when ground cover has been established for the area graded. The bond shall be required at time of Final Plat.

Division 8. Open Space and Public Uses

Section 1. Public Space Set Aside

Whenever a parcel to be subdivided includes a school, or other public use as indicated on the Comprehensive Plan, the space will be incorporated into the Preliminary Plat by the Developer.

Section 2. Procedure

At the time of Preliminary Plat review the Developer shall indicate on the plat the location and acres of the land proposed for public open space, or land reserved for public space, and may indicate any proposed private open space or parkland.

Section 3. Determination

- (A) If dedication of park and open space is provided, such dedication shall be by Warranty Deed or by dedication certificate without cost to Polk County at the time of the Final Plat.
- (B) If easement for park and open space land will suffice, and be accepted, such easements shall be shown on the Final Plat.
- (C) If additional reservation of land for public park and open space is required, the process and timing for acquisition of such land by Polk County shall be stated. Such reserved land shall be shown on the Final Plat.
 - (1) After consultation with the appropriate public agencies the size and location of land to be reserved for public space shall be determined. Such reserved land shall be shown on the Final Plat.
 - (2) Polk County or public agency shall purchase any reserved land within one (1) year of Final Plat recordation, or the Developer shall be allowed to remove the designation, and develop the land. An affidavit shall be filed at the time of expiration of the one (1) year by the developer to remove the designation.

- (D) If park and open space land is proposed by the Developer to be privately held, such shall be granted by Warranty Deed without cost to an Owner's Association at the time of Final Plat.

Section 4. Open Space Criteria

In order to determine whether public open space is appropriate, the Board of Supervisors shall consider:

- (A) The Comprehensive Plan, and /or Park Plan, especially as such plans show park and open space areas.
- (B) Topographic and geologic features, floodplains, historic and archeological sites, and natural areas.
- (C) Access to the subdivision and the proposed open space.
- (D) Size and shape of the subdivision, and land proposed for open space.
- (E) The character and recreational needs of the neighborhood where the subdivision is proposed.
- (F) The suitability of the subdivision for open space by reason of location, access, development cost, and maintenance cost.
- (G) The determination of the Governing Body shall be final and conclusive.

Section 5. Open Space Development

- (A) Polk County shall be responsible for the development of park and open space land dedicated to it.
- (B) Private park and open space land proposed for transfer to an Owner's Association shall be developed by the Developer as indicated on the Preliminary Plat.

Division 9. Conservation Design/Natural Resource Protection

Section 1. Purpose

Conservation design is intended to conserve community resources, preserve natural areas, utilize green infrastructure and protect the health and safety of the community.

Section 2. Objectives

The subdivision regulations are intended to allow conservation design practices to be implemented while ensuring that such development is consistent with the underlying purposes of Polk County regulations and plans.

Section 3. Standards

The purposes and objectives are accomplished through land development options set forth in this ordinance and Polk County Zoning Ordinance that protect natural resources and allow flexibility in the bulk regulations and construction options. Reference the Polk County Zoning Ordinance Natural Resource Protection requirements, Density Standards and Natural Resource Calculations for development options and required protection levels of natural resources.

Article 6. Subdivision Improvements

Division 1. Construction of Improvements

Section 1. Developer responsibility

- (A) Be responsible for the installation and construction of all improvements required by this Ordinance.
- (B) Warrant the design, material, installation, and workmanship of such improvements for four (4) years from and after acceptance of roadway paving, storm sewer installation, sanitary sewer and water main installation. Such warranty shall be by bond or other instrument acceptable to the Polk County Attorney.
- (C) Submit with the Preliminary Plat a Neighborhood Access Plan (if required), a Drainage Report and Plan, Floodplain Development Permit Application (if required), Soil Analysis for On-Site Disposal System (if required), a Traffic Impact Study (if required), and a Stormwater Pollution Prevention Plan along with Notice of Intent and Letter of Authorization from Iowa Department of Natural Resources. These reports and plans will be reviewed concurrently with the Preliminary Plat.
- (D) Upon approval of the Preliminary Plat and reports, construction plans shall be prepared and submitted for approval by the Planning Administrator and Polk County Engineer in accordance with Urban Design Standards- (SUDAS) Current Edition for streets and traffic mitigation measures, storm drainage, erosion control devices and measures, water distribution system, sanitary sewage collection system, sidewalks and trails, lighting and landscaping (if required).
- (E) Upon approval of such plans the Developer may commence construction of the improvements.

Section 2. Phased Construction

- (A) For each subdivision section or phase, construction plans shall include all improvements lying within that section or phase and all improvements lying outside that section or phase required to serve that section or phase.
- (B) None of the improvements, except clearing, grubbing, and erosion control, may be constructed until construction plans have been approved by the Polk County Engineer.
- (C) Any approved soil erosion and sedimentation control devices may be installed prior to approval of street and utility construction plans. Street and utility plans shall show the location existing and proposed runoff control structures relative to proposed improvements.

Section 3. Construction Process

Upon approval of the construction plans by the Polk County Engineer, and issuance of permits otherwise required, the Developer shall

- (A) Enter into a Subdivision Inspection Agreement with Polk County for observation of all improvements to be made.

- (B) Schedule a pre-construction meeting with Polk County to include developer, developer's contractors for the project to discuss construction standards and observation process
- (C) Provide evidence of contract for all improvements to be inspected by a Professional Engineer. All such costs are to be paid by the Developer.
- (D) All costs of construction, engineering, testing of materials for acceptance, including grade compaction testing, PCC testing, and as required for PCC Pavement, staking, or any other debts or expenses incurred and resulting from the proposed improvements, will be paid for by the OWNER, including all costs of POLK COUNTY engineering and inspection services for construction observation and monitor inspection with assurance testing to assure the proposed public roadway and sewer improvements are in compliance with the approved plans and specifications as well as installation of all traffic control and directional signs needed for the subdivision.

Section 4. Future Improvements

If Polk County requires the installation of off-site or oversized improvements or the extension of off-site or oversize improvements to adjacent property pursuant to future plans, Polk County shall reimburse the Developer based on rates set by Polk County. Reimbursement will be for those improvements necessary to support those future needs, but not those improvements necessary to support the development.

Section 5. Deferred Improvements

When it is determined by Polk County that an improvement is required pursuant to this Ordinance for future access or connection, but such improvement should not be constructed at this time, the Developer will be required to plat the street right-of-way or utility easement and deposit in the Subdivision Trust Fund an amount equal to the cost of providing such improvement(s).

Division 2. Completion of Improvements

Section 1. Developer Responsibilities upon completion of all improvements

- (A) Provide a certificate of completion from a licensed Professional Engineer for all improvements installed pursuant to the plat.
- (B) Provide as-built drawings for all improvements in accordance with Urban Design Standards-Current Edition.
- (C) Provide deeds or dedication certificates, lien waivers, and tax certificates for all right-of-way and open space to be deeded or dedicated to Polk County.
- (D) Provide payment to the Subdivision Trust Fund for any deferred improvements.
- (E) Provide surety for any uncompleted improvements.
- (F) Provide a Final Plat in accordance with this ordinance.
- (G) Provide Owner's Association documents, if required.

- (H) May be required to provide a Soils Report for each lot if on-site wastewater systems are proposed, if the proposed area is disturbed during the construction of improvements.
- (I) Provide a four (4) year Maintenance Bond for all improvements made.
- (J) Maintain, repair, and remove storm water pollution prevention devices until such maintenance bonds expire. The developer shall be responsible for the removal of devices upon final stabilization.

Section 2. Polk County responsibilities upon approval of the improvements

- (A) Initiate Final Plat procedures in accordance with this Ordinance.
- (B) Concurrently schedule acceptance of land and improvements as provided on the Final Plat.

Division 3. Sureties

In lieu of requiring the completion and installation of all improvements, prior to the issuance of a building permit or occupancy certificate, Polk County may enter into an agreement with the Developer whereby the Developer shall complete all required improvements.

Section 1. Agreement

Once said agreement is signed by the Developer and the security required herein is provided, a building permit or occupancy certificate may be issued, if all other requirements of this Ordinance are met.

- (A) At a minimum all health and safety improvements must be completed and an all-weather surface must be provided for access before surety can be considered.
- (B) To secure the agreement the Developer shall provide, any or a combination of the following sureties to cover the costs of the uncompleted improvements:
 - (1) A surety bond from a surety bonding company authorized to issue said bonds in Iowa. The bond shall be payable to Polk County in an amount equal to the entire estimated cost, as approved by Polk County, of installing all uncompleted improvements.
 - (2) Deposit cash, an irrevocable letter of credit or other instrument readily convertible into cash at face value, either with Polk County or in escrow with a financial institution. The use of any instrument other than cash shall be subject to approval of Polk County. The amount of deposit shall be equal to the entire estimated cost, as approved by Polk County, of installing all uncompleted improvements.
 - (3) If cash or other instrument is deposited in escrow with a financial institution, the Developer shall file with Polk County an agreement between the financial institution and himself that guarantees:
 - (a) that the escrow account shall be held in trust until released by Polk County and may not be used or pledged by the Developer in any other matter during the term of escrow; and
 - (b) that in case of failure on the part of the Developer to complete said

improvements, the financial institution shall, upon notice from Polk County immediately pay the funds deemed necessary by Polk County to complete the improvements, up to the full balance of the escrow account, or deliver to Polk County any other instrument fully endorsed or otherwise made payable in full to Polk County.

Section 2. Financial Guarantee

The duration of a financial guarantee shall be a reasonable period to allow for completion and acceptance of the improvements, but in no case shall such duration exceed one (1) year. Any guarantee of a duration less than one (1) year, may be extended with Polk County's consent, but not to exceed one (1) year, if such extension takes place at least thirty (30) days prior to expiration.

Section 3. Expiration of Guarantee

Any development whose improvements are not completed and accepted thirty (30) days prior to the expiration of the financial guarantee shall be considered to be in default.

- (A) Upon default, the surety bonding company or financial institution shall, if requested by Polk County, pay all or any portion of the bond or escrow fund to Polk County up to the amount deemed necessary by Polk County to complete the improvements.
- (B) Upon payment, Polk County shall expend such funds or portion thereof to complete any or all required improvements.
- (C) Default does not release the Developer from liability and responsibility for completion of the improvements.

Section 4. Release

Polk County may release a portion or all of any security posted as the improvements are completed and approved by Polk County.

Division 4. Owners Associations

Section 1. Association Required

- (A) An Owner's Association shall be established to accept conveyance and maintain all open space, common areas and facilities within a development containing common areas.
- (B) Developments that have common areas or facilities that are shared within the development shall be conveyed to an owner's association in which all owners of lots in the development shall be members. Common driveways shall not be construed to be common area.
- (C) Owner's Association must be filed and registered with the Secretary of State in accordance to Chapter 504 Code of Iowa.

Section 2. Common Area

- (A) Other than public right-of-way, dedicated open space shall be shown and designated as common area.

- (B) Title of the common area shall be conveyed by the Developer to the Owner's Association.
- (C) Common areas shall not be subsequently divided or conveyed by an Owner's Association except in compliance with this Ordinance.
- (D) Land designated by plat for agricultural use only, may be held in private ownership or by an Owner's Association. An agricultural use only designation must be vacated by plat.

Section 3. By Laws

Prior to submission of a Final Plat for review and approval by the Board of Supervisors, the Developer shall submit a copy of the proposed By Laws of the Owner's Association containing covenants and restraints. These restrictions shall include but not be limited to:

- (A) Membership in the Owner's Association for each original purchaser and each successive purchaser of a lot or unit.
- (B) Provision for assimilation of new owners from subsequent sections of the development.
- (C) The payment of premiums for liability insurance, local taxes and assessments.
- (D) Power to levy assessments against the owners of lots or units in the development.
- (E) Easement for access, ingress and egress from common areas to public right-of-way.
- (F) Provision for common area and recreational facility maintenance, and restoration in the event of damage.
- (G) Provision that owner's become individually liable for taxes and assessments of the common areas in the event of default.
- (H) Provision for an annual meeting of the association. After approval any amendment of the By Laws shall be resubmitted to Polk County for review and approval that will affect Polk County Regulations.

Section 4. Preexistence

An Owner's Association shall be in legal existence prior to the conveyance or transfer of control of any unit or lot in the development.

Division 5. *Permits and Certificates of Occupancy*

Section 1. Issuance

If the Final Plat has been recorded and Surety, if required, has been properly posted; the Planning Administrator may issue Building Permits but Certificates of Occupancy shall not be issued and subsequent no house shall be occupied for any lot on the plat until necessary improvements have been completed and accepted by Polk County.

Article 7. Appendix 1. Subdivision Plat Standards

Section 1. Number of Review and Filing Copies to be submitted

Type of Map	Review Prints	Filing Prints
Sketch Plan	2	
Plat of Survey	2	2
Preliminary Plat	3	
Construction Plans	2	
As-Built Plans		2
Final Plat	3	

Section 2. Required Information on Plats

Submission of all maps and/or plats shall contain the following information before submittal to the Planning Administrator for review. A ● indicates required information. On a Sketch Plan or a Preliminary Plat all information is to be shown on the parcel and for a distance of at least 100 feet on all adjoining parcels. The Planning Administrator may waive items required, if determined such items are not necessary to complete the review.

Information Required	Plat of Survey	Sketch Plan	Minor Preliminary Plat	Minor Final Plat	Major Preliminary Plat	Major Final Plat
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, scale	●	●	●	●	●	●
Owner's and/or Developer's name, address, telephone #	●	●	●	●	●	●
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	●		●	●	●	●
Location of existing monuments, markers and control corners	●			●		●
Zoning classification	●	●	●		●	
Boundaries of parcel to be subdivided in heavy line (phase lines, if multiple phases)	●	●	●	●	●	●

Information Required	Plat of Survey	Sketch Plan	Minor Preliminary Plat	Minor Final Plat	Major Preliminary Plat	Major Final Plat
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)	•	•	•	•	•	•
Curve data including: delta angle, degree of curve, length of arc, and tangent	•			•		•
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, street names, 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	•		•		•	

Article 8. Required Documents for Recording a Subdivision Plat

All original legal documents shall be delivered to Polk County Public Works Department - Planning Division. Once the legal material is received, copies of the documents will be sent by the Planning Division to the County Attorney's office for review. The following items are to be submitted:

- _____ Consent to Plat (notarized)
 - _____ Owner and Spouse
 - _____ Contract Purchaser
 - _____ Corporate Owner
 - _____ Mortgage Owner
- _____ Release of mortgage on any property deeded to a governmental body (Polk County for Road lot, etc.).
- _____ Attorney's Opinion (Abstract search not older than 90 days)
- _____ Certified Statement
 - _____ Treasurer (Certificates are available at the Treasurer's Office)
- _____ Warranty Deeds (*It shall be noted on the Warranty Deeds for public roadways that they are to be returned to **Polk County Public Works Department.***)
- _____ Covenants _____
- _____ Homeowners Association Agreements

Once the final plat is in total compliance, the following plat drawings are required:

- _____ Eight copies of the signed final plat, including addresses. (No wording is to be less than a 10 point type).-4 stamped by Polk County Public Works – 4 non stamped for Auditor
- _____ One high resolution copy of the signed final plat (black on white) for duplicating purposes.
- _____ Auditor's Plat Book Sheet on P.M.T. (15 1/4 X 17 1/2)

-
- When the Board of Supervisors approves the final plat, the Planning Division will deliver all original recording documents and plats to the Auditor's Office.
 - Filing Fees will be requested from the owner/developer when all recording material has been delivered to the Auditor's Office and totaled.
 - Checks must be made payable to the Polk County Recorder's Office.
 - All legal documents filed with the plat are permanent records and will be filed at the Polk County Recorder's Office. Neatness and legibility of all documents are a must.
 - A copy of the subdivision plat will help the Treasurer's Office in checking for taxes and special assessments.

If the proposed subdivision plat is within two-miles of a city, an original city council resolution which either approves or waives the plat, shall be provided to the Polk County Auditor's Office, so it may be recorded with the plat.

Article 9. Subdivision Diagrams

Diagram 1: Infill Development

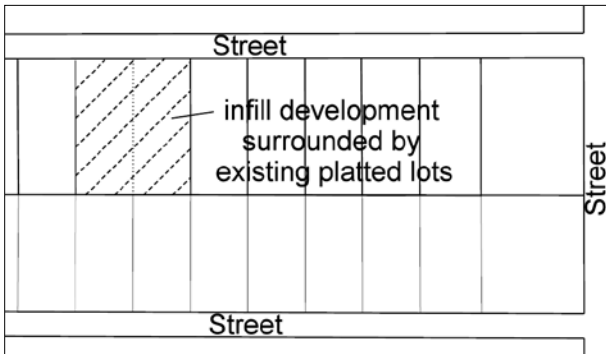
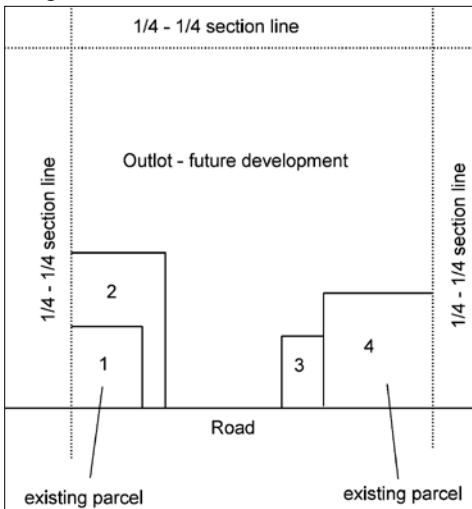
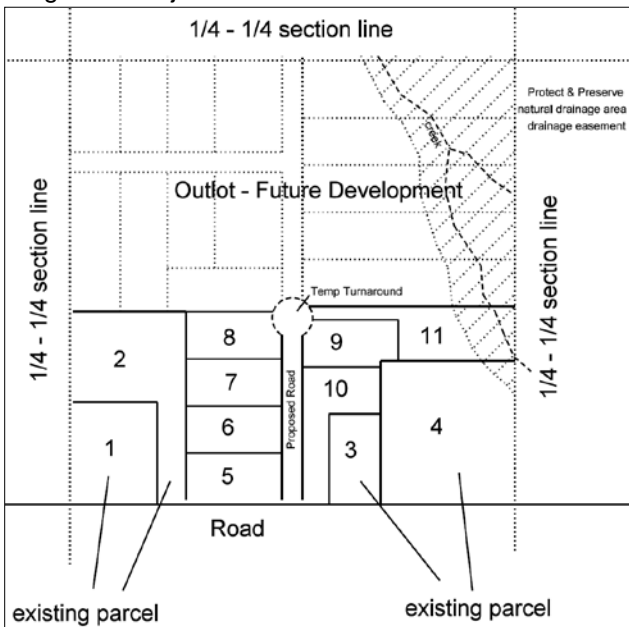


Diagram 2: Minor Subdivision



Minor Subdivision

Diagram 3 Major Subdivision



Major Subdivision