

# Minor Preliminary Plat Application



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

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

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

## 1. Applicant Information

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

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

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

\_\_\_\_\_  
Email

## 2. Developer Information

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

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

## 3. Property Owner Information

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

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

## 4. Subject Property Information

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_

5. Filing Fee: \$268 + \$15 per lot (not including outlots)

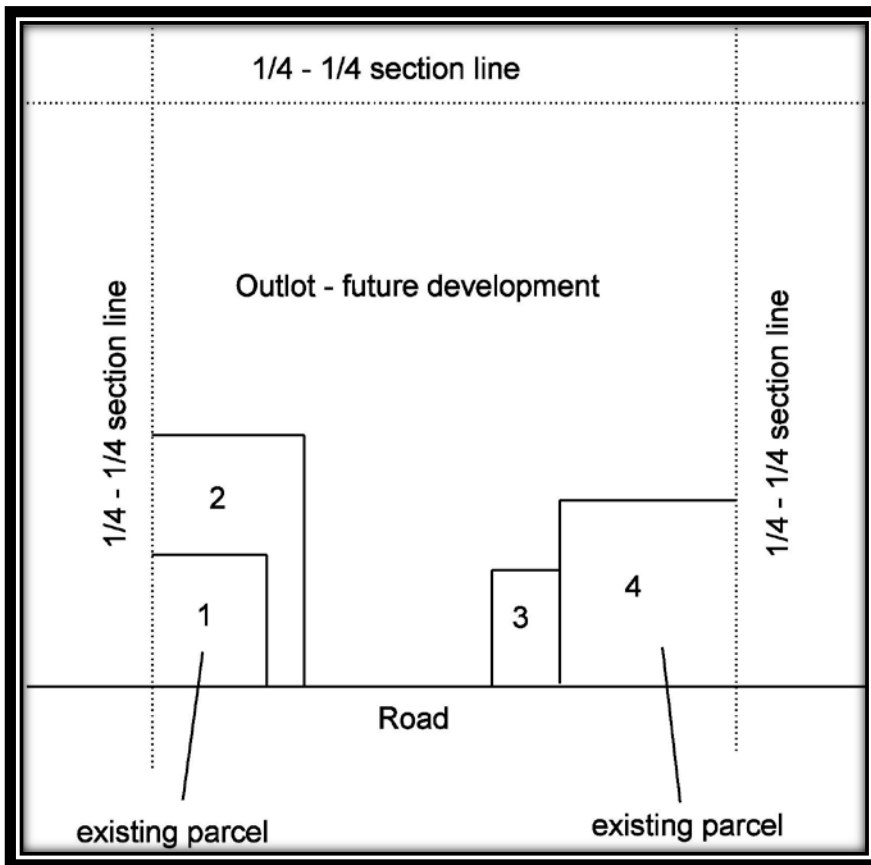
6. Attached Checklist and Subdivision Plat Notes

(time stamp)  
Official Use Only



## Minor Preliminary Plat

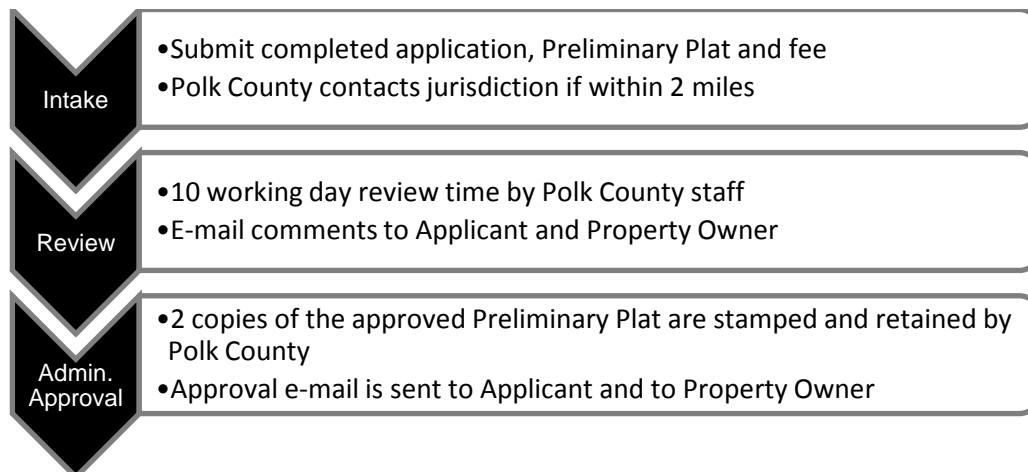
- ✓ No public streets are proposed
- ✓ Not more than 4 lots within a tract of record (1/4, 1/4 Section)
- ✓ No waivers requested



### Submittal Requirements:

- ✓ 3 copies of the Preliminary Plat + Electronic Copy
- ✓ Application Form
- ✓ Application Fee - \$268.00 + \$15 per lot, not including outlots

### Process:



## Minor Preliminary Plat Checklist

### Information Required

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

*Please add the following notes as applicable:*

- Mailboxes within the road right-of-way shall be of a breakaway design.
- The existing buildings noted to be removed shall be done so prior to final plat approval.
- Access to *[insert state highway name here]* must be approved by the Iowa Department of Transportation.
- Any subsurface drainage facilities that are disturbed must be restored or rerouted by the property owner.
- Services to all utilities located on the opposite side of the roadway must be bored under the roadway at the lot owner's expense.
- Maintenance of all drainage easements to be the responsibility of the property owner.
- Culverts to be used for crossing drainage easements must be designed by a licensed professional engineer.
- Post development runoff will not adversely affect downstream drainage facilities or property owners.
- Due to soil types, limitations, and disturbance, alternative septic systems may be required. Individual wastewater treatment systems shall be designed by an Engineer.
- Any access restriction may be revised or removed by the Polk County Public Works Department.
- Note utility service providers.

Polk County Public Works, Planning & Development Division  
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Phone: (515)286-3705  
Email: [PublicWorks@polkcountyiowa.gov](mailto:PublicWorks@polkcountyiowa.gov)

- Forms available online <http://www.polkcountyiowa.gov/PublicWorks/>