

Form 6: Application for Subdivision - Final Plat

City of Iowa City Planning & Zoning Commission, (319) 356-5230 ♦ www.ICgov.org/PCD

Return Completed Form To: City Clerk, City of Iowa City, 410 E. Washington St., Iowa City, IA 52240

Applicant Information

Applicant

Name

Address

..... ZIP

Phone

email

Contact Person (if other than Applicant)

Name

Address

..... ZIP

Phone

email

Property Owner (if other than Applicant)

Name

Address

..... ZIP

Phone

email

Property Information

Address (if no address list name of closest street)
.....

Name of Subdivision

Assessor's Parcel #

Property size..... Number of lots

Current property zoning

Final Plat Checklist

Please attach the following items. Additional materials may be required during the review process. Failure to submit complete application materials may result in delays in processing, so please use the following checklist to confirm that your application is complete.

1. 13 full-size copies and one 8.5"x11" copy of the final plat, which shall be drawn to the scale of 1"=50'; UNLESS the resultant drawing would be larger than 24"x36", then the plat shall be submitted at a scale of 1"=100'. Include a digital version of the final plat (compatible with the Johnson County GIS). The plat must show:
 - a. Location map of the property
 - b. Legal description of the property (if more than 25 words, deliver or email electronic version to PlanningZoning@iowa-city.org)

- c. Accurate property boundary lines, with dimensions and angles, which provide a land survey of the tract, closing with an error of not more than one foot in 10,000 feet
 - d. Accurate references to known permanent monuments, giving the bearing and distance from some corner of a lot or block in the City to some corner of the congressional division of which the City or the addition thereto is a part
 - e. Accurate locations of all existing and recorded streets intersecting the property boundaries of the tract
 - f. Street names
 - g. Complete curve notes for all street curves included in the plat
 - h. Street lines with accurate dimensions in feet and one-hundredths of feet with angles to street, alley, and lot lines
 - i. Lot numbers and dimensions. For lots where the lot width is different from the lot frontage, the lot width must be indicated on the plat.
 - j. Purpose and accurate dimensions for any outlots
 - k. Location, type, material, and size of all markers
 - l. Name and address of the owner, subdivider, owner's/subdivider's attorney, persons who prepared the plat, and the date of preparation
 - m. North point, scale and date
 - n. Certification of the accuracy of the plat by a registered land surveyor of the State
 - o. Location and width of easements for public and City utilities
 - p. Certification by the public utility companies that the location of public utility easements are properly placed for the installation of public utilities
 - q. A signature block for endorsement by the City Clerk certifying the City Council's approval of the plat
2. 3 sets of construction drawings
 3. 4 copies of legal papers including (as applicable):
 - a. Title opinion
 - b. Statement of County Treasurer
 - c. Consent to platting by Owner & Spouse
 - d. Subdivider's Agreement
 - e. Dedication documents
 - f. Easement agreements
 - g. Encumbrance bond certificate (varies...consult with City Attorney's Office)
 - h. Petition to pave abutting streets (varies...consult with City Attorney's Office)
 - i. Mortgage Holder's or Lienholder's Statement
 4. Storm sewer and storm water detention calculations
 5. Application fee

FOR STAFF USE:

Date submitted

Case #

\$..... fee paid on (date)

Application accepted by

Copy to Applicant Copy to PCD Original to City Clerk

2016 FEES FOR REVIEW OF APPLICATIONS

City of Iowa City
Planning & Zoning Commission
and
Board of Adjustment

<u>TYPE</u>	<u>FEE</u>
Subdivision	
Preliminary (Minor)	\$725
Preliminary (Major)	\$725 + \$20 per lot
Final	\$725
Combination: Preliminary/Final	\$795 + \$20 per lot
Planned Area Development (OPD)	
Preliminary	\$725 + \$20 per lot
Final administrative review Submit to Development Services – 2 nd Floor City Hall	\$265
Combination: OPD and Subdivision	
Preliminary	\$725 + \$20 per lot
Final	\$725
Combination: Preliminary/Final	\$795 + \$20 per lot
Rezoning	\$500
Comprehensive Plan Amendment	\$500
Voluntary Annexation	\$500
Street or Alley Vacation	\$200
Variance	\$425
Special Exception	\$425
Other BOA actions	\$425
Combination BOA actions	\$495

Submit completed form(s) and payment to City Clerk, 410 E Washington Street.

*These fees will be updated in February 2017 to reflect changes in the rate of inflation.

CITY OF IOWA CITY
Planning and Zoning Commission
2017 Application Deadline

APPLICATION DEADLINE

December 15
December 29

January 12
January 26

February 9
February 23

March 16
March 30

April 13
April 27

May 11
May 25

June 15
June 29

July 13
July 27

August 17
August 31

September 14
September 28

October 12
October 26

November 16
November 30

December 14
December 28

January 11, 2018
January 25, 2018

February 8, 2018
February 22, 2018

FORMAL MEETING

January 5 or January 19
January 19 or February 2

February 2 or February 16
February 16 or March 2

March 2 or March 16
March 16 or April 6

April 6 or April 20
April 20 or May 4

May 4 or May 18
May 18 or June 1

June 1 or June 15
June 15 or July 6

July 6 or July 20
July 20 or August 3

August 3 or August 17
August 17 or September 7

September 7 or September 21
September 21 or October 5

October 5 or October 19
October 19 or November 2

November 2 or November 16
November 16 or December 7

December 7 or December 21
December 21 or January 4, 2018

January 4 or January 18, 2018
January 18 or February 1, 2018

February 1 or February 15, 2018
February 15 or March 1, 2018

March 1 or March 15, 2018
March 15 or April 5, 2018

Submit Application by Noon to:
City Clerk's Office, City Hall, 410 E. Washington Street, Iowa City

Meeting time and location

Planning and Zoning formal meetings are scheduled for the first and third Thursday of every month at 7 p.m. in Emma Harvat Hall, City Hall, 410 East Washington Street. (If needed, Planning and Zoning informal meetings are held at 5:15 p.m. on the Monday preceding each formal meeting.) Attendees are advised to check the meeting agenda at www.icgov.org/p&z or contact the Department of Development Services at 319-356-5230 for any possible changes.

For more information contact Bob Miklo at 319-356-5240 or bob-miklo@iowa-city.org.