

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

CITY OF IOWA CITY
Planning and Zoning Commission
2020-2021 Application Deadline

APPLICATION DEADLINE

January 16, 2020
January 30, 2020

February 13, 2020
February 27, 2020

March 12, 2020
March 26, 2020

April 16, 2020
April 30, 2020

May 14, 2020
May 28, 2020

June 11, 2020
June 25, 2020

July 16, 2020
July 30, 2020

August 13, 2020
August 27, 2020

September 10, 2020
September 24, 2020

October 15, 2020
October 29, 2020

November 12, 2020
November 25, 2020

December 17, 2020
December 31, 2020

January 14, 2021
January 28, 2021

February 11, 2021
February 25, 2021

March 11, 2021
March 25, 2021

FORMAL MEETING

February 6 or February 20, 2020
February 20 or March 5, 2020

March 5 or March 19, 2020
March 19 or April 2, 2020

April 2 or April 16, 2020
April 16 or May 7, 2020

May 7 or May 21, 2020
May 21 or June 4, 2020

June 4 or June 18, 2020
June 18 or July 2, 2020

July 2 or July 16, 2020
July 16 or August 6, 2020

August 6 or August 20, 2020
August 20 or September 3, 2020

September 3 or September 17, 2020
September 17 or October 1, 2020

October 1 or October 15, 2020
October 15 or November 5, 2020

November 5 or November 19, 2020
November 19 or December 3, 2020

December 3 or December 17, 2020
December 17, 2020 or January 7,
2021

January 7 or January 21, 2021
January 21 or February 4, 2021

February 4 or February 18, 2021
February 18 or March 4, 2021

March 4 or March 18, 2021
March 18 or April 1, 2021

April 1 or April 15, 2021
April 15 or May 6, 2021

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 Anne Russett at 319-356-5251 or anne-russett@iowa-city.org.

2018 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)	\$775
Preliminary (Major)	\$775 + \$20 per lot
Final	\$775
Combination: Preliminary/Final	\$845 + \$20 per lot
Planned Area Development (OPD)	
Preliminary	\$775 + \$20 per lot
Final administrative review Submit to Development Services – 2 nd Floor City Hall	\$275
Combination: OPD and Subdivision	
Preliminary	\$775 + \$20 per lot
Final	\$775
Combination: Preliminary/Final	\$845 + \$20 per lot
Rezoning	\$535
Comprehensive Plan Amendment	\$535
Voluntary Annexation	\$535
Street or Alley Vacation	\$225
Variance	\$450
Special Exception	\$450
Other BOA actions	\$450
Combination BOA actions	\$525

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

*These fees will be updated in February 2019 to reflect changes in the rate of inflation.