

County Final Plat Application Guide

This application guide is for final plat applications located within unincorporated Johnson County, but within the two-mile Iowa City/Johnson County fringe area. Land within two miles of the Iowa City city limits is located in the Iowa City/Johnson County Fringe Area. Land in this area is located within unincorporated Johnson County, but subject to special land use regulations. Subdivisions in the two-mile fringe area are subject to review and approval by both the City of Iowa City City Council and the Johnson County Board of Supervisors. Final plat applications in the fringe area must be submitted simultaneously to both the City of Iowa City and Johnson County.

It is the goal of the Department of Neighborhood & Development Services to provide adequate public notification for development items. Following is a list of required items to include with your application. For your application to be considered complete, you must provide responses to all required information. Failure to provide this information may delay the hearing date for your application. If you have any comments, questions, or concerns, please contact our department at 319-356-5230.

Locations Tab

Add Location:

Add the location of where the proposed project will occur. You may search for the location by parcel number or project address using the address number and street name only. You can find parcel numbers using the Johnson County Property Information Viewer at <https://gis.johnson-county.com/piv/>. Newly created lots will be assigned an address shortly after subdivisions are recorded.

Type Tab

Description:

Please describe the subdivision request. (Example: general location, size, and number of lots).
Tip: Requests for final plats that contain minor changes do not require an amendment to the preliminary plat. Minor changes do not alter then layout and location of streets, lots, and outlots, change the proposed uses of the various lots and outlots, or other similar changes that would not substantively change to the character of the subdivision. Substantive changes will result in the need to file an amended preliminary plat.

Contacts Tab

Add Contacts:

Add required contacts, including the applicant, property owner, and contact person, or any other relevant persons. Make sure contact information is current for each contact. When entering a name, try not to create duplicate copies of the same contact by searching the existing list first.

More Info Tab

Number of Lots in Subdivision:

Please indicate the total number of lots in the subdivision, including all residential and non-residential lots.

Number of Residential Lots:

Please indicate the total number of residential lots in the subdivision.

Number of Non-Residential Lots:

Please indicate the total number of non-residential lots in the subdivision.

Number of Mixed Use Lots:

Mixed use lots are lots that are intended to feature a mixed use building. A mixed use building is a building that contains a mix of residential dwelling units and non-residential uses. Please indicate the number of lots that are intended to feature mixed use buildings.

Total Area of Residential Lots:

Please provide the total area of all residential lots combined. Area can be provided in acres or square feet.

Total Area of Non-Residential Lots:

Please provide the total area of all non-residential lots combined. Area can be provided in acres or square feet.

Total Area of Mixed Use Lots:

Please provide the total area of all mixed use lots combined. Area can be provided in acres or square feet.

Is the City permitted to enter the site?

During the review process, City staff and the Planning and Zoning Commission may visit the property. Please note here if the property owner wishes or does not wish to allow staff or Commission to enter onto the property.

Has a pre-application meeting been held?

A pre-application meeting and/or consultation with City Planning staff is strongly recommended to provide a full understanding of the process and related requirements, including ensuring that your application addresses all applicable criteria.

Has a concept plan been submitted?

If a concept plan has not yet been submitted or a preliminary plat recently approved, please contact Urban Planning staff prior to submitting a final plat application.

Did you hold a Good Neighbor Meeting?

Please indicate if you held a meeting with the community on the proposed application.

Attachments Tab

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.

Final Plat:

Please upload a pdf of the final plat, which must show:
- Location map of the property.

- Legal description. If the legal description is more than 25 words, please upload a separate Word document with the legal description in addition to including it on the plat.
- Accurate property boundary lines, which 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.
- Accurate reference 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.
- Accurate locations of all existing and recorded streets intersecting the property boundaries of the tract.
- Street names.
- Complete curve notes for all street curves included in the plat.
- Street lines with accurate dimensions in feet and one-hundredths of feet with angles to street, alley, and lot lines.
- 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.
- Purpose and accurate dimensions for any outlots.
- Location, type, material, and size of all markers.
- Name and address of the owner, subdivider, owner's/subdivider's attorney, persons who prepared the plat, and the date of preparation.
- North point, scale, and date.
- Certification of the accuracy of the plat by a registered land surveyor of the State.
- Location and width of easement for public and City utilities.
- Certification by the public utility companies that the location of public utility easements are properly placed for the installation of public utilities.
- Signature blocks for endorsement by the both City of Iowa City and Johnson County.

Subdivider's Agreement and Other Legal Papers:

Please consult with the City Attorney's Office on whether these documents are necessary. Attach a Word document version of the Legal Papers, as explained in 15-2-3-C of the City Code.

Construction Drawings:

Please consult with the City's Public Works Department on whether these documents are necessary. Please upload a pdf of a complete set of construction plans for all public improvements.

Storm Water Management Plan:

Please consult with the City's Public Works Department on whether these documents are necessary. Please upload a pdf of the final storm sewer and storm water detention calculations.

Grading Plan:

Please consult with the City's Public Works Department on whether these documents are necessary. Please upload a pdf of the grading plan. Please upload a pdf of plans and proposed methods for the prevention and control of soil erosion.

Johnson County Documents:

Please attach any additional documents, including your application to Johnson County, as required by the Johnson County platting process.

Review and Submit Tab

Make sure all the information is accurate and current. Staff will review the application for completion, after which they will contact you with the date your application will be considered by the Planning and Zoning Commission. Additional questions can be emailed to planningzoning@iowa-city.org or by phone at 319-356-5230.