



Combined Preliminary / Final Plat Application Guide

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.johnsoncountyiowa.gov/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 the 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 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.

Total Area of Residential Lots:



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

Number of Non-Residential Lots:

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

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.

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 Mixed Use Lots:

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

Regulated Sensitive Features:

The sensitive areas inventory map - phase I may be used as a tool to determine the locations of potential environmentally sensitive areas. However, it is the applicant's responsibility to investigate and fully delineate such potential sensitive areas in order to determine whether the sensitive area or feature is subject to the regulations the City Code. Please select any regulated sensitive that exist on the subject property from the display menu.

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.

Is this property in a Fringe Area?

Land within two miles of the Iowa City city limits is often located in the Iowa City/Johnson County Fringe Area. Land in this area is subject to special land use regulations that have been mutually agreed upon by the Johnson County Board of Supervisors and the Iowa City Council. Any property that is undergoing the annexation and rezoning process will be located in the Fringe Area until the annexation process has been completed. Please indicate whether the property on your application is located in the Fringe Area.

If the project site is located in Riverfront Crossings, which method will be used to satisfy the affordable housing requirements?

Any property that is rezoned into a Riverfront Crossings zoning designation must adhere to the City's affordable housing policy, outlined in section 14-2G-8 of the City Code. The affordable housing requirement may be satisfied through the provision of one or more of the following methods:

- a. On site owner occupied affordable housing;
- b. On site affordable rental housing;
- c. A fee in lieu contribution to an affordable housing fund;
- d. Off site affordable housing; and/or
- e. Contribution of land.

If applicable, please select the appropriate option from the display menu.

Has a concept plan been submitted?

Prior to submitting a combined preliminary/final plat application, the applicant must submit a concept plan for review by City staff. If a concept plan has not yet been submitted, please contact Urban Planning staff prior to submitting your application.

Did you hold a Good Neighbor Meeting?

Iowa City's Good Neighbor Policy was developed to create more opportunities for early and effective citizen participation in projects and to encourage applicant participation beyond current legal requirements for notification. Good Neighbor meetings are NOT required as part of the review process but are strongly encouraged in most instances. The Neighborhood Outreach Coordinator is available to assist by arranging meeting rooms, coordinating City staff attendance, providing sample meeting notices, notifying neighborhood association contacts, and providing other information and advice. Contact by phone at 319-356-5230 or by email at Marcia-Bollinger@iowa-city.org.

To participate in the program, the applicant must complete the following steps:

- Hold a Good Neighbor Meeting no less than 7 days prior to the scheduled Commission meeting to provide adequate time for input. Meeting facilities shall be as close to the subject property and neighbors as possible. A City staff representative must be in attendance, if necessary, to act as a resource and to respond to questions related to process, schedule, and zoning, etc.
- Send out a Good Neighbor meeting notice to all property owners within 300' of the subject property not less than 7 days prior to Good Neighbor meeting date. The notice must be approved by City staff prior to distribution.
- Complete a Summary Report for the Good Neighbor Meeting and submit prior to board review. A fill-in form of the Summary Report is available at www.icgov.org/goodneighbor.

If you followed these steps and held a Good Neighbor Meeting, please attach Summary Report to the attachments section of this application. Learn more about the program by contacting the Neighborhood Outreach Coordinator or by visiting icgov.org/goodneighbor.

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.

Preliminary/Final Plat:

Please upload a pdf of the preliminary/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.
- A signature block for endorsement by the City Clerk certifying the City Council's approval of the plat.

Subdivider's Agreement and Other Legal Paper:

Attach a Word document version of the Legal Papers, as explained in 15-2-3-C of the City Code. Legal papers include the following, as applicable:

- Title opinion
- Statement of County Treasurer
- Consent to platting by Owner and Spouse
- Subdivider's Agreement
- Dedication documents
- Easement agreements
- Encumbrance bond certificate (varies, consult with the City Attorney's Office)
- Petition to pave abutting streets (varies, consult with the City Attorney's Office)



- Mortgage Holder's or Lienholder's Statement

Construction Drawings:

Please upload a pdf of a complete set of construction plans for all public improvements.

Storm Water Management Plan:

Please upload a pdf of the final storm sewer and storm water detention calculations.

Grading Plan:

Please upload a pdf of the grading plan pursuant to the Grading Ordinance.

Other Attachments:

Please upload a pdf of plans and proposed methods for the prevention and control of soil erosion pursuant to the City requirements.

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.