

SUBDIVISION PLATTING PROCEDURES
PRELIMINARY PLAT

1. Discuss the proposed use with City Planning staff member(s).
2. The staff member will supply you with an application form that must be completed in duplicate and signed by the owner(s) or owner's attorney of the subject property. The staff member will assign a specific date the application must be returned to the City Office, which allows for ample time to comply with the requirements, by City Code for proper publication. The Preliminary Plat is required twenty one (21) days prior to a regular or called meeting of the Planning Commission.
3. A Preliminary Plat (non-refundable) fee is required to process a Preliminary Plat application as follows:

1 to 10 Lots (<i>Plus \$10.00 per lot</i>)	\$ 300.00
11 to 50 Lots (<i>Plus \$10.00 per lot</i>)	\$ 600.00
51 to 100+ (<i>Plus \$10.00 per lot</i>)	\$ 900.00
4. The subdivider shall submit to the Zoning Administrator three (3) full size copies and one (1) reproducible copy not more than eleven (11) inches x seventeen (17) inches of the preliminary plat and supplemental material specified with written application for conditional approval. If the subdivision contains more than ten (10) lots, then 30 full-sized copies must be submitted. Said complete submittal shall occur at least twenty-one (21) days prior to the regular meeting of the Planning Commission at which the request shall be heard. An electronic version of the map(s) is also required. **Applicants must meet requirements set forth in the Subdivision Regulation Ordinance of the City of Blair Comprehensive Plan and shall also contain the following series of items in Subsection 402.03 (see below).**
5. All persons which are the recorded title owners of land within three hundred (300) feet of any point along the perimeter of the land to be subdivided shall be notified in writing of the of the request for a preliminary plat. The letter of notification shall be mailed to recipients no later than ten (10) days prior to the Planning Commission's public hearing. Adjacent land owners shall have ten days from the date of notification to notify the City Administrator of any protests which they may have concerning the application. A certified list must be prepared, by the applicant, of the names and addresses of those persons who own property within a 300' radius of the subject property. This list may be obtained by contacting the County Surveyor's Office for the names of the property owners and then the County Assessor's Office for the addresses. This list **must** accompany the application or no action will be taken on your request.
6. The City will post a "Subdivision Action Pending" sign will be posted on the front yard of the property under consideration for subdivision at least ten (10) days prior to the public hearings of the Planning Commission and City Council.
7. You will be provided with a copy of the agenda for the Planning Commission meeting at which your request will be considered. It is recommended that the applicant or a representative attend the Planning Commission meeting and the City Council meeting to answer any questions. Without someone being there to speak on your behalf, your request may be deferred to the next meeting. The Planning Commission action is in the form of a recommendation to the City Council. The City Council will make the official decision.

I hereby certify that the persons listed below are the record title owners of the property within 300 feet of my property.

ARTICLE 4. PLAT REVIEW AND SUBMITTAL REQUIREMENTS

SECTION 401 PRE-APPLICATION PROCEDURE

401.01 **PRE-APPLICATION CONFERENCE:** Before filing a preliminary plat the subdivider shall consult with the Planning Commission and/or its staff for advice regarding general requirements affecting the proposed development. A sketch of the proposed subdivision drawn on the topographic survey map shall be submitted. The subdivider shall also submit a location map showing the relationship of the proposed subdivision to existing or platted streets and arterials and existing community facilities.

401.02 **NOTIFICATION OF REQUIREMENTS:** The Planning Commission and/or its staff shall inform the subdivider of the requirements pertaining to the proposed subdivision as such requirements are established by these Regulations.

401.03 **WAIVER OF FEES:** The Pre-application procedure does not require formal application, fee, or filing of plat with the Planning Commission.

SECTION 402 PROCEDURE FOR CONDITIONAL APPROVAL OF PRELIMINARY PLAT

402.01 **PLAT SUBMISSION REQUIREMENTS:** The subdivider shall submit to the Zoning Administrator three (3) full size copies and one (1) reproducible copy not more than eleven (11) inches x seventeen (17) inches of the preliminary plat and supplemental material specified with written application for conditional approval. If the subdivision contains more than ten (10) lots, then 30 full-sized copies must be submitted. An electronic version of the maps must also be submitted. Said complete submittal shall occur at least twenty-one (21) days prior to the regular meeting of the Planning Commission at which the request shall be heard.

SECTION 402.02 **FEES:** A nonrefundable plat review fee shall accompany the application for conditional approval. Said fee shall be set and determined from time to time as deemed necessary by the Mayor and City Council by resolution, and shall be appended to the Municipal Code as part of any appendix for permit, license, and application fees.

MAP REQUIREMENTS:

SECTION 402.03 **SCALE AND PRELIMINARY PLAT CONCERNS:** Preliminary plats shall be a scale of one (1) to one hundred (100) feet or 1" = 200' if seventy-five percent (75%) of the lots are one acre or larger, and shall be prepared with the following information:

- (1) Name, location map, acreage, owner and designer of the subdivision.
- (2) Present zoning.
- (3) Date, north point, and graphic scale.
- (4) Location of property lines, roads, existing utilities with size of lines, and other underground installations and easements.

- (5) Names of adjoining properties or subdivisions.
- (6) Proposed utility system, water system, and sewer system (type, capacity and the location of major transmission lines and treatment plants). Developer must describe the type of sewer system and water system proposed. If developer proposes to use a non-central sewer waste system, then the proposed sewer system shall comply with title 124 of Chapter 4 of the Nebraska Department of Environmental Quality Rules and Regulations.
- (7) Names of new streets.
- (8) Dimensions of existing and proposed lot lines
- (9) Location of existing and proposed culverts, retention ponds, and other drainage provisions. That Section 606 be amended to read as follows: The City will direct OPPD to design and install street lighting once all paving has been completed on subdivisions in the City limits. Installation of street lighting in subdivisions outside City limits will be the responsibility of the subdivider if required by the Planning Commission and City Council.
- (10) Existing and proposed contours at intervals of two (2) feet or five (5) feet intervals at 1" = 200" Scale, as established by field topography survey analysis; provided however, field topography survey is required only on subdivisions which include lots of less than thirty thousand square feet; provided further, that for good cause shown, the field topography survey may be waived by the Planning Commission in the preliminary plat process. If more than one acre of soil is to be disturbed according to the preliminary plat grading plan, the developer must obtain a NPDES permit or a written waiver from the Nebraska Department of Environmental Quality before submitting a final plat application. The Governing Body or staff may require a drainage plan be submitted along with a preliminary plat application.
- (11) Proposed improvements and grading concepts.
- (12) Location of existing buildings.
- (13) Location of existing trees with trunks at least six (6) inches in diameter, measured two (2) feet above the ground level. Clumps of numerous trees may be identified as a tree group without precisely locating each tree. Notwithstanding the above, for good cause shown, the requirement of this subsection may be waived by the Planning Commission during the preliminary plat process.
- (14) Proposed easements, dedications, and reservations of land required shall be provided.
- (15) Square footage of each lot.
- (16) All front, rear and side yard setback requirements and any adjustments thereto (See Section 1110 and 1110.5 of the City of Blair Zoning Regulations).

402.04 NOTIFICATION OF IMPROVEMENTS SCHEDULE: The subdivider shall indicate by a letter when improvements as required will be provided. Any proposed

restrictive covenants for the land involved shall accompany the letter.

- 402.05 NOTIFICATION OF THE COUNTY PLANNING COMMISSION AND COUNTY HIGHWAY SUPERINTENDENT: The City shall notify the Washington County Planning Commission and County Highway Superintendent at least ten (10) days prior to the Blair Planning Commission meeting at which the preliminary plat is to be considered for approval, and provide them with all available materials on the proposed plat, when such proposed plat lies partially or totally within the extraterritorial subdivision jurisdiction being exercised by the City of Blair. The commission and highway superintendent shall be given Thirty (30) days to officially comment on the appropriateness of the design and improvements proposed in the plat. The review period shall run concurrently with subdivision review activities of the City of Blair after the County Planning Commission and Highway Superintendent receives all available material for a proposed subdivision plat.
- 402.06 NOTIFICATION OF SCHOOL BOARD: At least ten (10) days prior to the Planning Commission meeting at which the preliminary plat is to be considered for approval, the Planning Commission shall submit a copy of the proposal to the school board of each school district which the proposed development affects, and shall notify the school board of the meeting date. Copies of the plat may be submitted to any other agency which may be affected.
- 402.065 NOTIFICATION OF WASHINGTON COUNTY SURVEYOR: At least ten (10) days prior to the Planning Commission meeting at which the preliminary plat is to be considered for approval, the Planning Commission shall submit a copy of the proposal to the Washington County Surveyor and shall notify said Surveyor of the meeting date.
- 402.07 NOTIFICATION OF FIRE DEPARTMENT: At least ten (10) days prior to the Planning Commission meeting at which the preliminary plat is to be considered for approval, the Planning Commission shall submit a copy of the proposal to the Blair Volunteer Fire Department.
- 402.08 NOTIFICATION OF ADJACENT LAND OWNERS: All persons which are the recorded title owners of land within three hundred (300) feet of any point along the perimeter of the land to be subdivided shall be notified in writing of the pending subdivision. The letter of notification shall be mailed to recipients no later than ten (10) days prior to the Planning Commission's public hearing. Adjacent land owners shall have ten days from the date of notification to notify the City Administrator of any protests which they may have concerning the application. A "Subdivision Action Pending" sign will be posted on the front yard of the property under consideration for subdivision at least ten (10) days prior to the public hearings of the Planning Commission and City Council.
- 402.09 PLANNING COMMISSION APPROVAL/REJECTION: After review of the preliminary plat and negotiations with the subdivider, the Planning Commission shall reject or conditionally approve the preliminary plat within forty (40) days after the official meeting at which the plat was considered. The Planning Commission will consider the Preliminary Plat at a public hearing, of which a ten (10) day notice will be given in a newspaper of general circulation in Blair, Nebraska. After recommendation of Planning Commission, recommendation should be forwarded to the City Council for consideration.

- 402.10 RECORDING OF ACTION BY PLANNING COMMISSION: The action of the Planning Commission shall be noted on three (3) copies of the Preliminary Plat, referenced and attached to any conditions determined. One copy shall be returned to the subdivider, one copy relayed to the City Council, and one copy retained by the Planning Commission.
- 402.11 APPROVAL IS CONDITIONAL: Approval of a preliminary plat shall not constitute approval of the final plat. Rather, it shall be deemed an expression of approval or conditional approval of the submitted plat as a guide for the preparation of the final plat, which will be subject to further consideration by the Planning Commission and City Council. Any conditional approval of the preliminary plat shall be effective for a period of one (1) year unless an extension is granted by the Planning Commission.