

THE CITY OF PELLA

Planning & Zoning Department | 825 Broadway Street | Pella, IA
Phone: (641) 628-0043 | Monday – Friday | 7:30am to 4:30pm

Plat of Survey Application Information

When can a Plat of Survey (PS) be submitted?

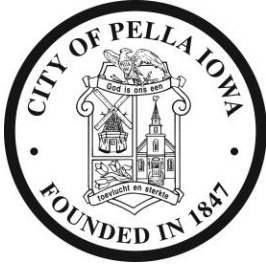
An administrative plat of survey shall be allowed given that the parcel(s) in question have not been divided or split after 1976 (adoption of the city's Subdivision Ordinance) AND one of the criteria below:

1. The division of a lot, tract, or parcel of land into two (2) or less lots, tracts, or parcels that:
 - a. Are sufficient in size and dimension to meet the regulations of the zoning district
 - b. The purpose of the split is to enlarge an adjoining lot, tract, or parcel of land
 - c. The transfer does not reduce the lot, tract, or parcel of land, from which it is taken, below the minimum requirements to meet the regulations of the zoning district
 - d. Only one (1) division of a lot, tract, or parcel shall be allowed under this provision
2. Where all the following elements apply:
 - a. All the lots created are at least one and one-half (1 ½) acres in size
 - b. No more than two (2) lots are created because of the division
 - c. All created lots have the required minimum frontage on exiting public right-of-way
 - d. No public improvements are required
 - e. The resulting lots meet all zoning ordinance requirements
3. All the land is used for agricultural purposes only and is at least one and one-half (1 ½) acres in size, which includes no land set apart for new streets, alleys, parks, open space, etc.
4. The division of an existing subdivision lot, also known as a resubdivision.

Submittal Checklist

*All documents should be provided in 8.5" x 11" or 8.5" x 14" or please fold to appropriate size if larger. Also, please provide electronic copies and other pertinent information to support your request.

- Pre-Application Meeting with City Staff (Staff initial here if waived: _____)
- Completed Plat of Survey Application – Incomplete applications are not accepted.
- Drawn Sketch Survey – The existing lot configuration.
- Plat of Survey (2 copies) – The proposed lot configuration by licensed Land Surveyor.
- Non-Refundable Application Fee of \$25.00 – checks payable to "City of Pella" (171.23)



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Plat of Survey Application

I. Project Information

Site Address:	Parcel ID:
Zoning District:	Land Use(s):

II. Contact Information

Applicant/Representative:	
Mailing Address:	
Phone:	Email:
Engineer/Surveyor:	
Mailing Address:	
Phone:	Email:
Property Owner:	Phone:

III. Project Summary and Justification for Request

IV. Acknowledgements

I certify that ___ I am the legal owner on record, or ___ I have secured the property owner's permission for this application, and that the above information is correct and complete to the best of my knowledge.

Printed Name and Signature of Applicant

Date

Printed Name and Signature of Property Owner

Date

Plat of Survey – Staff Checklist

TO BE COMPLETED BY CITY OF PELLA STAFF

CASE NO: _____ Date: _____ Reviewer: _____

Whenever an applicant wishes to submit a plat of survey within the platting jurisdiction of the City, said applicant shall meet the following requirements

X	REQUIREMENTS PER CITY CODE CHAPTER 170
	Pre-Application Meeting with staff to review and discuss project.
	Identified Subarea designation (i.e. Subarea A, B, or C).
	Drawn at a scale of one inch to sixty feet (1" = 60') or larger.
	The name and address of the owner and the name, address and profession of the person preparing the plat.
	The date, scale and north point, and a key map showing the general location of the proposed plat of survey in relation to surrounding area.
	The legal description of the area being platted.
	The boundary line (accurate in scale), the dimensions and location of the property to be platted and the location of section lines.
	The names and location of adjacent subdivisions or other plats of survey.
	The names of record owners and location and names of owners of adjoining parcels of unplatted land.
	Zoning classification of the parcel(s).
	The proposed use for the are being platted.
	The layout of all existing and proposed building lines and easements.
	An index legend and blank rectangular space three and three-fourth (3 ¾) inches in width and two and one-half (2 ½) inches in height reserved and delineated for the country recorder’s use unless the document is attached to a cover sheet approved by the governing board of the county (Senate File 2276).
	Include stamp on survey stating “APPROVED PER PELLA CITY CODE CHAPTER 170. THIS PLAT OF SURVEY IS APPROVED BY THE PELLA PLANNING AND ZONING DEPARTMENT ON THE __ DAY OF _____, _____. PELLA ZONING ADMINISTRATOR.”
	Include stamp for Marion County Zoning Administrator signature (if applicable) stating “MARION COUNTY APPROVED: THIS DAY OF _____ A BUILDABLE LOT LAND DIVISION. _____” <i>Zoning Administrator signature area.</i>

Staff Comments: