



Pella Planning & Zoning Department

SUBDIVISION PLAT APPLICATION

Document last updated January 1, 2020

SUBMIT FORM TO:

City of Pella
Planning and Zoning Department
825 Broadway Street
Pella, IA 50219

Whenever someone wishes to subdivide a parcel of land located within the platting jurisdiction of the City, a pre-application conference is required. The pre-application conference shall be considered as an informational conference between City staff and the Subdivider to discuss the Sketch Plan pursuant to Section 170.05 and shall not be for the purpose of taking any official action. The time and place of the pre-application conference shall be set by the Zoning Administrator and the Subdivider within seven (7) days of the request by the Subdivider. To schedule a preapplication meeting, contact the Zoning Administrator at (641) 628-0043 EXT. 2. The Planning and Zoning Commission and City Council consider subdivision plat applications based on the criteria established in [Pella City Code Chapter 170](#) and in conformance with applicable provisions of the Zoning Ordinance and Comprehensive Plan. Incomplete applications will not be accepted or reviewed by staff.

APPLICANT INFORMATION

Name:

Address:

Phone:

Email:

PROPERTY OWNER INFORMATION

Name:

Address:

Phone:

Email:

SECTION 1. SUBJECT PROPERTY INFORMATION

Site Address:

Parcel ID:

Number of Existing Lots:

Number of Proposed Lots:

Zoning District:

Proposed Land Use(s):

Project Summary:

SECTION 2. PROJECT TYPE (Check one item. See additional requirements below.)

- A) Preliminary Plat – illustrating public improvements compliant with the City’s design standards.
- B) Final Plat – less detailed than a preliminary plat used for officially recording a subdivision plan.
- C) Plat of Survey – a subdivision creating no more than one new lot in compliance with Chapter 170.03.54.

SECTION 3. REQUIRED APPLICATION DOCUMENTS

Applications will not be considered or accepted by staff unless the following items are completed and included:

- Pre-Application meeting with city staff – Date of Meeting: _____
- Application and Fee – completed application and fee (Preliminary/Final: \$250.00 each; Plat of Survey: \$25.00).
- Subdivision Plat – completed by certified engineer/land surveyor (two hard copies Arch D size, one PDF copy).
- Plat Data Files – ArcGIS shapefile data (Spatial Reference: NAD 1983 StatePlane Iowa South FIPS 1402 Feet).
- Subdivision Checklist – verify compliance with the City’s subdivision regulations under Chapter 170.
- Legal Documents – required for Final Plats; must be submitted in accordance with Chapter 170.08.3.

SECTION 4. CODE REQUIREMENTS

The following information is required to be shown on all subdivision plat drawings as set forth in Chapter 170 of the Pella Subdivision code. Two hard copies (sized 24" x 36") and one PDF electronic copy are required upon submittal.

[Chapter 170.06.3 – Information Required on Preliminary Plats.](#) Each subdivider of land shall confer with the City Staff as set forth in Section 170.04 to become thoroughly familiar with the Comprehensive Development Plan, the Design Standards and Standard Specifications, and with the other municipal regulations affecting the areas in which the proposed subdivision lies.

[Chapter 170.07 – Construction Plans.](#) Pursuant to Professional Engineers and Land Surveyors (currently 542B) of the Code of Iowa, construction plans for all public improvements must be signed and sealed by an Iowa licensed engineer (herein referred to as the subdivider's engineer). The construction plans shall contain the information required pursuant to the Urban Design Standards Manual Chapter 1, Section 4 or the latest edition of the City-approved standards for design of public improvements, and as defined in this chapter. Subdivisions with no public improvements are not required to submit construction plans to the City.

[Chapter 170.08.5 – Information Required on Final Plats.](#) The submitted final plat shall be prepared from an accurate survey by a licensed land surveyor. Two copies of the plat shall be drawn in ink on mylar and shall be a minimum of eighteen inches by twenty-four inches (18" x 24") in size. An electronic copy of the plat shall also be required. If necessary, the final plat may be on more than one mylar sheet. Each sheet shall display both the number of the sheet and the total number of sheets included in the plat. Match lines indicating where the other sheets adjoin and an index sketch of sheets shall be indicated on the sheets.

[Chapter 170.09 – Information Required on Plats of Survey.](#) Whenever an Applicant wishes to make a plat of survey within the platting jurisdiction of the City, said Applicant shall meet the requirements below. Any plat of survey not containing all information specified above shall not be considered by the Zoning Administrator or his or her designee.

[Chapter 170.11 – Minimum Standards of Design.](#) No subdivision plat shall be approved by either the Commission or by the City Council unless it can be demonstrated that it meets or exceeds the design standards and standard specifications.

[Chapter 170.12 – Public Improvements and Bonds.](#) In lieu of making and installing the required public improvements and before the plat is accepted by the City Council, the Subdivider shall post a performance bond. The performance bond is subject to the approval of the City Attorney and Finance Director and will insure to the City that all the improvements will be completed by the Subdivider within one year after City Council acceptance of the plat.

[Chapter 170.13 – Required Improvements.](#) Before the final plat of any area shall be accepted by the City Council and recorded, the Subdivider shall make and install the required public improvements described in Section 170.13.

SECTION 5. ACKNOWLEDGEMENTS

I certify that ___ I am the legal owner on record, or ___ I have secured the property owner's permission, to submit 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