

**CITY OF CARROLL
MINOR SUBDIVISION APPLICATION**

Application, fees and additional items due at the City Clerk's office at least 20 days prior to the Planning and Zoning Commission meeting in which it will be presented.

APPLICATION AND JURISDICTION

As defined in Section 6-6.0104: Every owner or his agent of any tract or parcel of land lying within the City or within two (2) miles of the corporate limits of the City who has subdivided or shall hereafter subdivide the same into two (2) or more parts for the purpose of laying out an addition, building lot or lots, or acreage lots shall cause plats of such area to be made in the form, and containing the information as hereafter set forth, before selling any lots therein contained or placing the plat on record.

DEFINITION

As defined in Section 6-6.0201, Subsection 18A: Minor Subdivision is a subdivision of land which meets the following criteria:

1. All new lots shall front on and have direct access from an existing public street.
2. No new public or private street shall be created or sought to be dedicated or contemplated to project through the proposed Subdivision.
3. No new lot shall conflict with any provisions or portion of the City Zoning Ordinance or this Ordinance.
4. The quarter quarter section in which the proposed Minor Subdivision is to be located has not been divided previously into three or more tracts or lots, nor have more than two Plats of Survey of individual lots been located within that quarter quarter section.
5. No more than three (3) lots are created by the proposed Minor Subdivision, not including the lot created by the remaining tract, but including any lots or tracts previously platted within the quarter quarter section.
6. No municipal utility facility shall be created.
7. The proposed Minor Subdivision is within the 2-mile area surrounding Carroll's city limits and within the jurisdiction of the City under Iowa Code Sections 354.9 and 414.23.

APPLICANT: _____

ADDRESS: _____

PROPOSED NAME OF SUBDIVISION: _____

LEGAL DESCRIPTION OF PROPERTY TO BE SUBDIVIDED: _____

Included in application:

- Procedure for Approval of Minor Subdivision.....Page 2
- Application for Final Minor Subdivision ApprovalPage 3
- Contents of the Final Minor Subdivision Plat.....Page 4

PROCEDURE FOR APPROVAL OF MINOR SUBDIVISION

As outlined in Section 6-6.0320, the procedure for approval of a Minor Subdivision shall consist of filing with the Clerk:

1. Final Plat of Survey of the Minor Subdivision.
2. Application for Plat Approval with the proposed Final Plat of the Minor Subdivision.
3. A recent aerial photo showing the quarter quarter section where the proposed Minor Subdivision is to be located.
4. Certificate of the City Public Works Director certifying that the proposed Minor Subdivision will not create an undue burden on present or future City infrastructure.
5. Certificate of the Zoning Administrator that the proposed Minor Subdivision would not violate either the City Comprehensive Plan or the current Zoning Code.
6. Check from the Applicant in the amount of \$100.00.

APPLICATION FOR FINAL MINOR SUBDIVISION PLAT APPROVAL

As outlined in Section 6-6.0321, the application shall contain the following information and documentation:

1. The names, addresses and telephone numbers of the owners of the land and the developer, if other than the owners.
2. The names, addresses and telephone numbers of all professional consultants advising the developer with respect to the Minor Subdivision.
3. The approved name of the Minor Subdivision.
4. A copy of any protective covenants or deed restrictions affecting the Minor Subdivision.
5. A certificate to be signed by the County Treasurer, as required by Section 354.11 (6), Code of Iowa, as amended, that the land is free from certified taxes and assessments or that suitable bond has been posted for assessments.
6. A certificate to be signed by the County Auditor, as required by Section 354.11 (5), Code of Iowa, as amended, approving the name or title of the subdivision plat.
7. Such other and further information as the Commission may deem necessary or appropriate to a full and proper consideration and disposition of the particular application.
8. A statement by the person preparing the application attesting to the truth and correctness of all information and documentation presented with the application, and a statement by the proprietors and their spouses, if any, that the plat is prepared with their free consent and in accordance with their desire, signed and acknowledged before an officer authorized to take the acknowledgment of deeds.
9. A statement from the mortgage holders or lien holders, if any, that the plat is prepared with their free consent and in accordance with their desire, signed and acknowledged before an officer authorized to take the acknowledgement of deeds. An affidavit and bond as provided for in Section 354.12 may be recorded in lieu of the consent of the mortgage or lien holder. When a mortgage or lien holder consents to the subdivision, a release of mortgage or lien shall be recorded for any areas conveyed to the governing body or dedicated to the public.
10. An opinion by an attorney-at-law who has examined the abstract of title to the land being platted. The opinion shall state the names of the proprietors and holders of mortgages, liens or other encumbrances on the land being platted and shall note the encumbrances, along with any bonds securing the encumbrances. Utility easements shall not be construed to be encumbrances for the purpose of this section.
11. A certified resolution by the City Council as required by Section 354.8, Iowa Code, either approving the Subdivision or waiving the right to review.

CONTENTS OF THE FINAL MINOR SUBDIVISION PLAT

As outlined in Section 6-6.0322, the final plat shall be prepared by a licensed land surveyor at a convenient scale of not less than one (1) inch equals one hundred (100) feet. The final plat shall show the following:

1. The approved name of the Minor Subdivision, which shall include the words "Minor Subdivision."
2. The date of the document, approximate true north arrow and the scale of the plat. The scale shall be clearly stated and graphically illustrated by a bar scale on each plat sheet.
3. The names and addresses of the owner of the land, the developer, if other than the owner, and the engineering firm or surveying firm that prepared the final plat.
4. The location by section, township, range, county and state and including descriptive boundaries of the Subdivision, based on accurate traverse, giving annular and linear dimensions which must mathematically close.
5. The exact location and layout of lots, public or private streets already existing with accurate dimensions in feet and decimals of feet, interior angles, length and radii, arcs and intermediate tangents of all curves, and with all other information necessary to reproduce the plat on the ground.