

Agricultural Subdivision Process

May take up to one month, Board of Supervisors Action Required for Approval

1.

Submittal*

Application, fee, subdivision plat, and attachments required in Code of Iowa 354.11 are submitted to the Planning and Development Department (P&D)

Attorney prepares attachments

Licensed surveyor prepares plat

***If a property lies within two (2) miles of a city, per Iowa Code 354.9, the city shall either waive review of the subdivision plat or apply their subdivision standards prior to the County taking action.**

2.

Review

County Staff review complete submittals for conformance with Agricultural Subdivision Requirements (County Code Chapter 87.06), General Site Planning Standards (County Code Chapter 88), and other requirements

Revisions to the plat and multiple rounds of review comment are typical

3.

Notice

P&D staff send notice one week prior to Board of Supervisors meeting once a submittal is in final draft (including plat and all required attachments)

Property owners within ¼ mile, cities, school districts, & utilities are notified

Applicant encouraged to contact neighbors prior to notice

4.

Board of Supervisors Meeting

P&D staff prepare resolution, staff report with recommendation, and place subdivision on Board of Supervisors Agenda for discussion, consideration, and action

P&D staff present plat at meeting

Applicant and public may address the Board after staff presentation

5.

Record

If the subdivision is approved by the Board of Supervisors, the signed Resolution from the Board of Supervisors is delivered to the Planning and Zoning Department offices, where it is held until the document is ready to be recorded

It is the responsibility of the applicant maintain all originals and to record all documents