

Minor Subdivision Process

May take up to two months, Board of Supervisors Action Required for Final 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 Minor Subdivision Requirements (County Code Chapter 87.08), General Site Planning Standards (County Code Chapter 88), and other requirements

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

3.

Notice

P&D staff send notice one week prior to Planning and Zoning Commission meeting once a submittal is in final draft (including plat and all required attachments). Notices are also sent one week prior to Board of Supervisors meeting

Property owners within ¼ mile and cities are notified

Applicant encouraged to contact neighbors prior to notice

4.

Planning and Zoning Commission

P&D staff prepare staff report and recommendation and place subdivision on Planning and Zoning Commission Agenda for discussion, consideration, and recommendation to Board of Supervisors

PZC may recommend approval or denial or table the item.

Applicant and public may address the commission after staff presentation

5.

Board of Supervisors Meeting

P&D staff prepare resolution, staff report with the PZC's 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

6.

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 Development Department, where it is held until the document is ready to be recorded

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