

Major Subdivision Process

Board of Supervisors Action Required for Approval of Preliminary Plat. Preliminary Plat approval may take up to two months, Final Plat submitted within one-year of Preliminary Plat's approval.

1.

Submittal*

Application, fee, preliminary 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 Major Subdivision Requirements (County Code Chapter 87.09), 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 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 a staff presentation

5.

Board of Supervisors Meeting

P&D staff prepare resolution, staff report with the PZC's recommendation, and place preliminary subdivision plat on Board of Supervisors Agenda for discussion, consideration, and action.

Preliminary plat valid for 1 year—final plat submitted one year from preliminary

Financial security/development agreement required if plat improvements incomplete

6.

Final Plat Approval 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