



Zoning Division

Residential Parcel Split Application

<p>Owner Information:</p> <p>Owner _____</p> <p>Address _____</p> <p>Phone _____</p> <p>Email _____</p>	<p>Applicant Information:</p> <p>Applicant _____</p> <p>Address _____</p> <p>Phone _____</p> <p>Email _____</p>
<p>Surveying Co: _____ E-Mail _____</p> <p>Engineer: _____ Phone _____</p>	
<p>Property Information:</p> <p>Property Address or Address Range (block)</p>	
<p>Brief legal(s) (Sec./Twp./Range)</p>	
<p>GPN(s)</p>	
<p>Rural Land Use Map Designation</p>	
<p>Current Zoning _____ Total Acres _____</p>	
<p>NOTE TO APPLICANT: If the proposed subdivision lies within two miles of any city, you should first check with that city to determine if it exercises review and approval authority over the parcel division. If it does, the review and approval process must be coordinated between the county and the city.</p>	
<p>Submittal Requirements: Application, Fee, Final Plat and Major Site Plan Drawings</p>	
<p>The undersigned is/are the owner(s) of the described property on this application, located in the unincorporated area of Linn County, Iowa, assuring that the information provided herein is true and correct. I hereby give my consent for the office of Linn County Planning and Development to conduct a site visit and photograph the subject property.</p> <p>This development is subject to and shall be required, as a condition of final development approval, to comply with all Unified Development Code policies, requirements, and standards that are in effect at the time of final development approval.</p>	
<p>Owner _____ Applicant _____</p> <p>Date _____ Date _____</p>	
<p>Case # _____</p> <p>Receipt# _____</p>	<p>Date Received</p>

Final Plat Drawing Requirements

To be considered by the Board of Supervisors, a final plat clearly marked "Final Plat" shall meet all of the following requirements:

- i.** Drawn at a scale of one inch equals one hundred feet (1" = 100').
- ii.** Sheet size shall be no greater than eighteen inches by twenty-four inches (18" x 24") nor smaller than eleven inches by seventeen inches (11" x 17"). If more than one sheet is used, each sheet shall clearly show the sheet number, the total number of sheets included in the plat, and match lines indicating where other sheets adjoin.
- iii.** Name of the subdivision; north arrow; scale of the plat; name of the owner and subdivider; date, name, address, and seal of the land surveyor; legal description of property, including location of boundary lines in relation to section and quarter-section; and a statement of total acreage encompassed by the plat computed to the nearest one-tenth (0.1) of an acre.
- iv.** The right-of-way lines of all public or private streets and alleys with the right-of-way width and names shown.
- v.** All lots lines with dimensions, area of lots in acres, lots and blocks numbered in accord with a uniform system.
- vi.** Easements for any right-of-way provided for public use, frontage road, drainage, services or utilities showing dimensions and purpose. A strip of land shall not be reserved by the subdivider unless the land is of sufficient size and shape to be of some practical use or service as determined by the County.
- vii.** All dimensions, linear and angular, necessary for locating the lines of lots, tracts, or parcels of land, streets, alleys, easements, and the boundaries of the subdivision. The linear dimensions are to be expressed in feet and decimals of feet to the nearest hundredth. The plat shall show all curve data necessary to reconstruct on the ground all curvilinear boundaries and lines and radii of all rounded corners. Curve data for streets of uniform width may be shown only with reference to the center line, and lots fronting on such curves may show only the chord bearing and distance of such portion of the curve as is included in their boundary. In all other cases, the curve data must be shown for the line affected.
- viii.** The course of every boundary line shown on the plat shall be indicated by a direct bearing reference or by an angle between the boundary line and an intersecting line having a shown bearing, except when the boundary line has an irregular or constantly changing course, as along a body of water, or when a description of the boundary line is better achieved by measurements shown at points or intervals along a meander line having a shown course. All bearings and angles shown shall be given to at least one nearest minute of arc.
- ix.** The minimum unadjusted acceptable error of closure for all subdivision boundaries shall be 1:10,000 and shall be 1:5,000 for any individual lot.
- x.** The description, location, and elevation of all existing bench marks.
- xi.** The description and location of all permanent monuments to be of record as required by Chapter 355, Code of Iowa.
- xii.** Names of adjacent plats with location of adjoining streets shown by dashed lines.
- xiii.** The plat shall contain a statement by a licensed land surveyor that the plat was prepared by the surveyor or under the surveyor's direct personal supervision and shall be signed and dated by the surveyor and bear the surveyor's Iowa registration number or seal.
- xiv.** A vicinity map as showing location of plat in relationship to surrounding property and road or street systems shall be attached to each of the unbound copies of the final plat.

Required Information on a Major Site Plan:

Six (6) copies of the site plan are required, which are drawn to a scale of not less than 1" = 50' unless otherwise approved by the Zoning Administrator. The scale must be marked on the overall site plan. The site plan must be prepared by an engineer, landscape architect, architect, or other similar licensed professional. A *complete list of major site plan requirements can be found in Article IV, Section 107.71(3) of the Unified Development Code.*

All existing site conditions shall be shown, including:

- ☒☒ Watercourse, floodways, floodplains, and wetlands
- ☒☒ Any unique natural features
- ☒☒ Proposed parking spaces (number, dimension and class including handicapped) and drives with a notation of the number of spaces required and the number provided.
- ☒☒ All utility easements
- ☒☒ Radius of curvature of ingress and egress drives.
- ☒☒ Circulation patterns of traffic.
- ☒☒ Access to all public or private streets
- ☒☒ Property lines, dimensions, existing and proposed right-of-way lines, building setback lines.
- ☒☒ Location and dimensions of existing and proposed structures. Each structure must be labeled (e.g. proposed warehouse), and its use must be labeled as well (e.g. storage of contractor's equipment). Each structure must delineate its square footage and dimensions to existing and/or proposed lot lines. Structures include:
 - wells
 - fences
 - septic tank and septic field locations
 - retaining walls
 - utility poles
 - trees/bushes
 - walkway
 - streets
- ☒☒ Proposed contour lines at intervals of five (5) feet
- ☒☒ Location and size (both freestanding and attached) of signs and illumination technique
- ☒☒ Location, intensity, height, spacing, efficiency, and shielding of all exterior lighting
- ☒☒ Locations of outside refuse collection areas, and the type of screen to be provided. Refuse containers must be enclosed from the public view.

The following information shall also be noted on the site plan:

- ☒☒ Location map showing relationship to surrounding roads, streams, and public facilities
- ☒☒ North arrow and scale of drawings
- ☒☒ Address and legal description of parcel or lot
- ☒☒ Title block including the name, address and phone number of the development, and the architect's/engineer's

seal, date the site plan was prepared or surveyed, and the date of all revisions.

- Existing and requested zoning classification, use of property, number of employees if applicable
- For non-residential uses, a description of the general use for which any structure is intended.
- Ownership, land-use, and zoning of adjoining properties
- Type of water supply and sewage disposal and if storm sewer is available

Final Plat Filing Requirements (these documents are to be submitted prior to Board of Supervisors consideration, but not required at the time of application submittal)

107-72(2)f - Four (4) copies of the final plat, together with copies of forms and certificates as specified below shall be submitted to the Planning and Zoning Department in bound form. Bound copies shall be backed with a nine-inch by fifteen and one-half inch (9" x 15 1/2") blue, top fold manuscript cover. An additional two (2) unbound copies of the final plat shall also be submitted.

- i.** Owner's certificate and dedication certificate executed in the form provided by the laws of Iowa, dedicating to Linn County title to all property intended for public use, including public roads
- ii.** Title opinion and a consent to plat signed by the mortgage holder if there is a mortgage or encumbrance on the property as well as a release of all streets, easements, or other areas to be conveyed or dedicated to local government units within which the land is located
- iii.** Surveyor's certificate
- iv.** Auditor's certificate
- v.** Resolution of the Planning and Zoning Commission
- vi.** Resolution of the Board of Supervisors
- vii.** Resolution of approval or waiver of review by applicable municipalities
- viii.** Treasurer's certificate
- ix.** Agricultural Land Use Notification
- x.** Restrictive covenants or deed restrictions, as separate instruments, not combined with any other instrument
- xi.** Three (3) copies of the surveyor's drawing
- xii.** Covenant for a secondary road assessment