

Office Use Only		\$	
	<i>Date Filed</i>	<i>Fee</i>	<i>Application Number</i>



JOHNSON COUNTY, IOWA

APPLICATION FOR: SUBDIVISION PLAT APPROVAL

Application is hereby made for approval of a: Preliminary Final Combined
subdivision plat on property located at (street address if available or layman's description):

Parcel Number(s): _____

Proposed Subdivision Name: _____

The subdivision contains _____ total acres divided into _____ total lots as follows:

Buildable Lots: _____ Non-buildable outlots: _____

Total buildable acres: _____ Total non-buildable acres: _____

Current Zoning: _____ **Proposed Use of the Subdivision:** _____

Name of Engineer/Surveyor

Contact Email and Phone

Name of Attorney

Contact Email and Phone

The undersigned affirms that the information provided herein is true and correct. If applicant is not the owner, applicant affirms that the owner(s) of the property described on this application consent to this application being submitted, and said owners hereby give their consent for the office of Johnson County Planning, Development, and Sustainability to conduct a site visit and photograph the subject property.

Name of Owner

Name of Applicant (if different)

Applicant Street Address (including City, State, Zip)

Applicant Phone

Applicant Email

Applicant Signature

[See back page for Application Submittal Requirements and Checklist](#)

[Applications should be emailed to planning@johnsoncountyiowa.gov](mailto:planning@johnsoncountyiowa.gov) and delivered to the Planning, Development and Sustainability Office (913 South Dubuque Street, Iowa City, IA 52240)

The following items must be submitted for the application to be complete. Incomplete applications will be returned and will not be considered until the next submission deadline. Once submitted, county staff will review the materials and request revisions (if necessary). Once all revisions and outside reviews have been received, the application will be placed on the next available Planning and Zoning Commission or Board of Supervisors agenda, as applicable.

If working with an engineer who can provide CAD or GIS line work, electronic submissions should be submitted in accordance with the department's electronic submission guidelines (see below). Preference is that electronic submission is provided prior to hard copy submission, but will be accepted until 12:00 p.m. the day after the submittal deadline.

Initial each empty box below to ensure you included all necessary information in the appropriate form for an application to be considered complete. Some items may require both electronic and physical copies.

Items Required	Electronic Copy (PDF unless otherwise noted)	Hard Copies (number specified)
Application Fee (varies based on application. Fee: \$_____)		(1)
This application form with all information completed		(3)
Brief cover letter explaining the application and describing lots, road(s), provision of water, septic, etc.		(2)
The subdivision plat conforming to all standards in subsection 8:2 of the UDO (optional: additional sheets such as a Right-of-Way Acquisition Plat)		(2)
CAD line work of the plat, following the guidelines below		
Sensitive Areas Analysis in compliance with the Sensitive Areas Ordinance, or an <u>approved</u> waiver		
CAD line work of the Sensitive Areas Exhibit, following the guidelines below		
Stormwater Management Plan (including soil erosion and sediment control) in compliance with the Stormwater Management regulations, or an <u>approved</u> waiver		
Proof of application to Johnson County Public Health for a Public Health Zoning Application		
<u>For subdivisions that propose to create a new access or upgrade an existing access to a public county road:</u> copy of an approved ROW Permit (Access Permit) from Johnson County Secondary Roads		
<u>For Farmstead Splits:</u> a list of parcel numbers of the parent farm and the book and page(s) recorded prior to December 1, 2000		
<u>For Final Plats:</u> As-Built drawings for installed infrastructure, including statement/certification from the engineer affirming that the as-built infrastructure conforms to the intent and design of the prelim plat		
CAD line work of stormwater infrastructure, following the guidelines below		
<u>For Combined and Final Plats:</u> Unsigned, draft legal documents are due at the time of submittal unless otherwise noted below. Additional documents may be required based on the nature of the application.		
1. <u>SIGNED</u> Auditor's Certificate approving the subdivision name 2. <u>SIGNED</u> and notarized Resolution Affirming the Stability of the Road System		(1)
3. draft Owner's Certificate 4. draft Title Opinion 5. draft Treasurer's Certificate 6. draft Subdivider's Agreement 7. draft Fence Agreement 8. Others as applicable (easement agreements, Homeowners Association docs, etc.)		

Electronic Submission Requirements for CAD line work:

- Must be in AutoCAD 2017 or older and .dwg format (.dxf is also acceptable, no .zip files will be accepted).
- Submissions must use Coordinate System: NAD_1983_StatePlane_Iowa_South_FIPS_1402_Feet
- If applicable, submission should include information for Sensitive Areas Analysis/Mapping and Stormwater/Soil Erosion Control infrastructure on the site. This includes any limits of disturbance or other impact areas.
- Submission should NOT include legends, legal descriptions, location maps, signature blocks, etc.