

# **Preliminary Plat Approval of a Major Subdivision**

## *Application Packet*

### 1. **Application Packet**

**Complete and submit all the required materials that are part of this Application Packet. Failure to do so will result in a delay in accepting your application until it is complete.** The Application Packet for Preliminary Plat Approval of a Major Subdivision includes the following:

- Instructions
- Application Form
- Preliminary Plat - Major Subdivision Checklist
- Street Tree Plan Checklist for Residential Subdivisions

### 2. **What must be submitted?**

- One (1) completed and signed Application Form
- A copy of the Sketch Plan Letter from the Planning & Housing Department
- One (1) completed Preliminary Plat - Major Subdivision Checklist
- Twelve (12) copies of the Preliminary Plat, no larger than 24"x36" and (2) reproducible blackline copies no larger than 11"x17"
- Twelve (12) copies of the Street Tree Plan, no larger than 24"x36" and (1) reproducible blackline copy no larger than 11"x17" (for residential subdivisions)
- A pdf of the Preliminary Plat and Street Tree Plan
- **-OR-**
- Reduce printed copies to one (1) full size and (1) reduced size and an email of a full pdf of the Preliminary Plat and Street Tree Plan
- A CAD file (AutoCAD or MicroStation) prepared in accordance with the established State Plane Coordinate System as defined in Chapter 355 of the Code of Iowa is required once the Preliminary Plat is approved
- The required fee of **\$550.00**

***No application will be accepted unless it complies with all the submittal requirements. Applications that are incomplete will be returned to the applicant outlining the deficiencies.***

### 3. **What is the process?**

- A Major Subdivision is a subdivision that will plat four or more lots and/or will require the installation of public improvements, except sidewalks and/or bicycle paths.
- The Preliminary Plat is the second of three steps in the approval process for a Major Subdivision. The first step is the Sketch Plan Pre-application Conference. The Final Plat application is the third step in the approval process and follows approval of the Preliminary Plat, and must be filed within one year of the date of approval of the Preliminary Plat. An application for Preliminary Plat Approval of a Major Subdivision shall be deemed "complete" for the purpose of commencing time periods within which action is required when so certified by the Department of Planning & Housing.
- See the Preliminary Plat application process in the table below. Note that there is not a submittal deadline, however, application completeness is determined before staff review begins.

<b>PRELIMINARY PLAT APPLICATION PROCESSING SCHEDULE</b>						
<b>Submittal Date</b>	<b>Notice of Application Completeness</b>	<b>Begin DRC Review Process</b>	<b>DRC Final Comment to Applicant</b>	<b>Revisions Submitted (if applicable)</b>	<b>Planning &amp; Zoning Commission Review</b>	<b>City Council Review and Action</b>
Determined by applicant	Within 3 working days of submittal	Tuesday following notice of <u>complete</u> application	Friday of following week	Determined by applicant	Between 12 & 26 days after final revisions submitted, or after request to process as is.	2 <sup>nd</sup> Council meeting following P&Z recommendation (generally 20 days)
	If application is incomplete, process begins anew on submittal date of new information.		If no revisions or additional information required, project will be scheduled for P&Z review within 12-26 days of final DRC comments.	Staff response to revisions within 7 working days of submittal. Applicant may revise again or request to process as is.	Number of days depends upon both date of submittal and the number of weeks in a month.	

4. **Where should submittals be made?**

- Submit the completed Preliminary Plat for a Major Subdivision Application Packet to:

Department of Planning and Housing  
 City of Ames  
 515 Clark Avenue, Room 214  
 Ames, Iowa 50010  
 planning@cityofames.org

**IF YOU HAVE ANY QUESTIONS WHILE COMPLETING THIS APPLICATION,  
 PLEASE CONTACT THE DEPARTMENT OF PLANNING & HOUSING.**

Phone: 515-239-5400  
 Email: planning@cityofames.org



7. **Contact Person:** \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

*I (We) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Ames, and have submitted all the required information.*

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Property Owner(s)

\_\_\_\_\_  
Print Name

*Note: No other signature may be substituted for the Property Owner's Signature.*

# Preliminary Plat Approval of a Major Subdivision

## *Preliminary Plat - Major Subdivision Checklist*

(This form must be filled out completely before your application will be accepted.)

### The following items are included with this submittal:

- One (1) completed and signed Application Form
- A copy of the Sketch Plan Letter from the Planning & Housing Department
- One (1) completed Preliminary Plat - Major Subdivision Checklist
- Twelve (12) copies of the Preliminary Plat no larger than 24"x36"
- Twelve (12) copies of the Street Tree Plan no larger than 24"x36" (for residential subdivisions)
- Two (2) 11"x17" blackline reduction copies of the Preliminary Plat
- One (1) 11"x17" blackline reduction copy of the Street Tree Plan (for residential subdivisions)
- A pdf of the Preliminary Plat and Street Tree Plan

**-OR-**

- Reduced printed copies of One (1) full size and One (1) reduced size and an email of a full pdf of the Preliminary Plat and Street Tree Plan (for residential subdivisions)
- A CAD file (AutoCAD or MicroStation) prepared in accordance with the established State Plane Coordinate System as defined in Chapter 355 of the Code of Iowa is required once the Preliminary Plat is approved
- The required fee of \$550.00

### Section 23.502 of the subdivision regulations describes the information that must be shown on the Preliminary Plat of a Major Subdivision, as follows:

#### General Information:

- Prepared by a registered land surveyor or a statement by the land surveyor that the Preliminary Plat was prepared by or under his or her supervision
- Surveyor's signature, Iowa registration number or seal, and certification of accuracy
- As an alternative, a Preliminary Plat may be prepared where a registered land surveyor certifies that the perimeter boundary of the subdivision was prepared under his or her supervision, and all other intermediate lot lines may be prepared by an engineer licensed in the State of Iowa
- Names of all adjoining property owners
- Existing and proposed zoning indicated
- Scale of one-inch equals 50 feet, unless an alternate scale is approved by the Director of Planning & Housing
- Sheets shall be numbered in sequence if more than one sheet is used
- Total number of sheets included in the plat is indicated
- Match lines, if applicable, indicating where each sheet adjoins any other sheet
- An index sheet showing the relationship between the sheets
- Sheet sizes shall be no greater than 24"x36" and no less than 8.5"x11"
- Resubmittals (prior to final) may be by pdf

- Final Submittal of the revised Preliminary Plat and Street Tree Plan shall include:
  - Two (2) full size copies (24"x36") with the original signature of the surveyor certifying the Plat
  - Five (5) reduced copies (11"x17") with the original signature of the surveyor certifying the Plat
  - A pdf
  - A CAD file (AutoCAD or MicroStation) prepared in accordance with the established State Plane Coordinate System as defined in Chapter 355 of the Code of Iowa

**Survey Data:**

- Lengths, bearings and curve data of existing or proposed lots (except internal lot lines) blocks, public or private way, railroad or utility right-of-way, deed restriction, covenant, easement, dedication or other area within the tract or parcel proposed to be subdivided
- The outer boundaries of the tract or parcel proposed to be subdivided drawn in a solid, bold black line
- Sufficient, accurate data to enable an accurate review by City staff to determine readily the location, bearing, and length of all lines, and to reproduce such lines upon the ground as required in Section 23.27.2.c.

**Existing Physical Features:**

- Location, use and dimensions of any existing structures, with the required setback distances indicated
- Location of any existing water courses, wetlands, floodplains, trees, woodland resources, prairie resources, or environmentally sensitive areas on or within 200 of the tract to be subdivided
- Contour lines at vertical intervals of not more than two feet, unless an alternate contour interval is approved by the Director of the Department of Planning & Housing

**Existing and Proposed Street Improvements:**

- Location and width of all existing and proposed streets and easements, alleys, and other public ways
- Names of proposed streets meeting street naming guide of the City
- Names of adjoining streets
- Proposed parking prohibitions
- Existing or proposed sidewalks, bikeways, highway, street, alley or other public way including centerline street stationing and geometrics

**Existing and Proposed Infrastructure:**

- Location and dimensions of any existing or proposed public infrastructure including any water main, sanitary sewer main or storm sewer main and any associated facility, including appropriate easements
- Location and dimensions of any existing or proposed utilities including electric, gas, telephone or cable, including appropriate easements
- Grading, soil erosion and sediment control plan
- Storm water management and run-off control plan
- Location and dimensions of property proposed to be set aside for park or playground use, or other public or private reservation, with designation of the purpose of those set asides, and conditions, if any, of the dedication or reservation

**Lot and Block Numbering and Design:**

- Block numbers or letters assigned to groups of lots separated from other lots by streets or other physical features of the land
- Lots within each assigned a progressive number
- Streets, alleys, parks, open areas, school property, other areas of public use, or areas within any block assigned a progressive letter and shall have the proposed use clearly designated. No strip of land shall be reserved by the subdivider unless it is of sufficient size and shape to be of practical use or service as determined by the City Council
- Lot dimensions and lot areas shown in square footage rather than acreage

***The lack of information under any item specified herein, or improper information supplied by the Applicant, shall be cause for disapproval of a Preliminary Plat.***

# Preliminary Plat Approval of a Major Subdivision

## *Street Tree Plan Checklist for Residential Subdivisions*

(This form must be filled out completely before your application will be accepted.)

**Section 23.402 of the subdivision regulations describes the information that must be shown on the Street Tree Plan, as follows:**

### **General:**

- As a requirement of subdivision approval, **for all subdivisions zoned residentially**, trees shall be planted within the right-of-way of all streets proposed within the subdivision. Trees shall be planted in accordance with the requirements of Section 23.402 of the Subdivision Ordinance.

### **Tree Species:**

- Trees planted in the public right-of-way shall be of a species as approved by the City Forester from the list of approved tree species for the City.

### **Spacing:**

- Trees shall be planted no closer than the distance of the full spread of the tree to the next adjacent tree according to the species selected. Generally, trees shall be planted at thirty (30) feet to fifty (50) feet spacing on center. This spacing may be adjusted as a result of drive openings, underground utility services, street light placement, and other potential obstructions.

### **Area Requirement per Tree:**

- A minimum of nine (9) square feet of area shall be maintained for each tree and no impervious material shall be installed closer than thirty (30) inches to the trunk of the tree.

### **Placement:**

- Trees shall not be located closer than two and one-half (2.5) feet to the back of curb or the sidewalk line. Where the distance between the back of curb and the sidewalk line is greater than eight (8) feet, trees shall be planted within four (4) feet of the sidewalk line.

### **Location at Intersections:**

- Trees shall not be planted closer than thirty (30) feet from the corner at intersections and shall not be closer than twenty (20) feet to the intersection of the front and side lot line on a corner lot.

### **Location from Driveways:**

- Trees shall not be closer to driveways than ten (10) feet from residential driveways. The distance from commercial driveways will be determined on a case-by-case basis.

### **Location from Street Lights:**

- Trees shall not be located closer to a street light pole than the distance of the spread of the tree at maturity. The distance shall be measured from the center of the tree to the center of the pole.

***The lack of information under any item specified herein, or improper information supplied by the Applicant, shall be cause for disapproval of the Street Tree Plan.***