

City of North Liberty
Preliminary Plat Application Form



Project name:		
Site location (address or legal description):		
Existing zoning district:		
Project description:		

Property owner:		
Owner mailing address:		
Phone:	Fax:	Email:

Applicant:		
Applicant mailing address:		
Applicant contact person:		
Phone:	Fax:	Email:

Applicant's engineer (Contact Person):		
Company:		
Address:		
Phone:	Fax:	Email:

Applicant's attorney:		
Company:		
Address:		
Phone:	Fax:	Email:

Other comments:

OFFICE USE ONLY Date submitted: Fee amount:
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Preliminary Plat Information, Submittal Requirements, & Checklist



Submittal Deadline: 1st working day of each month at 12:00 Noon

Fees and Costs: Application fee is due at time of submittal.

- Application Fee: \$30 per lot, minimum charge of \$300.00.
- Applicants are responsible for actual costs of the City Engineer's review and any additional engineering reviews.

Reviewing Bodies: City staff, Planning Commission, City Council

First Submittal Materials Requirements:

- 1 completed copy of this application form, including checklist.
- Application fee – see above.
- 7 scalable copies folded to 8.5"x11".
- Other information deemed necessary by the City Planner for the review of the proposed project.
- If the applicant is other than the legal owner, the applicant interest shall be indicated and the legal owner's authority to apply shall be included in a certified legal form.

Minimum Preliminary Plat Information:

- A location map to provide spatial reference, showing the outline of the area to be subdivided, existing streets and corporate limits in the vicinity, a north arrow and scale or note stating "not to scale," and other information that might help clarify where the plat is located as well as its surroundings and size relative to other City features:
- Name of proposed subdivision and date;
- Legal description and acreage;
- Name and address of owner;
- Names of the persons preparing the plat, owner's attorney, representative or agent, if any;
- Existing and proposed zoning district classification of all land within the proposed subdivision and within about 200 feet of the subdivision;
- North point and graphic scale;
- Contours at two-foot intervals or less, both existing and as generally proposed (subject to more refinement in subsequent construction plans);
- Building setback lines as required by the current or proposed zoning district classifications;
- The approximate boundaries of areas of known flood levels or floodplains, areas covered by water, wooded areas, floodways, and all open channel drainage ways;
- Locations, names, and dimensions of existing lot lines, streets, public utilities, water mains, sewers, drainpipes, culverts, watercourses, bridges, railroads and buildings within in the proposed subdivision and within about 200 feet of the subdivision;
- Layout of proposed blocks, if used, and lots, including the dimension of each lot, and the lot and block number in numerical order;
- Layout and dimensions of proposed streets, sidewalks, trails, alleys, utility and other easements, parks and other open spaces or reserved areas;
- Grades of proposed streets and alleys;
- A cross-section of the proposed streets showing the roadway locations, the type of curb and gutter, the paving, and sidewalks to be installed;
- The layout of proposed water mains and sanitary sewer systems;
- The drainage of the land, including proposed storm sewers, ditches, culverts, bridges and other structures;
- Stormwater management facilities when applicable;
- A signed certificate of the Johnson County Auditor for the subdivision name; and
- Other special details or features that may be proposed or required.

Dean Wheatley, City of North Liberty Planning Director, 3 Quail Creek Circle, North Liberty, Iowa 52317

319-626-5747 www.dwheatley@ci.north-liberty.ia.us

City Website: www.north-liberty.org Rev 2/2014

Process: Staff will review the first submittal and issue a preliminary report listing required and recommended changes, and will include a date by which a revised complete set of 7 copies is required to be submitted for final staff review and for Planning Commission and Council consideration. Along with the revised set, Acrobat “PDF” files of all materials are required. A Development Processes Calendar is available at the City website showing all submission and meeting dates for the year:

<http://northlibertyiowa.org/wp-content/uploads/2013/12/2014-development-calendar.pdf>