

## PRELIMINARY PLAT APPLICATION

The following items must be submitted with the application for consideration:

1. Three full sized, **folded** Preliminary Plat drawings for initial review that meet the criteria of §170-11C;
2. Preliminary Plat checklist attached to application form;
3. Three full sized, **folded**: Existing Conditions Exhibit, Grading Plan, Paving Plan, Drainage Study, Post Construction Stormwater Management Plan, PROWAG Plan, Sewer and Water Plan, Street Profiles, and other sheets as may be applicable;
4. PDF files for all exhibits submitted;
5. A CAD file of the Preliminary Plat and any supplemental exhibits (as requested by the City Engineer);
6. Title Company certified property owners list, and two sets of mailing labels, for properties within 300' of the request;
7. Application fee (\$800, plus \$10 per lot);
8. A list with contact information for applicant consultants not listed in the application such as the surveyor, attorney, etc.; and
9. Source and Use of Funds with supporting documentation (if a Sanitary and Improvement District is proposed).

The following information must be provided for the application to be considered complete:

### APPLICANT INFORMATION:

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### PROPERTY OWNER INFORMATION: (Attach a separate sheet if there are multiple properties.)

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### ENGINEER INFORMATION:

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**PLAT INFORMATION:** (Attach a separate sheet if needed.)

Plat Name: \_\_\_\_\_ SID #: \_\_\_\_\_

General Location: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

**DEVELOPMENT DETAIL\*:**

<u>Zoning</u>	<u>Acres</u>	<u># of Lots</u>	<u># of Units</u>	<u>Use Type**</u>

\* A change of zone application must be filed for any change in zoning.  
\*\*Single Family Residential, Townhomes, Multi-Family Residential, Commercial, Industrial, or Other

Gross Acres: \_\_\_\_\_

Anticipated Total Taxable Valuation: Land: \_\_\_\_\_ Improvements: \_\_\_\_\_

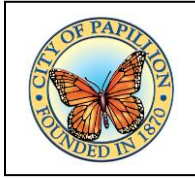
**Please note the following procedures:**

1. The Planning Commission will hold a public hearing and make a recommendation to the City Council.
2. City Council will hold a public hearing and make a final decision on the preliminary plat.
3. All necessary agreements will be recorded with the Sarpy County Register of Deeds, the cost of which will be borne by the preliminary plat applicant or property owner.
4. The conditional approval of the preliminary plat shall be effective for a period of one year unless an extension is granted. Extension requests must be made in writing and will require additional application fees.
5. Please see the Planning Department's fee policy regarding revision/resubmittal fees.

I, the undersigned, understand a sign will be posted on my property and will remain until the public hearing process at Planning Commission and City Council is complete. I further understand the plat process as stated above and I authorize City Staff to enter the property for inspection related to the specific request during this process.

\_\_\_\_\_  
Owner Signature (or authorized agent)

\_\_\_\_\_  
Date



## PRELIMINARY PLAT CHECKLIST

The following information is required with the submittal:

- Preliminary Plat:
  - Name, location, acreage, owner, and designer of subdivision.
  - Present Zoning.
  - Date, north point and Graphic scale (1"=100').
  - Streets, street names, lots, lot numbers, and other similar information. For street names, any directional for a street name should be abbreviated as S, N, E, or W, as applicable, with no period used after such abbreviations (i.e. E 3<sup>rd</sup> Street).
  - Existing easements (with instrument number identified).
  - Name of adjoining properties or subdivisions.
  - Names of new streets.
  - Dimensions, lot lines, and building setbacks. Building setbacks must be depicted within irregularly shaped lots.
  - Proposed easements, dedications, and reservations of land required shall be provided. Identify the purpose and proposed ownership and maintenance of any outlots.
  
- Drainage/PCSMP:
  - Drainage Study with Post Construction Stormwater Management Plan treatment calculations.
  - Post Construction Stormwater Management Plan (Required per § 206-19 for any preliminary plat that proposes to create 5,000 SF or more of impervious coverage).
  
- Existing Conditions Exhibit:
  - Location of property lines, roads, existing utilities (including well and septic systems) with size of lines as applicable, and any other underground installations.
  - Location of any existing principle and accessory buildings and any existing improvements (such a driveways, patios, etc.).
  - Location of existing trees. If trees are to be removed, a separate tree inventory and mitigation plan must be provided.
  
- Floodplain information:
  - If the property is located within a Special Flood Hazard Area (SFHA), a separate exhibit that identifies such SFHA is required.
  - If grading or fill is proposed within the SFHA is proposed, the area to be elevated out of the SFHA must be identified with a calculation of the percentage of the SFHA area to be filled. The maximum percentage of SFHA area permitted to be removed from the SFHA is 25%.
  
- Grading Plan:
  - Contours at five-foot intervals at a scale of 1"-100'.
  - Proposed grading concepts.
  - Location of proposed culverts, retention ponds and other drainage provisions
  
- Phasing Plan (Required if the subdivision is proposed to be final platted in phases or if the subdivision is to be platted in whole but public improvements are to be constructed in phases).

- Sanitary Sewer and Water Plan:
  - Proposed utility system (type, capacity, and the location of major transmission lines and treatment plants).
  - If the proposed subdivision is within Sarpy County sewer service area, written documentation from Sarpy County that confirms that Sarpy County is aware of the proposed subdivision, Sarpy County has preliminarily approved the proposed sewer plan, and that Sarpy County anticipates that adequate capacity is or will be available to serve the subdivision.
  - If the proposed subdivision is within City's water service area, written confirmation that the water plan has been provided to the City's consultant for WaterCAD Modeling of the development area to verify that main size, pressures and flow rates are all adequate as they relate to the entire City water system.
  - If the proposed subdivision is within the Metropolitan Utilities District (MUD) water service area, written documentation from MUD that confirms that MUD is aware of the proposed subdivision and that MUD anticipates that adequate capacity is or will be available to serve the subdivision.
  
- Source and Use of Funds (if a Sanitary and Improvement District is to be formed).
  
- Special Significance Area Map (if natural areas, wetlands, historic site, architecturally significant resources, or other distinctive features are present).
  
- Streets:
  - Paving and Storm Sewer Plan. Include sections.
  - Street Profiles that show compliance with AASHTO, as applicable
  - PROWAG Exhibit
  
- Traffic Impact Study (if requested by the Planning or Engineering Departments).
  
- Any other plans or exhibit required to verify compliance with Chapter 170, as requested by the Planning Director or City Engineer.
  
- Written authorization from the property owner if the application form is not signed by the property owner.

**The following information must be distributed:**

- Copies of the completed application form and one copy of the preliminary plat, paving plan/street profiles (for NDOT and Sarpy County Public Works, as applicable), floodplain exhibit (for NRD and NRCS), and grading plan have been sent to the following agencies by the applicant:
  - Papio-Missouri NRD, 8901 S 154<sup>th</sup> Street, Suite #1, Omaha, NE 68138
  - Natural Resources Conservation Service, 8901 S 154<sup>th</sup> Street, Suite #4, Omaha, NE 68138
  - Nebraska Department of Transportation (if grading or drainage is in proximity to a state road, improvements are proposed within state right-of-way, or improvements are proposed within a state controlled access area).
  - Sarpy County Public Works (if grading or drainage is in proximity to a county road, dedication of right-of-way for a county road is proposed, improvements to an existing county road is proposed, or improvements within a county road right-of-way is proposed).