

ARTICLE IV
Plat Review and Submittal Requirements

§ 170-10. Preapplication conference.

Whenever the owner of any tract or parcel of land has heretofore made, without recording, a plat thereof as required by law, or shall hereafter make or intend to make a subdivision of the same, the subdivider shall, before presenting a preliminary plat, meet and consult informally with the Planning Commission for the purpose of ascertaining the location of proposed major streets, parks, playgrounds, school sites and other planned projects which may affect the property being considered for subdivision. At the same meeting, the subdivider should review with the Planning Commission the minimum standards of subdivision design set forth in Article V of this chapter. This informal review should prevent unnecessary and costly revisions in the layout and development of the subdivision. The subdivider shall also submit a vicinity map, showing the relationship of the proposed subdivision to existing or platted streets and arterials and existing community facilities.

§ 170-11. Procedure for subdivision approval.

- A. Preliminary plat approval. After meeting informally with the City Planning Commission, the subdivider shall submit to the Planning Administrator 15 copies of the preliminary plat and supplemental material specified with written application for conditional approval. Said submission shall occur at least 21 days prior to the regular meeting of the Planning Commission. The Planning Administrator shall distribute one copy of the preliminary plat with a request for comments within 10 days to each of the following: City Engineer, Fire Department, appropriate school board and wherever else deemed necessary by the Planning Commission. [Amended 6-15-1999 by Ord. No. 1298]
- B. (Reserved)⁴
- C. Scale and preliminary plat contents. Preliminary plats shall be a scale of one inch equals 100 feet, in addition, where subdivision contains more than 50 lots, submit plat at a scale of 1 inch equals 500 feet, and shall be prepared with the following information:
 - (1) Name, location, acreage, owner and designer of the subdivision.
 - (2) Present zoning.

4. Editor's Note: Former Subsection B, Fees, was repealed 7-2-2002 by Ord. No. 1381.

- (3) Date, North point and graphic scale.
 - (4) Location of property lines, roads, existing utilities with size of lines and other underground installations and easements.
 - (5) Name of adjoining properties or subdivisions.
 - (6) Proposed utility system (type, capacity and the location of major transmission lines and treatment plants).
 - (7) Names of new streets.
 - (8) Dimensions, lot lines and building setbacks. [Amended 7-2-2002 by Ord. No. 1381]
 - (9) Location of proposed culverts, retention ponds, and other drainage provisions, including floodplain information.
 - (10) Contours at five-foot intervals at scale of 1 inch equals 100 feet.
 - (11) Proposed improvements and grading concepts.
 - (12) Location of existing buildings.
 - (13) Proposed easements, dedications and reservations of land required shall be provided.
 - (14) Location of existing trees. Clumps of numerous trees may be identified as a tree group.
- D. Public hearing. The Planning Commission, upon receiving the City Engineer's report and such other reports deemed appropriate, shall consider the preliminary plat at a public hearing of which notice shall be given in a newspaper of general circulation in Sarpy County, Nebraska. After review and public hearing, the Planning Commission shall recommend to the City Council its conditional approval or rejection of the preliminary plat within 45 days after its public hearing.
- E. Recording of action by Planning Commission. The action of the Planning Commission shall be noted on three copies of the preliminary plat, referenced and attached to any conditions determined. One copy shall be sent to the City Council, one copy shall be returned to the subdivider and one copy retained by the Planning Commission. At this time the subdivider may be required to submit additional plats.
- F. Governing body action. The City Council shall consider the preliminary plat at a public hearing of which notice shall be given in a newspaper of general circulation in Sarpy County, Nebraska. After public hearing review, the City Council shall reject, give conditional approval or defer to a specified date action on preliminary plat.
- G. Conditional approval. Approval of the preliminary plat shall not constitute approval of the final subdivision plat. Rather, preliminary plat approval shall be considered as a guide for the preparation of the final plat. Any conditional approval of the preliminary plat shall be effective for a period of one year unless an extension is granted by the City

Council. Such extension shall require payment of an additional platting fee equivalent to 1/2 of the original preliminary platting fee.

- H. Zoning request with plat submission. A zoning request shall be applied for concurrently with the preliminary plat; the approval of the plat also provides for preliminary approval of the request for rezoning. The request for rezoning and the final subdivision plat shall be approved concurrently and shall become official when the final plat is recorded and filed with the County Register of Deeds.

§ 170-12. Procedure for final plat approval.

- A. Plat submission requirements. Final plat shall be submitted to the Planning Administrator within one year of approval of the preliminary plat unless an extension is granted by the governing body. The final plat shall conform to the preliminary plat as approved and to the requirements of all applicable ordinances and state statutes; and, if desired by the subdivider, it may constitute only that portion of the approved preliminary plat which he proposes to record and develop at the time; provided, however, that such portion conforms to all requirements of these regulations. Submission of any portion of the approved area shall be interpreted as satisfying the one-year submission requirements. Application for final plat approval shall be submitted to the Planning Commission at least 14 days prior to the meeting at which it is to be considered.
- B. (Reserved)⁵
- C. Scale and final plat contents. Twelve copies of the final plat and other exhibits required for approval shall be submitted. The final plat shall be drawn in ink on tracing cloth, Mylar or similar reproducible material and shall be at a scale of one inch equals 100 feet and shall be available for signature. The final plat shall show the following:
- (1) Date, title, name and location of subdivision.
 - (2) Streets and street names, lots, setback lines, lot numbers, etc.
 - (3) Graphic scale and true North point.
 - (4) Monuments.
 - (5) Dimensions, angles and bearings and complete legal description of the property.
 - (6) Names of adjoining properties within 200 feet of proposed subdivision.
 - (7) Location, dimensions and purpose of any easements.
 - (8) Purpose for which sites are dedicated or reserved.
 - (9) Certification by surveyor or engineer certifying to accuracy of survey and plat.

5. Editor's Note: Former Subsection B, Fees, was repealed 7-2-2002 by Ord. No. 1381.

- (10) Certification signed and acknowledged by all parties holding title or having any title interest in the land subdivided and consenting to the preparation and recording of the plat as submitted.
 - (11) Certification recording the approval by the Planning Commission.
 - (12) Certification recording the approval by the City Council and the acceptance of any dedications.
- D. Supplementary data submission. The final plat shall be accompanied by:
- (1) Subdivision agreements and sewer and water connection agreements.
 - (2) Protective covenants, if any, in form for recording.
- E. Planning Commission recommendations. The Planning Commission shall recommend approval or rejection to the City Council within 45 days after receipt of the final plat from the subdivider. All reasons for recommending rejection shall be clearly stated. The subdivider shall be given notice of approval or rejection.
- F. Final plat shall then be submitted to the City Council at its regular meeting for approval and adoption prior to the start of construction.
- G. Upon approval of the City Council, the final plat must be filed and recorded with the Register of Deeds within 90 days of such approval or the plat shall become null and void. It shall be the responsibility of the applicant to furnish the Planning Director with one original plat which has been filed with the Register of Deeds to show compliance with this requirement. [Amended 4-16-2002 by Ord. No. 1371]