



Permit #: _____
 Receipt #: _____
 Fee: \$ _____

**CITY OF NEW HAMPTON, IOWA
 SUBDIVISION PLAT REVIEW APPLICATION**

Applicant Information:

Name of Applicant:
Mailing Address:
Telephone Number:
Email Address:
Surveying Name:
Surveying Telephone Number:
Contractor Name:
Contractor Telephone Number:

Property Information:

Site Address of Property in Question:
Existing Parcel ID Number:
Zoning Classification or District:
Legal Description of Properties in Question (Attach, if necessary):

Proposal:

Name of Subdivision:	
Total Acres:	Number of Lots:
Describe the proposed use of your property:	
Describe the existing use of your property:	
Are you aware of any special assessments or easements on the property to be platted? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain:	
Have you attached a copy of the deed for each existing parcel? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the property located within a floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have there been any Variances or Special Exceptions granted for this property? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:	

Acknowledgement and Certification of the Applicant and/or Owner:

I/We understand this application for the subdivision of my property described and located as show herein. The applicant certifies that the information contained herein is correct and agree to abide by the provisions outlined within the City Zoning and Subdivision Ordinances and the State of Iowa Codes.

An applicant who is approved of a preliminary plat subdivision by the City of New Hampton is bound, by acceptance of this application, to commence the finalization of legal documents with Chickasaw County Assessors Office. The issuances of sudivision(s) by the City shall be valid for a period of twelve (12) months from and after the date of issue of said approval. Upon expiration of a permit, the holder shall make a new application for a new permit under the provisions of the Ordinance and shall otherwise go through the same procedure as required for issuance of the original permit. The fee for the second permit, as in the case of the original permit fee, shall be set by resolution by the City Council.

Applicant Signature

Owner Signature, if not the applicant

Date: _____

Date: _____

Approval of the City:

Based on the information provided in this application, and attested to, by the applicant, I have reviewed the subdivision(s) request and hereby approve of this application on behalf of the City of New Hampton, Iowa.

Signature of Zoning Administrator

Date: _____

PRELIMINARY/FINAL PLAT & CIC/PUD SUBMISSION CHECKLIST

1. Completed Application Including:
 - a. Proof of ownership/standing
 - b. Complete legal description from title/deed
 - c. Application fee (*set per annual fee schedule*)
 - d. **20** (11x17) copies of plat & plans, **1** digital copy (pdf Format)
 - e. Drawings shall include the following:
 - i. Proposed name
 - ii. Total acreage of subdivision
 - iii. Minimum, average, and maximum lot area
 - iv. Acreage of public lands to be dedicated or reserved other than streets
 - v. North arrow
 - vi. Scale
 - vii. Name of surveyor/preparer (license, address, phone)
 - viii. Location of map
 - ix. Elevation contours in 2 ft. intervals
 - x. Flood elevation for 100-year flood as determined by the U.S. Army Corps of Engineers
 - xi. Existing conditions
(Items that may be applicable)
 1. Location & dimension of all existing property lines, & buildings on and within 100 feet of the subject property
 2. Location of all existing easements & utilities
 3. Location of all existing roads
 4. Location of all existing wetlands and open water
 5. Location of all existing wells and septic systems
 6. Current zoning
 7. Tree inventory
 8. Adjacent streets
 - xii. Proposed improvements
(Items that may be applicable)
 1. Lot layout with dimensions & size
 2. Road, sidewalk & trail layouts with dimensions
 3. Parking dimensions (if required)
 4. Landscape plan (if required)
 5. Parks, playgrounds, open space, etc...
 6. Required setbacks
 7. Signage – location & dimension
 8. Drainage ponds & easements
 - f. Profiles, typical cross sections and specifications for proposed street improvements.
 - g. Preliminary erosion control and grading plan
 - i. Utility plan with sizes, location, and depth
 - ii. Storm water plan – direction of flow, size, and ponds
 - iii. Elevations at 2 ft. intervals
 - iv. Proposed building footprints (if applicable)

- v. NPDES storm water permit requirements
- h. Preliminary road authority approval(s)
- i. Wetland delineation (if applicable)
- j. Declarations & association documents required by law
- k. Other documents required at time of application

Time Table for Submission of Application

Pre-application meeting

Two (2) week advance notice – Meeting will be set up upon application submittal to allow subdivider to meet with the City Engineer and other City Staff and Officials responsible for the administration of the regulations to be advised of the procedural steps, design standards, required improvements, and platting requirements.

Preliminary plat

Deadline is fifteen (15) days prior to the regular scheduled Planning & Zoning Commission meeting (Second Tuesday of the month). By the second regular council meeting after approval of the preliminary plat by the Commission, the Council shall, by resolution, tentatively approve or disapprove the plat. Approval shall not constitute final acceptance of the addition or subdivision by the City, but shall be an authorization to proceed with preparation of the final plat.

Final plat

Submit after the corrections/changes recommended from Commission and Council are complete and verified by staff. The tentative approval of preliminary plat shall be effective for a period of one (1) year at the end of which time final approval must be obtained. Any plat not receiving final approval within this period of time shall be void, and the subdivider shall be required to resubmit a new plat for tentative approval subject to all new zoning restrictions and subdivision regulations. Plat is official once it is recorded by Chickasaw County.