

Date _____ Permit Number _____ Filing Fee _____

SUBDIVISION APPLICATION (Multiple Lot)

Howard County, Nebraska

Name of Proposed Plat _____

Applicant's Name _____

Address _____ Phone # _____

Legal Description of Property from which the Subdivision is being made _____

Acres from which the Subdivision is being taken _____ Acres in proposed Subdivision _____

Will the Subdivision result in any significant increases in service requirements such as, utilities, schools, traffic control, streets, bridges, etc., or will it interfere with maintaining existing service levels? Yes _____ No _____

Does the proposed Subdivision have direct access to an improved road or street? Yes _____ No _____

Will a substandard-sized lot or parcel be created either to the proposed tract or the remaining parcel from which the subdivision is being made? Yes _____ No _____

Has the proposed tract been previously split in accordance with these regulations or the zoning regulations? Yes _____ No _____

Contact Howard County Roads Dept. 308-754-5364 for review & approval of survey

Roads Superintendent Signature _____ Date _____

Contact Howard Greeley RPPD 308-754-4457 for review and approval of survey

RPPD Representative Signature _____ Date _____

Property Owner's Name (print) _____ Signature & Date _____

Property Owner's Name (print) _____ Signature & Date _____

FOR OFFICE USE:

Date of pre-plat conference: _____ other residences in the ¼? Yes _____ No _____

Name of Surveyor preparing Plat _____ Address _____

Does the proposed plat meet all the subdivision requirements? Yes _____ No _____ If not, list the discrepancies _____

Zoning District _____ School District _____ Date Notified _____

Checklist Completed on backside Yes _____ No _____

Date Preliminary Plat before Planning Commission _____ Action of PC _____ Approved _____ Not Approved

Preliminary Hearing Chairman's signature _____ Date _____

Items needed prior to Final Hearing: _____

Date Final Plat before Planning Commission _____ Action of PC _____ Approved _____ Not Approved

Final Hearing Chairman's signature _____ Date _____

Date before Co. Commissioners _____ Action of Board _____ Approved _____ Not Approved

County Commissioner Chairman Signature _____ Date _____

Comments: _____

MULTI-LOT SUBDIVISIONS

If a property owner meets the zoning qualifications for dividing a property into a subdivision, the following procedure is required.

A deed showing ownership must accompany the application.

A subdivision application is submitted with appropriate fees, with the preliminary plat, along with 15 legal size copies. The Notice of a Public Hearing must be published 10 days prior to a meeting – Preliminary Plat only. (Revised 5-25-06) The preliminary plat must be in the ZA office at least 10 days prior to a meeting.

Access roads must be named and lots must have a legal address once approved, registered with the 911 administrator. (Revised 7-26-06)

A copy of the application and preliminary plat must be sent to the appropriate school district, to the attention of the School Board c/o Superintendent or Principal.

Include a copy of the meeting notice/agenda when this subdivision will be discussed.

Once the preliminary plat has been approved by P&Z commission to move forward with final plat, the final plat (Mylar), along with **(15) fifteen “11x”17 copies** must be filed in the Zoning office a minimum of 10 days (Revised 2-13-07) prior to the meeting for final consideration. If Mylar is larger than 11X17, applicant must have it reduced, or bring a paper copy to be notarized along with Mylar before filing with the Clerk’s Office.

All adjoining Landowners to the proposed subdivision will be informed of the application and the date of the preliminary hearing. (Revised 3-29-07)

It is highly recommended that restrictive covenants be prepared, submitted with the final plat and filed at the register of deeds office. (Revised 3-29-07)

When final plat is recommended for approval, the officers sign the plat, and this is then placed on the County Commissioner’s agenda for review and approval.

If the County Commissioners approve the subdivision, they will need to sign the plat. The Surveyor will then pick up the plat with all signatures from ZA for filing at the State and County Clerk offices, no later than 90 days following the date of approval by the commissioners. (Revised 3-13-2012)

A paper copy of the final plat, will be kept in the Zoning Administrators office

An official county road identification sign with the name of the subdivision and road signs must also be erected by the developer of subdivisions with multiple lots. (Added 8-17-06)

All Subdivisions requiring access to any NE State Highway, must have driveway permits issued by the District 4 Engineer, with the NE Dept. of Roads. The recommend distance between driveways is 600’ to 1000’. (Added 3-8-07)

Check List

- | | |
|--|---|
| <input type="checkbox"/> Deed Attached | <input type="checkbox"/> Howard Co. Roads Dept Approval Signatures |
| <input type="checkbox"/> Application Signed by all owners | <input type="checkbox"/> Well designated for fire/water hydrant / Approval letter from local Fire Dept. |
| <input type="checkbox"/> Fee Paid | <input type="checkbox"/> Driveway must be noted on survey |
| <input type="checkbox"/> Mylar Plat received | <input type="checkbox"/> Lots all over 3 acres (excluding road right of way) |
| <input type="checkbox"/> Floodplain-Engineering Study | <input type="checkbox"/> Roads within Subdivision named |
| <input type="checkbox"/> Covenants prepared | <input type="checkbox"/> Easements listed-utility, irrigation district |
| <input type="checkbox"/> Surveyors Note: must be added to survey- “All access roads within subdivision will not be maintained by Howard County.” | <input type="checkbox"/> Drainage issues? (elevation of each lot) |
| <input type="checkbox"/> Howard Greeley RPPD Approval Signatures | <input type="checkbox"/> Resident well must be 600 ft from irrigation well |