

Date _____

Permit Number _____

Filing Fee _____

ADMINISTRATIVE Single Lot SUBDIVISION APPLICATION

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 _____

_____ Signatures _____

_____ Signatures _____

Property owners name (print)

.....

FOR OFFICE USE:

Date of pre-plat conference: _____ Other residences in the 1/4? 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 before Planning Administrator _____ Action _____ Approved _____ Not Approved

Administrator Signature _____ Date _____

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

County Commissioner
Chairman's Signature _____ Date _____

Comments: _____

Administrative Single Lot Subdivision Procedures

SECTION 1. Purpose and Intent. The intent of this section is to provide for the subdivision of land into not more than **two** tracts, or a change in the boundary between adjoining lands which does not create an additional lot nor a substandard sized lot. This process is required for the division of land into tracts of less than 20 acres. When creating a new lot, the lot being split off must have an existing habitable residence upon it.

SECTION 2. Application Procedure. An application for an administrative single lot subdivision shall be made by the owner of the land to the Zoning Administrator.

The applicant must:

1. Fill out an application.
2. Show proof of ownership by deed.
3. Pay appropriate fees.
4. Present a appropriate plat with the surveyor's seal and signature with 5 legal size copies. Final (Mylar) plat must be in Zoning Office prior to public hearing being set. The dedication will allow for the signature and date for the Zoning Administrator and governing body's approval. If Mylar is larger than 11X17, applicant must have it reduced before filing with the Clerk's Office.
5. The lot must have direct access to an improved road or street.
6. The lot must be of a legal/permitted size for the zoning classification it is located in.

SECTION 3. Approval. Before becoming legal this single lot subdivision must meet the following requirements:

1. The Zoning Administrator and/or Governing Body may make such additional requirements as deemed necessary to carry out the intent and purpose of existing subdivision and zoning regulations and governing body policy.
2. The Zoning Administrator and Governing Body shall, in writing, either approve with or without conditions or disapprove the subdivision, after all conditions have been met. The Zoning Administrator and Governing Body shall sign a certificate of approval to be affixed to the subdivision survey. A certified copy thereof shall be filed with the Register of Deeds and the official designated to issue zoning/building permits. The survey must be filed with Register of Deeds no later than 90 days following the date of approval by the commissioners. (Effective 3-26-2013)