

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.

Any roads must be named and lots must have a legal address gotten from the 911 office. (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 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. (updated 3-13-2012)

A paper copy of the final plat, as well as a copy of the restrictive covenants will be kept in the Zoning Administrators office

Access roads must be laid out, named, and registered with the 911 administrator. An official county road identification sign 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)