

PLATTE COUNTY SUBDIVISION REQUIREMENTS

PRE-PRELIMINARY Meeting

A pre-preliminary meeting shall be scheduled with the Subdivision Review Committee (hereafter referred to as the “committee”) with the owner/subdivider, and/or representees responsible for the subdivision to determine what will be required for the Preliminary Plat.

PRELIMINARY PLAT –

The preliminary plat shall be delivered to the County Clerk in PDF format. The County Clerk will notify the Committee of the submission. The Committee will meet with the owner/subdivider, and/or representees responsible for the Preliminary Plat to determine what will be needed to proceed with the Preliminary Plat.

The Preliminary Plat shall be plainly marked “Preliminary Plat”, and shall/may include:

- Map of the location showing the proposed subdivision with legend/scale, north indicated arrow. Shown on the plat: Yes or No
- Proposed name of the subdivision, which must not be similar to an existing subdivision name, to avoid confusion. Shown on the plat: Yes or No
- Names, addresses and email addresses of the owner and subdivider, any surveyor, engineer and landscape architect responsible for the Preliminary Plat
Shown on the plat: Yes or No
- The legal description of the area being platted, boundary lines, distances and bearings all referenced to the Platte County Projection, the location of monuments found or set, section lines and the acreage of the proposed development. Shown on the plat: Yes or No
- The lot layout, lot and block numbers, acres or square footage of the lots, and the areas and dimensions to be dedicated for public and/or private use.
Shown on the plat: Yes or No
- The width and location of platted streets and alleys adjacent to and adjoining the property and width. The location and width of proposed private streets, alleys, easements, building setback lines, right-of-way, pavement widths and type, sidewalks, alleys, location of all proposed improvements including sanitary sewers, (including proposed flow lines), water lines, storm water drainage and other features.
Building Setbacks: 1) 20 ft. from the County Road right-of-way line
2) 20 ft. from Private Road right-of-way line
3) 10 ft. Side Lots
4) 10 ft. Rear Lot

Committee Requirement_____

- It is recommended that all streets be designed according to the Nebraska Administrative Code Title 428 for the classification and minimum standards for roads. Request result: Yes or No
- If the private roads within the subdivision are proposed to be hard surfaced and said access to the subdivision is a gravel surfaced county system or township road, and if said property owners require a hard surfaced public road for access; the property owners may be required to cost share in the resurfacing cost. If the proposed subdivision does not already have a permitted driveway or approach road, a separate application and permit for a new approach road must be provided with the final plat. Committee Requirement_____
- The physical features of the property, including location of water courses, ravines, bridges, culverts, present structures and other features affecting the subdivision; the location of all existing utilities with their sizes indicated, as well as flow lines; elevations of existing sanitary and storm sewer, the outline of wooded areas may be required, and any floodway, floodplain and flood fringe areas. Contours with intervals of ten feet or less as well as flow lines or direction of flows.

Committee Requirement_____

- Copy of letter or email to the electric utility providing service to define the easement required for service. Provided: Yes or No
- Copy of letter or email to the public school informing them of a new subdivision. Provided: Yes or No
- Names of adjacent subdivisions together with arrangement of streets and lots Provided: Yes or No

If the property is or will be accessed by a County Road, an approach road permit must be issued by the Highway Department.

Committee Requirement_____

If wells, septic tanks and laterals are to be used for individual lots, approval is required from Nebraska Department of Environmental and Energy for any lots smaller than 3 acres. For smaller subdivisions the location of wells, septic tanks and laterals may be pre-certified by a licensed plumber.

Committee Requirement_____

- The following, prepared by a registered professional engineer, to be delivered to County Highway Superintendent if required and which may be included on the preliminary plat.
 - A) Sanitary sewer plan
 - B) Drainage plan (contours may be required)
 - C) Water distribution plan

Following review of the Preliminary Plat by the Committee, the developer may submit the preliminary plat to the Board of Supervisors and may proceed with the Final Plat for their approval.

PRELIMINARY PLAT – REVIEW BY SUBCOMMITTEE AND OFFICIALS:

COUNTY CLERK - _____ Received _____

Action Taken: _____

CHAIR FOR THE SUBCOMMITTEE _____ Received _____

Action Taken: _____

COUNTY TREASURER - _____ Received _____

Outstanding Taxes (Yes or No) _____ Assessments (Yes or No) _____

Comments:: _____

COUNTY ASSESSOR - _____ Received _____

Legal Descriptions: _____

Comments:: _____

COUNTY REGISTER OF DEEDS - _____ Received _____

Review of Legal Descriptions, documents, dates, signatures: _____

Comments:: _____

HIGHWAY DEPT - _____ Received _____

Driveway Permit: (Yes, No, N/A) _____

Minimum Road Standards: _____

Comments:: _____

COUNTY SURVEYOR - _____ Received _____

Drainage Plan: _____ Contours (Yes or No) _____

Water Distribution Plan: _____ Sanitary Sewer Plan; _____

Review of Legal Descriptions and lot and block verifications: _____

Comments:: _____

COUNTY ATTORNEY- _____ Received _____

Review of any legal documents, Deed of Dedication: _____

Comments:: _____

Recommendation to Developers: _____

Date: _____

Recommendation to Board of Supervisors: _____

Date: _____

The Final Plat must be plainly marked "Final Plat", delivered to the County Clerk with a PDF and Auto-Cad DWG file and a mylar original for review by the

Committee and submittal for approval to the Board of Supervisors and shall include:

- The Final Plat must be prepared by a registered land surveyor. The plat must have all signatures, seals and dates filled in except for the final approval of the Board of Supervisors.
- The Final Plat must be in conformance with the approved Preliminary Plat and certification that it has been reviewed by the Committee and found to be in accordance with the County's requirement,
- The name of the subdivision.
- The date and a North arrow and graphic scale.
- An accurate boundary survey of the property, with bearings and distances, referenced to section lines and/or adjacent subdivisions. The boundary survey shall meet or exceed the Minimum Standards for Land Surveys in Nebraska, (Nebraska Administrative Code Title 234).
- The legal description of the perimeter of the subdivision.
- The location and names of adjacent subdivisions, streets, alleys and easements.
- Locations and names or numbers of lots, streets, easements, public highways, alleys, and other features, with accurate bearings and distances, all referenced to the Platte County Projection. All streets and alleys within a subdivision are private and not maintained by the County, unless separate agreement is executed for their maintenance. All curved lines shall include sufficient data necessary to compute and plot the curve.
- A description and physical characteristics of all found and/or set monuments shall be described accurately.
- A statement from the County Treasurer that all taxes and/or assessments on the parcel to be subdivided are paid in full prior to the approval of the Plat
- If needed a deed of dedication of parts of the land for private streets, public or private easements will accompany the Final Plat for the County Board approval.
- A prepared resolution for the Creation and Approval of the Subdivision by the County Board. (Separate Document)
- Legal descriptions on any Resolutions and Deeds of Dedication must match the descriptions on the Plat.
- All signatures and dates are required on all documents prior to filing in the Register of Deeds
- A surveyor's certification signed and sealed by a registered land survey.
- A signature block for the approval of the County Board of Supervisors, to be signed by the Chair and attested to by the County Clerk.
- The private restrictions or covenants affecting the subdivision or any part thereof, if applicable.

FINAL PLAT – REVIEW BY SUBCOMMITTEE AND OFFICIALS:

COUNTY CLERK - _____ Received _____

Action Taken: _____

CHAIR FOR THE SUBCOMMITTEE _____ Received _____

Action Taken: _____

COUNTY TREASURER - _____ Received _____

Outstanding Taxes (Yes or No) _____ Assessments (Yes or No) _____

Comments:: _____

COUNTY ASSESSOR - _____ Received _____

Legal Descriptions: _____

Comments:: _____

COUNTY REGISTER OF DEEDS - _____ Received _____

Review of Legal Descriptions, documents, dates, signatures: _____

Comments:: _____

HIGHWAY DEPT - _____ Received _____

Driveway Permit: (Yes, No, N/A) _____

Minimum Road Standards: _____

Comments:: _____

COUNTY SURVEYOR - _____ Received _____

Check and review of Legal Descriptions and lot and block Verifications: _____

Comments: _____

COUNTY ATTORNEY- _____ Received _____

Review of any legal documents, Deed of Dedication: _____

Comments:: _____

Recommendation to Developers: _____

Date: _____

Recommendation to Board of Supervisors: _____

Date: _____