

MINOR SUBDIVISION REQUIREMENTS - CHECKLIST

PRELIMINARY PLANNING	
1	If the property to be subdivided includes 5 or more acres that includes portions of the special flood hazard area (SFHA – floodplain), the subdivision process will likely take up to 3 months as the Base Flood Elevation (BFE) data must be obtained from the Iowa Department of Natural Resources (515-725-8333) and be included as part of the proposal. The request for this data is free.
2	If the property is located within 2 miles of any city in Woodbury County, it is important to submit your subdivision application to the respective city for extraterritorial review and receive approval prior to submitting it to the county. All final plats must be identically approved by the city and the county (map and signature page). The city's may exercise their right to approve or deny the plat. They may also waive their review. Once this information is obtained, the plat application may be placed on the County Zoning Commission's agenda for a public hearing and the Board of Supervisors' agenda for final approval.
3	Existing Structures Setbacks. Newly established property lines must be positioned at the minimum setbacks from existing structures to be compliant for the respective zoning district. No new property lines may establish zoning violations.
4	Well and Septic Systems. The well and septic systems must be located on the lot they serve. If they are not located on the lot they serve, an easement agreement for access and maintenance must be presented with the application materials and granted as a condition of the approval of the final plat.
5	Access to the Lot. Each parcel must have access to the road system. The proposal must be presented to the County Engineer to determine the acceptable driveway location(s) for the lot(s). If a parcel is landlocked, access must be granted through a separately recorded access easement agreement.
6	Zoning District Dimensional Standards. Each lot must conform to the Zoning District Dimensional Standards of the Zoning Ordinance. Each zoning district has specific required minimum lot areas, lot widths, front yard/side yard/corner yard and rear yard setbacks that must be met for each lot.
7	Meeting. A subdivider may request a subdivision meeting prior to preparation of the materials to be submitted for review and approval. The purpose of the subdivision meeting is to acquaint the county staff with the proposed subdivision and to acquaint the subdivider with the procedures and standards of the county.
8	Sketch plan. The subdivider should provide a sketch plan showing the location of the proposed subdivision. The plan should include the following: <ul style="list-style-type: none"> - Subdivision Size in Acres - Lot(s) Size(s) in Acres - Location of the existing property lines. - Location of proposed property lines/lots - Location of existing structures - Location of the well and septic system - Location of the driveway and/or proposed driveways - Base Flood Elevation (BFE) data if subdivision is in a floodplain and greater than 5 acres or fifty lots (which ever is less).

9	Final Plat. The final plat must be prepared in a manner that is acceptable to the Woodbury County Recorder. Prior to proceeding with this process, be sure to contact the recorder for their respective requirements. Any draft final plats that do not conform, can delay this process by up to a month or more.
10	The minor subdivision application is a multiphase process. The proposal must comply with the Woodbury County Zoning and Subdivision Ordinances and the Code of Iowa. Once an application is received with a final plat, the proposal is sent to various stakeholders including other departments, agencies, and utilities for review. During this investigation, other issues may arise that have an impact on the completeness of application. It is possible that delays could occur depending on the information discovered.
11	Throughout the process, staff may request additional information.

APPLICATION DEADLINE AND FEES

	Applications must be received by the 1st of the Month to be placed on the Zoning Commission's agenda. The Zoning Commission meets on the 4 th Monday at 6:00 PM.
	4 Lots or less (\$300* + Additional Fees)
	5 Lots or more (\$300* plus \$5 per lot + Additional Fees)

APPLICATION MATERIALS REQUIRED

	A Certified Abstractor's Certificate to include: <ul style="list-style-type: none"> - Legal Description of the Proposed Subdivision - Plat clearly showing the boundaries of the subdivision - A list of names, mailing addresses (including the ZIP + 4), and legal descriptions of all property owners within 1000'. - A hard copy certificate and a digital spreadsheet of the addresses
	Attorney's Opinion of the Abstract
	Eight (8) copies of the final plat in paper format.
	Digital copy of the final plat in PDF format.
	Base Flood Elevation (BFE) if the property is in the Special Flood Hazard Area (SFHA) and the subdivision contains 5 or more acres. <ul style="list-style-type: none"> - This can be obtained from the Iowa DNR. This data typically takes 3 months to obtain.
	Copies of easements for access, well, and septic systems, if required.

SUBMISSION REQUIREMENTS FOR A FINAL PLAT

The subdivider shall prepare and file with the Zoning Division a final plat and supportive materials in accordance with the standards for a subdivision plat in sections 354.6, 354.11 and 355.8 of the Code of Iowa which shall include:	
1	A completed application for approval of a final plat;
2	A nonrefundable filing fee, as established by resolution of the Board of Supervisors, to defray administrative costs;

3	Sufficient copies as determined by the Zoning Director of a final plat for review in a size acceptable to the county recorder containing the following:
	A) A title in the form of "Final Plat of (proposed name of the subdivision)". The name of the subdivision shall not duplicate the name of any existing subdivision in the county, except that successive adjacent final plats of a coordinated development may carry the same name distinguished by ordinal numbering. Re-subdivisions shall be labeled as such in a subtitle.
	B) A legal description of the property with reference to monuments for two U.S. public land survey corners or two corners of a recorded subdivision and a statement of the area of the property rounded to the nearest 0.01 acre.
	C) A certificate of the land surveyor who prepared the plat stating that it was prepared under his direction and that it conforms to the requirements of Chapter 355 of the Code of Iowa.
	D) Names, addresses and telephone numbers of the owner, subdivider, and land surveyor.
	E) North arrow and graphic scale.
	F) An accurate map of the final plat drawn at a scale of 1 inch equals 100 feet unless a different scale has been approved by the Zoning Director. The map shall include:
	(1) A layout in plain view of the subdivision, which illustrates the layout of lots, outlots, blocks, rights-of-way and easements. All dimensions necessary for locating said lots, outlots, rights-of-way, easements and monuments shall be shown in measurements accurate to the nearest 0.01 foot and to the nearest second of angular measurement. Curve data shall be shown either in tabular form or radius dimensions on the map.
	(2) The location and description of all benchmarks and monumentation of lot corners.
	(3) Road names. Road names shall be chosen to avoid confusion in sound and spelling with other road names in Woodbury County and nearby jurisdictions.
	(4) The layout of lots and roads and the name of adjacent subdivisions and developments shall be shown in relation to the subdivision in dotted or dashed lines.
4	One original final plat in a size and form acceptable filing with the County Recorder. The original final plat need not be submitted with the initial filing of review materials, but must be submitted prior to the final plat consideration by the Board of Supervisors.
5	The following documents required in the section 354.11 of the Iowa Code for recording a subdivision shall be on the face of the final plat in a form acceptable to the County Recorder:
	A) The consent of the owners to the platting including any dedication of land to public use.
	B) The consent of any mortgage or lien holders to the platting.

		C) An attorney's title opinion regarding the land being platted.
		D) A certified resolution of the Board of Supervisors either approving the plat or waiving the right to review the plat.
		E) A certificate of the County Treasurer stating that the land is free from certified taxes and either free from special assessments or that the special assessments are secured by bond.
		F) A certificate of the County Auditor stating that the name of the subdivision has been approved.
		G) For a minor subdivision, a certified resolution of the Planning and Zoning Commission stating its recommendation on the plat.
		H) For a major subdivision, a certificate of the Zoning Director stating that the final plat conforms to an approved preliminary plat.
		I) For subdivisions plats subject to concurrent review and approval by a municipality pursuant to its extraterritorial subdivision review jurisdiction, a certified resolution of the city council of said municipality.
		J) Annexation Agreement Certificate (Sioux City Requirement). If the property is located within the City of Sioux City's Extraterritorial Review area, the final plat must include an annexation agreement certificate that makes reference to the Instrument Number of the separately recorded agreement.
		K) A certification by the County Engineer (and the appropriate City Engineer for subdivisions located within the extraterritorial review area of a city) stating that:
		(1) Required public improvements conforming to the county's standards have been installed, inspected and maintenance assured, or
		(2) Required public improvements shall be installed pursuant to an agreement and security provided by the subdivider.
		L) Base Flood Elevation (BFE) data (Zoning Ordinance and IDNR Requirement) must be obtained from the Iowa Department of Natural Resources (515-725-8333) and included on the final plat map and certificate page. The request for this data is free. It could take up to three months to acquire this information.
	6	The following additional documents shall accompany the final plat in a form acceptable to the County Recorder.
		A) Original signed agreements or covenants (including performance security instruments when appropriate) related to future public improvements, use restrictions or other issues required as a condition for the approval of the final plat.
	7	Any graphic materials prepared on computer aided drafting systems shall also be submitted on electronic media.

PROCEDURE FOR REVIEW OF FINAL PLATS – MINOR SUBDIVISION

Minor subdivision final plats. Minor subdivisions do not require a preliminary plat, but the final plat does require a review and recommendation by the Planning and Zoning Commission.

A.	Distribution. The Zoning Division shall distribute copies of the final plat to the Planning and Zoning Commission, the appropriate county departments, and public utilities.
B.	Staff review. The appropriate county departments shall review the final plat and prepare reports of their findings and comments to Planning and Zoning Commission prior to the public hearing on the final plat.
	(1) The County Engineer shall review the final plat to:
	(a) Determine conformance with the engineering design standards of these regulations;
	(b) Verify accuracy of the legal descriptions and survey data.
	(2) The Zoning Director:
	(a) Shall review the final plat to determine conformance with the design standards of these regulations and with the required form of the plat and related documents
	(b) To assure conformance with the goals and objectives of the county’s general plan, the Zoning Director may make recommendations for conditions for approval including use restrictions required to preserve and improve the peace, safety, health, welfare, comfort, and convenience of the future residents of the subdivision and neighboring properties.
	C. Zoning Commission Review.
	(1) Public hearing.
	(a) The Planning and Zoning Commission shall conduct a public hearing on a final plat for a minor subdivision. Notice of the date, time and location of the hearing will be mailed to the owners of all property within 1,000 feet for the subject property not less than four nor more than twenty days prior to the date of the hearing.
	(2) Review.
	(a) The Planning and Zoning Commission shall review the final plat and the staff reports and other information presented to determine whether the plat conforms to the ordinances, general plan and other policies of the county. To assure conformance with the goals and objectives of the county’s general plan, the Planning and Zoning Commission may recommend specific conditions for approval including use restrictions required to preserve and improve the peace, safety, health, welfare, comfort, and convenience of the future residents of the subdivision and neighboring properties.
	(3) Report.

		(a) The Planning and Zoning Commission shall forward a report of its finding and a recommendation to the Board of Supervisors. The recommendation shall be in the form of a resolution to be certified as part of the final plat materials. A copy of the report and the resolution shall also be forwarded to the property owner, the subdivider and the land surveyor for the subdivision.
	D.	Board of Supervisors review.
		(1) The Board of Supervisors shall review the final plat, the staff reports, and any other information to determine whether the final plat conforms to the ordinances, the general plan, the approved preliminary plat and other policies of the county.
		(2) To assure conformance with the goals and objectives of the county's general plan, the Board of Supervisors may condition their approval to require an agreement providing use restrictions in order to preserve and improve the peace, safety, health, welfare, comfort, and convenience of the future residents of the subdivision and neighboring properties.
		(3) Upon receipt of the plat and staff reports and recommendations, the Board of Supervisors shall approve, approve with conditions, or disapprove of the plat; however, the Board may table the matter with the consent of the subdivider. An approval shall be in the form of a resolution to be certified as part of the final plat.

RECORDING		
		Upon approval of the final plat, the certified resolutions of the planning commission, if any, and the Board of Supervisors shall be executed on originals of the final plat documents in a form acceptable to the county recorder and returned to the subdivider. The subdivider shall then proceed with the other steps required under the Code of Iowa to complete the process of recording the final plat of the subdivision and all related documents.

PLEASE DIRECT YOUR QUESTIONS ON THE FOLLOWING ISSUES TO THE RESPECTIVE COUNTY DEPARTMENT OR AGENCY. TO ASSURE ACCURATE AND EXPEDIENT RESPONSE PROVIDE A FULL LEGAL DESCRIPTION OR GIS PARCEL NUMBER INFORMATION.

Woodbury County Community and Economic Development 712-279-6609

6th Floor Woodbury County Courthouse, 620 Douglas St., Sioux City, IA 51101: For zoning and floodplain regulations, subdivision procedures, meeting schedules and meeting procedures, applications, building permits, conditional use and rezoning information.

Woodbury County Secondary Roads/County Engineer 712-279-6484: To determine roadway right-of-way location/width, driveway entrances, road and street information, curbs, storm sewers, grading, culverts, etc.

Siouxland District Health Department 712-279-6119: To address issues related to well and septic system regulations and permits.

Natural Resource & Conservation Service (NRCS) 712-943-6727: To address the impact of proposed construction on water impoundment structures within the watershed and for drainage, terraces, soil, plantings, erosion control, etc.

Woodbury County Recorder/Real Estate Department 712-279-6528: To schedule plat recording appointments and for final plat recording specifications including specifications.

Woodbury County Assessor: 712-279-6505: To obtain information regarding real estate tax assessments, subdivision impact upon taxable value and request parcel combinations.

Woodbury County Conservation Board 712-258-0838: for regulations regarding setback from public land.