

# **SUBDIVISION REGULATIONS, PROCEDURES & CHECKLIST**

**PROCEDURE: YOU MUST SUPPLY ALL OF THE INFORMATION OUTLINED IN THIS HANDOUT. IF YOU FEEL ANY PORTION OF THIS HANDOUT DOES NOT APPLY TO THE PROPOSED DEVELOPMENT, PLEASE DISCUSS WITH THE CODE OFFICIAL.**

Subdivision shall mean the division of a lot, track, or parcel of land into two or more plats, sites, or other divisions of land of less than ten (10) acres, including resubdivision of land.

Jurisdiction applies to all land located within the legal boundaries of the Municipality and the extraterritorial zoning jurisdiction. Proposed subdivisions shall be held to the minimum requirements for the promotion of the public safety, health, convenience, comfort, morals, prosperity, and general welfare.

## **IMPROVEMENTS**

Only after a plat has been approved by the municipality and recorded with the Register of Deeds may a building permit be issued. No building permit shall be issued for a building within a subdivision until improvement districts for the construction and installation of curb and gutter, pavement, and water and sewer lines have been created in the block upon which such lot fronts.

## **ENFORCEMENT**

No map, plan, plat, or replat of any subdivision shall be considered legally filed with the Register of Deeds until approved by the Governing Body

No grading of the streets or construction shall be done on the subdivision prior to final plat approval.

## **PUBLICATION AND POSTING**

Proposed subdivisions are required to be published in the official local newspaper and posting of the property, 10 days prior to a public meeting.

## **CONTACTS**

Kent Zimmerman, Sr. Code Official 402-494-7532 – Initial contact for subdivision application, plat submittal, zoning administration and building codes.

Chad Kehrt, City Engineer, 402-494-7676 – Infrastructure improvements including water, sanitary sewer, paving, storm sewer, materials and specifications.

Bob Livermore, Public Works Director, 402-494-7534 – Infrastructure improvements.

Doug Klug, NPPD, 412-2555 – Electric utility.

## **DESIGN STANDARDS**

### **STREET ARRANGEMENT**

- Unless otherwise approved by the Commission, provision must be made for the extension of existing dead end streets. Off-center street intersections with an offset of less than 200' will not be approved except in unusual cases. Streets with reverse curves must have a tangent between curves.

### **STREET DRAINAGE**

- Proposed streets must conform to existing topography as nearly as possible in order that drainage problems may be reduced. Streets should, whenever possible, follow valleys so as to form a collection system for surface water. Surface drainage across residential lots or along the side or rear lot lines shall be avoided wherever possible. Where such drainage on residential lots is necessary, easements shall be provided, and the Commission may require installation of pipe, masonry or rip-rap flumes or such other protective devices in order that adjacent or surrounding property or the welfare of the public shall not be endangered and maintenance will be kept at a minimum. Sizes of pipe and other drainage structures shall be computed with sufficient accuracy to assure their adequacy, particular attention being given

to the drainage areas of the surrounding land. The City Engineer shall approve all drainage plans before the final plat is approved.

**STREET PLAN**

- For the purpose of facilitating the movement of traffic, certain streets are designated, by the Major Street Plan, as major streets. A copy of this map shall be referenced before any preliminary plan is approved. When a proposed subdivision abuts a major street or is bounded by a line that will in the future lie in a major street, or is divided by a major street as shown on the Major Street Plan, then the owner of that subdivision shall dedicate, without charge any land within such subdivision that is necessary to provide conformity with the Major Street Plan, such dedication to be shown on the preliminary plan and final plat.

**STREET RIGHT-OF-WAY WIDTHS AND GRADES**

- The minimum width of a street right-of-way shall be sixty (60') feet; the minimum gradient shall be 0.1% and the maximum gradient shall be 10%. Street right-of-way in rural residential subdivisions shall be sixty (66) feet in width.

**IMPROVEMENTS**

- The minimum width of the roadway surface shall be 30 feet from curb to curb. Portland cement shall be used for roadway surfaces, curbs and gutters. Storm water runoff shall be adequately handled through inlets, catch basins or other drainage structures. Curbs shall be removed by grinding. All sewers shall be stubbed out before paving is placed.
- Inspections: The City Engineer or Building Inspector shall make such inspections of utilities, sidewalk and pavement construction as is deemed necessary to assure compliance with specifications. 24-hour notice shall be given regarding any requested inspection.

**ADJOINING STREETS AND LAND**

- The system of streets designated for the subdivision, except in unusual cases, must connect with streets already dedicated in adjacent subdivisions and where no adjacent connections are platted, must in general be the reasonable projection of streets in the nearest subdivided tracts and must be continued to the boundaries of the tract subdivided so that other subdivisions may connect therewith.

**LARGE PARCELS**

- In case a tract is subdivided into larger parcels than normal building lots, such parcels shall be arranged to permit the opening of future streets and logical future subdivision.

**DEAD END STREETS AND CUL-DE-SACS**

- Except in unusual cases, no dead end streets will be approved unless such dead end streets are provided to connect with future streets in adjacent land. Cul-de-sacs may be permitted where the form or contour of the land makes it difficult to plat with connecting streets and where they are desirable. Such cul-de-sacs shall provide proper access to all lots and shall generally not exceed 400 feet in length. A turnaround shall be provided at the closed end of a cul-de-sac with a paved outside radius of at least 50' (except in unusually cases). Cul-de-sacs shall not be permitted where the turnaround is not clearly visible from the entrance to the street.

**DESIGN STANDARDS; BLOCKS**

- Intersecting streets shall determine the block length and shall be provided at such intervals as to serve cross traffic adequately and to meet existing or future streets. Where there is no existing plat control, the blocks shall not exceed eight hundred (800') feet in length.

**ALLEYS AND ALLEY WIDTHS**

- Except in unusual cases, alleys or loading courts must be provided in business blocks. Alleys are optional in residential districts but are considered undesirable except where alleys of adjoining subdivisions would be closed or shut off from access by the failure to provide alleys in the new subdivision. Alleys shall have a minimum width of 20 feet. In case of intersecting alleys, a cutoff shall be required of at least 5 feet measured from the point of intersection of the alley lines, the resultant connection lot line to be at least 5 feet in length.

**LOTS**

- All rectangular lots and all other lots, so far as practical, shall have the side lines at right angles to the street on which the lot faces or radial to curved streets lines. Lots shall be of proper width, depth and area to conform to the zoning district.

**UTILITY EASEMENTS**

- Where alleys are not included in the plat, easements of not less than 8 feet shall be provided on each side of rear or side lots or where necessary for the proper location or relocation of public utilities. In the event that the owner of the subdivision does not own the abutting property on a single row of lots, the easement shall not be less than 12 feet in width. If necessary for the extension of water or sewer lines or similar utilities or for surface drainage, easements of greater width may be required along lot lines or across lots. Easements shall connect with any established easements in adjoining property. The City Engineer shall approve easements for sewer, water and gas lines.

**PARKS, SCHOOL SITES, AND PLAYGROUNDS**

- Suitable sites for parks, schools, playgrounds or other public requirements shall be carefully considered and indicated on the preliminary plan so that they can be compared with the Comprehensive Plan and it can be determined which of such sites, if any, should be indicated on the final plat, and when, and in what manner such areas will be acquired by the public body.

**SIDEWALKS**

- The developer shall install sidewalks, which shall be located in the platted rights-of-way and shall be 2 feet outside the property line. Sidewalks shall be not less than 4 feet wide and shall conform to the specifications of the City. Sidewalk elevations shall be not less than 6 inches or more than 10 inches above curb elevations. 1:10 inch slope ramps required at streets. See municipal code for specific sidewalk installation requirements.

**PRELIMINARY PLAT REQUIREMENTS**

The following information must be included on all preliminary plat drawings. When more than one sheet is used, a key map showing the entire subdivision at smaller scale with block numbers and streets names shall be shown on one of the sheets or on a separate sheet of the same size.

- \$100.00 nonrefundable filing fee
- 15 copies submitted at least 10 days prior to the Planning Commission meeting
- A map drawn to a scale of one (1") inch to two hundred (200') feet or larger.
- The name of the proposed subdivision shall be labeled "Preliminary Plat [subdivision name] an addition to the City of South Sioux City, Dakota County, Nebraska". For titling subdivisions outside the city limits please omit "City of South Sioux City".
- Owner's and subdivider's name and address
- Engineer, surveyor, and/or landscape architect name and address responsible for survey or design.

- Legal description of property.
- Legal description boundary line (accurate in scale) dimensions and location of the property to be platted, in proper relationship to section lines, contours with the intervals of five (5') feet or less. Identify P.O.B. (Point of Beginning)
- Date, scale and north arrow.
- Map key showing the general location of the proposed subdivision in relation to surrounding developments.
- The name and location of adjacent subdivisions.
- Designate the existing zoning classification and proposed use of land. (single family lots, multifamily lots, retail etc.)
- Indicate location and width of proposed rights-of-way, street paving, lots, alleys, easements, sidewalks, open space and other features and their relationship to existing features in adjacent subdivisions. If there are no subdivisions adjacent to the property, then the key map shall show the location and distance to the nearest subdivision and how the streets, alleys, or highways in the subdivision offered for approval may connect with those in the nearest subdivision.
- Survey showing physical features of the property, including watercourses, ravines, bridges, culverts, present structures and other features of importance to the lot and street layout.
- Indicate the approximate acreage of the property.
- Topography of the tract shall be shown on the preliminary plat by means of contours of one (1') or two (2') foot intervals
- Approximate gradients of streets. All grades shall be based upon City datum or on datum based established bench marks and shown on the plat
- The commission may require centerline profiles of proposed streets
- Proposed lots with dimensions and area in square feet, and the numbers of lots and blocks in accordance with a systematic arrangement.
- Identify front, side, and rear yard setbacks.
- Identify water and sanitary sewer size and location of all existing improvements, connections thereto and proposed improvements.
- Indicate location of each proposed manhole.
- Identify all proposed fire hydrants.
- Identify all street light locations.
- Contact City Engineer for all city specifications regarding infrastructure improvements including paving, water mains, sanitary sewers, storm sewers and electrical distribution.
- Prepare and submit storm water drainage plan to City Engineer and State authority having jurisdiction. Identify on plat location of storm sewer and all inlets.

**Preliminary Plat Comments:**

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