



City of West Burlington

SUBDIVISION APPLICATION

All subdivisions, which include the re-subdividing or rearrange of the boundary or division line of any lot or parcel of land, within the West Burlington corporate limits and within two (2) miles of the corporate limits shall require a Subdivision Application and compliance with Chapter 170 "Subdivision Regulations" for the City of West Burlington, Iowa.

PROPERTY OWNER INFORMATION

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

SUBDIVISION INFORMATION

Name of Subdivision: _____

Location of Subdivision: _____

Total Acres _____ Number of Lots _____ Current Zoning _____

Proposed Land Use: _____

SURVEYOR/ENGINEER INFORMATION

Plat Prepared by: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

ATTORNEY INFORMATION

Name: _____ Phone: _____

APPLICANT SIGNATURE

I certify that I have read and understand the applicable state and local ordinances concerning the subdivision process and have applied such requirements to the submitted plat.

Signature of Applicant

Date

FEES:

PRELIMINARY PLAT				
Fee	Date Paid	Date Approved by P&Z	Date Approved by City Council	Resolution #
\$250 plus \$10 for each lot				
FINAL PLAT				
Fee	Date Paid	Date Approved by P&Z	Date Approved by City Council	Resolution #
\$300 plus \$10 for each lot				

City of West Burlington

Before presenting a Preliminary Plat for review by the West Burlington Planning and Zoning Commission, please present the plat to the following offices for their review and comments, and have the appropriate official sign that it has been reviewed. Please attach copies of this completed form to each copy of your Preliminary Plat.

City of West Burlington

City Utilities (Water & Sewer)

By: _____

Title: _____

Date: _____

Building Inspector

By: _____

Title: _____

Date: _____

West Burlington Post Office

By: _____

Title: _____

Date: _____

(Subdivisions are required to have central location drop off cites)

Other Utilities

Gas/Electric

By: _____

Title: _____

Date: _____

Telephone

By: _____

Title: _____

Date: _____

When the plat is on land within the two-mile area outside the city limits of West Burlington, please present the plat for review to the following:

Des Moines County Health

By: _____

Title: _____

Date: _____

Des Moines County

Soil Conservation District

By: _____

Title: _____

Date: _____

Des Moines County Engineer

By: _____

Title: _____

Date: _____

Name of Subdivision _____

Location of Subdivision _____

DES MOINES COUNTY RECORDER PLATTING WORKSHEET



Subdivision Name _____


Location: Part of _____ Section _____ Township _____ Range _____

Contact in case of question: _____

Mailing Address: _____

Phone: _____

REQUIREMENTS

- ☐ 1. **UNIQUE NAME OR TITLE** – as approved by the County Auditor SEC. 354.6(2)
- ☐ 2. **DEDICATION OF OWNER** – statement signed by all owners consenting this property be subdivided. SEC. 354.11 (1).
- ☐ 3. **ACCEPTANCE BY MORTGAGE HOLDER (S)** – a signed statement allowing the owner to subdivide the land or an affidavit and bond as provided for in Sec. 354.12 may be recorded in lieu of consent. SEC. 354.11 (2)
- ☐ 4. **ATTORNEY'S CERTIFICATE** - opinion of attorney stating names of proprietors and holders of mortgages, liens or other encumbrances OR state the property is free of all liens and encumbrances. SEC. 354.11 (3)
- ☐ 5. **CERTIFIED RESOLUTION OF ACCEPTANCE BY CITY, COUNTY OR BOTH**  depending on location. A certified resolution by each governing body as required by Section 354.8
- ☐ 6. **TREASURER'S CERTIFICATE** – statement signed by treasurer showing property is free from certified taxes and certified special assessments OR that the land is free from certified taxes and that the certified special assessments are secured by bond in compliance with Section 354.12. SEC. 354.11 (5)
- ☐ 7. **FINAL PLAT** – furnish 4 copies. Must be no less than 8 ½ x 11 inches and no larger than 11 x 17 inches. Must have original which legible copies can be made.
- ☐ 8. **RESTRICTIVE COVENANTS** – final plat may have restrictive covenants, which can be filed with the subdivision or at a later date. It restricts what the lot owner can do to his/her lot.
- ☐ 9. **GROUND WATER HAZARD STATEMENT.**
- ☐ 10. **PERFORMANCE BOND** – optional bond prescribed by city as part of approval process.
- ☐ 11. **ASSESSMENT WAIVER** – optional separate document allowing city to assess future improvements, such as streets, sewers, sidewalks, etc. on property owners.
- ☐ 12. **TWO INCH TOP MARGIN** with individual's name, address, phone number of the preparer in the bottom ¼ of the 2".