

# CITY OF WALCOTT, IOWA

## *Developer's Handbook*

### PLATTING PROCESS

Platting is a two-step process involving a preliminary plat and a final plat.

#### PRELIMINARY PLAT

##### **Purpose.**

The intent of the preliminary plat review is to grant preliminary approval of the basic design of a subdivision plat.

##### **Applicability.**

Whenever the owner or developer of any parcel of land wishes to divide or improve the property, the platting process must be followed. Refer to Chapter 166 of the Walcott City Code.

##### **Procedure.**

1. **Consultation.** In order to make the most of the opportunities related to the subdivision and to conserve time, effort, and expense, the owner or subdivider should consult with the Zoning Administrator prior to the preparation of the preliminary plat of the subdivision. Factors which should be considered prior to the preparation of the preliminary plat include: how the proposed plan will fit into the comprehensive plan; requirements of the thoroughfare plan; recreational sites, shopping center, and community facilities; accessibility to sanitary sewer; provision of adequate water supply, drainage, and detention; prevention of soil erosion; impact of and upon physical characteristics; accessibility to public transportation; and the relationship of the proposed subdivision to other developments in the vicinity, proposed and existing.
2. **Filing an application.** Any person desiring preliminary plat approval of a subdivision needs to submit a written application and application fee of \$100.00 plus \$5.00 per lot. Application forms can be picked up and returned

to City Hall. In addition to the application form and fee, the applicant needs to submit twenty (20) copies of a preliminary plat in conformance with Section 166.03 of the Walcott City Code. Submission of these documents shall be at least thirteen (13) working days prior to the scheduled Commission meeting. The actual cost of the engineering and attorney fees related to the improvements shall be charged to the applicant.

3. **Staff review upon receipt.** If it is determined that there are serious problems with the proposed plat, the Zoning Administrator has the authority to return it to the applicant within three (3) working days of its submission. However, if the request appears reasonable, Staff will make notification to all property owners within 200 feet of the subdivision and make a recommendation to the Commission for approval, approval with conditions, or denial.
4. **Planning and Zoning Commission.** If the requested plat appears reasonable, the Planning and Zoning Commission shall review the preliminary plat and staff report and receive comments from the public at the next regular meeting. The Commission may recommend approval, approval with conditions, or denial of the request within thirty (30) days.
5. **City Council Approval.** The Council must review and approve or deny the preliminary plat. The Council will take into consideration the comments and recommendations of Staff, the Commission, and the public. If the decision is for approval, the Council may include such conditions in its resolution of approval as it deems necessary to accomplish the stated purposes. A simple majority is sufficient to approve the request. The approval of the preliminary plat by the Council does not constitute approval of the subdivision, it is merely an authorization to proceed with the preparation of the final plat.

#### **Time limit on Preliminary Approval.**

Approval of the preliminary plat shall be effective for a period of eighteen (18) months unless, upon request of the applicant, the Council grants an extension.

#### **Time required to process.**

Preliminary plats typically take forty-five (45) days to process.

#### **Meeting Dates.**

The applicant will be informed of the initial meeting date at the time of filing the application. It will be the applicant's responsibility to keep up with future meeting dates after the initial meeting. Do not hesitate to call the Zoning Administrator at (563) 284-6571 ext. 10 if you have a question regarding an application or a meeting date.

- **For specific code requirements refer to the Walcott City Code.**

## FINAL PLAT

### **Purpose.**

The intent of the final plat is to approve the specifics of a subdivision based upon the design concept of an approved preliminary plat. The proposed final plat may include all or part of the approved preliminary plat. The proposed final plat must be based on and be in accord with the approved preliminary plat.

### **Applicability.**

A final plat is required whenever the owner of any tract of land desires to subdivide the land into two or more parts. Approval of a preliminary plat is required prior to final plat approval.

### **Procedure.**

1. **Filing.** Any subdivider desiring final approval of a plat of a subdivision needs to submit a completed application and twenty (20) copies of the final plat to the Zoning Administrator, at least thirteen (13) working days prior to the scheduled Commission meeting, in accordance with section 166.09 of the Walcott City Code. In addition to the plat, the applicant shall submit a number of additional legal documents including the following: an attorney's certificate, a certificate of owner, a tax certificate, an engineer's certificate, and acceptance certificate, and any restrictive covenants.
2. **Staff review.** After the plat is filed, the Zoning Administrator and City staff will review and prepare a recommendation to the Commission for approval, approval with conditions, or denial. The plat will be reviewed on the basis of conformity with the preliminary plat. If substantial problems exist with the plat, the Zoning Administrator will contact the subdivider to resolve the problems before sending the plat to the Commission.
3. **Planning and Zoning Commission.** If the plat is acceptable, the Planning and Zoning Commission shall review the final plat and the staff reports and receive comments from the public. The Commission will recommend approval, approval with conditions, or denial of the final plat. The final plat must be forwarded on to the City Council for action.
4. **Council approval.** Following review and recommendation by the Commission, the plat will be put on the Council agenda. The Council shall review and either approve, approve with conditions, or deny the plat. Council will take into consideration the comments and concerns of staff, the Commission, and the public. A majority vote of the Council is needed to approve the final plat. However, if the Commission does not recommend

approval of the final plat of the subdivision, the council may approve the plat by a three-fourths (3/4) vote of the entire membership of the Council.

5. **Recording of plat.** Within four (4) months following the approval of the final plat by the Council, the applicant must record the final plat with the Scott County Recorder. Failure to do so will make the council action null and void.
6. **Copy of plat to the City.** Immediately after recording of the final plat, the applicant shall file with the City ten (10) certified copies of the recorded final plat and also file one original size reproducible mylar copy of the final plat.

**Time required to process.**

Typically, the final platting process takes approximately forty-five (45) days to complete.

**Meeting dates.**

The applicant will be informed of the initial meeting date when filing the application but will be required to keep up with the dates of future meetings. Do not hesitate to call the Zoning Administrator if you have any questions regarding an application or meeting date.

- **For specific code requirements refer to the Walcott City Code.**

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