

**JESUP, IOWA
SUBDIVISION ORDINANCE UPDATE**

ORDINANCE NUMBER 481

The following subdivision ordinance update shall hereinafter be known as the “Jesup, Iowa Subdivision Ordinance”. Ordinance Number 481 is an ordinance creating updated subdivision regulations for the purpose of protecting public health, welfare, and safety within the incorporated areas of Jesup, Iowa, as well as within two (2) miles of the city. It shall rescind and replace Title VI, Chapter 6 of the Jesup City Code in its entirety, as well as any amendments thereto.

**RECOMMENDED FOR ADOPTION, AFTER A PUBLIC HEARING, BY
THE JESUP PLANNING & ZONING COMMISSION**

**ON:
November 8th, 2006**

**ADOPTED BY
THE JESUP CITY COUNCIL**

**ON:
December 6, 2006 (Public Hearing and First Reading)
December 6, 2006 (Second Reading)
December 6, 2006 (Third and Final Reading)**

**EFFECTIVE DATE:
Upon publication, as required by law**

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**ORDINANCE NUMBER 481
AN ORDINANCE REGULATING THE SUBDIVISION OF LAND**

**SECTION I
PURPOSE**

To provide procedures and guidance for the review and consideration of all subdivisions, resubdivision, or dedications in the incorporated areas of Jesup as well as a formal review procedure for subdivisions proposed in the unincorporated area in the two (2) mile area around the corporate limits of Jesup; implementing the City’s Comprehensive Plan; prescribing minimum standards for the design layout and development thereof; providing for the preliminary and final approval or disapproval thereof; providing for the enforcement and penalties for the violation thereof; all for the purpose of promoting adequacy, safety and efficiency of the street and road system, and for the purpose of improving the health, safety, and general welfare of the citizens; and repealing all other ordinances or resolutions in conflict herewith. This

Ordinance is permitted and specifically authorized in Chapter 354, Platting – Division and Subdivision of Land, Code of Iowa, as amended.

SECTION II TITLE

The following subdivision ordinance shall be known as the “Jesup, Iowa Subdivision Ordinance”. Ordinance Number 481 is an ordinance creating updated subdivision regulations for the purpose of protecting public health, welfare, and safety within the incorporated areas of Jesup, Iowa. It shall rescind and replace Title VI, Chapter 6, of the Jesup City Code in its entirety, as well as any amendments thereto.

SECTION III DEFINITIONS

- A. For the purpose of this Ordinance, certain words and terms are hereby defined. The following terms are intended to be consistent with Chapter 354 of the Code of Iowa, as amended, and any changes to the Code shall automatically be assumed to be part of this Ordinance. Words used in the present tense shall include the future, the singular number shall include the plural and the plural the singular; the word shall is mandatory; the word may is permissive.
1. Acquisition Plat: The graphical representation of the division of land or rights in land, created as a result of a conveyance or condemnation for right-of-way purposes by an agency of the government or other persons having the power of eminent domain.
 2. Aliquot Part: A fractional part of a section within the United States public land survey system. Only the fraction parts one-half ($\frac{1}{2}$), one-quarter ($\frac{1}{4}$), one-half ($\frac{1}{2}$) of one-quarter ($\frac{1}{4}$), or one quarter ($\frac{1}{4}$) of one-quarter ($\frac{1}{4}$) shall be considered an aliquot part of a section.
 3. Alley or Lane: A public or private way not more than sixteen (16) feet wide affording generally secondary means of access to abutting property and not intended for general traffic circulation.
 4. Auditor’s Plat: A subdivision plat required by either the County Auditor or the County Assessor, prepared by a surveyor under the direction of the County Auditor.
 5. Block: An area of land within a subdivision that is entirely bounded by streets, highways, or the exterior boundary or boundaries of the subdivision, except alleys.
 6. Building Line: Building lines shall be shown on all lots whether intended for residential, commercial, or industrial use. Such building lines shall not be less than required by the Zoning Ordinance of Jesup, Iowa.
 7. City Council: The City Council of Jesup, Iowa.
 8. Commission/Planning and Zoning Commission: The Jesup Planning and Zoning Commission.
 9. Conveyance: An instrument filed with the County Recorder as evidence of the transfer of title to land, including any form of deed or contract.
 10. County: Buchanan County, Iowa or Black Hawk County, Iowa.
 11. Cul-de-sac: A street having one (1) end open to motor traffic, the other end being permanently terminated by a vehicular turn-a-round.

12. Development: Any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations.
13. Developer: See the definition of “Proprietor”.
14. Division: Dividing a tract or parcel of land into two (2) parcels of land by conveyance or for tax purposes. The conveyance of an easement, other than a public highway easement, shall not be considered a division for the purposes of this Ordinance.
15. Driveway: A private property access to either: a private or public street, road, alley, highway, or freeway. Adopted driveway details are available at City Hall.
16. Easement: A grant by a proprietor of a limited use of land to the general public, a corporation, or a certain person or persons, and within the limits of which the proprietor shall not erect any permanent structures but shall have the right to make any other use of the land subject to such easement which is not inconsistent with the rights of the grantee. Public utilities shall have the right to trim or remove trees that interfere with the use of such easements.
17. Engineer: An engineer is a registered civil engineer authorized and licensed to practice engineering in the State of Iowa.
18. Final Plat: The final map or plan of record of a subdivision and any accompanying material, as described in Section VII.
19. Improvements: Addition of any facility or construction on land necessary to prepare land for building sites including road paving, drainage ways, sewers, water mains, wells, and other works and appurtenances.
20. Lot: For the purpose of this ordinance, a lot is a parcel of land of sufficient size to meet minimum zoning requirements for use, coverage and area to provide such yards and other open space as are herein required. Said lot shall have frontage on or access to a public street or private street and may consist of: (a) A single lot of record; (b) A portion of a lot of record; (c) A combination of complete lots of record, or complete lots of record and portions of lots of record, or of portions of lots of record; or (d) A parcel of land described by metes and bounds, provided that in no case of division or combination shall any residual lot or parcel be created which does not meet the requirements of this Ordinance or any Ordinance of the City of Jesup.
21. Major Subdivision: All subdivisions not classified as minor subdivisions, including, but not limited to, any size subdivision requiring any new public or private street or extension of local government facilities, to any new improvements.
22. Metes and Bounds: The method used to describe a tract of land that uses distance and angles, uses distances and bearings, or describes the boundaries of the parcel by reference to survey monuments or physical features of the land.
23. Minor Plat: A plat in lieu of a preliminary and final subdivision plat in the case of minor subdivisions to enable the proprietor to save time and expense in reaching a general agreement as to the form of the plat and the objectives of Section VIII.
24. Minor Subdivision: Any subdivision that creates not more than four (4) parcels fronting an existing road, not involving any new road or street or the extension of municipal utilities or the creation of any improvements or the dedication of lands to the city, and not adversely affecting the remainder of the parcel or adjoining property and not in conflict

with any provision of the Comprehensive Plan, Zoning Ordinance, or this Ordinance may be classified as a minor subdivision and must meet the appropriate provisions of this Ordinance.

25. Non-residential Subdivision: A subdivision whose intended use is other than residential, such as commercial or industrial. Such subdivision shall comply with the applicable provisions of this Ordinance.
26. Official Plat: Either an Auditor's plat or a major or minor subdivision plat that meets the requirements of the Code of Iowa and has been filed for record in the offices of the County Recorder, County Auditor, and County Assessor.
27. Outlot: A portion of a subdivision or other parcel or tract intended as a unit for the proposed, whether immediate or future, transfer of ownership. An outlot shall be an unbuildable lot, in and of itself. Typically a proprietor may use an outlot for the following reasons: (a) To reserve a portion of a final plat for future development or sale; (b) To reserve a portion of a final plat for construction of and future dedication of a detention basin to the City or private association; or (c) For construction of a private street or access that will be owned and maintained by a private association. Outlots shall be denoted with a letter rather than a number on the Final Plat or Minor Plat.
28. Parcel: A part of a tract of land.
29. Permanent Real Estate Index Number: A unique number or combination of numbers assigned to a parcel of land pursuant to Section 441.29 of the Code of Iowa.
30. Plat of Survey: The geographical representation of a survey of one (1) or more parcels of land, including a complete and accurate description of each parcel within the plat, prepared by a registered land surveyor.
31. Preliminary Plat: The proposed map or plan of record of a subdivision and any accompanying material, as described in Section VI.
32. Property Line Adjustment: The survey and plat preparation of one (1) or more lots or parcels that meets the following criteria: (a) no additional lots or parcels shall be created, and; (b) no part of the divided lot or parcel will be transferred to anyone but the owner or owners of a lot or parcel of land abutting that part of the divided lot or parcel of land to be transferred, and; (c) no adjusted lot or parcel shall conflict with the Jesup Zoning Ordinance or this Ordinance. This type of survey plat shall be prepared in accordance with the Code of Iowa requirements and shall be submitted to the City for approval, according to Section IX of this Ordinance.
33. Proprietor: A person who has a recorded interest in land, including a person selling or buying land pursuant to a contract, but excluding persons holding only a mortgage, easement, or lien interest. This definition shall also include a person or persons designated to act on behalf of a proprietor.
34. Resubdivision: A change on a map of an approved or recorded subdivision plat if such change affects any street layout on such map or area reserved thereon for public use or at any lot line, or if such a change affects any map or plan legally recorded prior to the effective date of this Ordinance.
35. Right-of-Way: The land area the right to possession of which is secured or reserved by the contracting authority for road purposes.
36. Street Line: A dividing line between a lot, tract or parcel of land and a contiguous street.

37. Street, Road, Drive, Alleys, or Entrance (Private): All property intended for use by vehicular traffic, but not dedicated to the public, nor controlled and maintained by a political subdivision.
38. Street, Road, Alleys, Drive or Entrance (Public System): All property intended for use by vehicular traffic, which has been dedicated to the public or deeded to a political subdivision.
39. Subdivision: Any land, vacant or improved, which is divided or proposed to be divided into two (2) or more lots, parcel, sites, units, plots, or interests for the purpose of sale or conveyance including a sale on contract or the making of a gift, or lease, or development, including resubdivision. 'Subdivision' includes the division or development of residential or non-residential zoned land, whether by deed, sale on contract, devise, intestate succession, lease, map, plat, or other recorded instrument.
40. Surveyor: A registered land surveyor authorized and licensed to practice surveying in the State of Iowa, pursuant to Chapters 355 and 542B of the Code of Iowa.
41. Tract: An aliquot part of a section, a lot within an official plat, or a government lot or land not within an official plat and not an aliquot part.
42. Zoning Administrator: The administrative officer designated or appointed by the City Council to administer and enforce the regulations contained in the Jesup Zoning Ordinance.

SECTION IV GENERAL PROVISIONS

- A. Application. This Ordinance shall apply to all plats, replats, and divisions of land into parcels lying in the incorporated area of Jesup, Iowa, as well as the subdivision of land that is within two (2) miles of the city's corporate boundaries. The provisions of this Ordinance shall apply to the division of any lot or parcel of land entered of record in the office of the County Recorder as a single lot or parcel on or after the effective date of this Ordinance
- B. Plats within Two (2) Miles of the City of Jesup. In accordance with the provisions of Section 354.9 of the Code of Iowa, as amended, a proprietor or other agent, shall file a copy of all preliminary and final subdivision plats including minor plats, for the unincorporated areas within Buchanan and Black Hawk Counties that are within two (2) miles of the city. The city may review and comment on the proposed subdivision. The City may approve, disapprove, or waive their right to review all plats within the extraterritorial area defined herein. The plat(s) shall be filed with the City Clerk prior to or at the same time as filing with the County. Approval by one (1) political entity does not automatically constitute approval by the others unless the political entities have so agreed.
- C. Subdivision Classification. Any proposed subdivision or resubdivision shall be classified as a minor subdivision or a major subdivision by the Zoning Administrator. To aid in this, the proprietor shall submit in writing or other appropriate documentation the principle features of access, relationship and location of existing roads, proposed water and sanitary sewer systems, public utilities and improvements, the number and location of the proposed lots and other pertinent data or information. Any subdivision may be classified as a major subdivision at the proprietor's request.
- D. Zoning: Any property proposed for subdivision shall be correctly zoned to accommodate the proposed use(s) before the subdivision process is begun.

- E. Review by Agencies: All plats shall be submitted to the Zoning Administrator and City Clerk for review prior to recording and one (1) copy to the: Mayor and Council, Zoning Administrator, City Clerk, City Engineer, Street Superintendent, Wastewater Superintendent, Building Inspector, and Planning and Zoning Commission. Each of the aforementioned offices shall examine the plat as to its compliance with the zoning ordinances and regulations of Jesup, as well as of the County and the State of Iowa, and submit their findings to the Zoning Administrator per Attachment C.

SECTION V SUBDIVISION DESIGN STANDARDS

The standards and details of design herein contained are intended only as the minimum requirements so that the general arrangement and layout of a subdivision may be adjusted to a wide variety of circumstances. However, in the design and development of the plat, the proprietor should use standards consistent with the site conditions so as to assure an economical, pleasant and desirable neighborhood, and shall conform to design standards as approved by the City Council.

A. GENERAL REQUIREMENTS

1. LAND SUITABILITY

No land shall be subdivided for residential purposes that is found to be unsuitable for subdividing by reason of flooding, ponding, poor drainage, adverse soil conditions, adverse geological formations, unsatisfactory topography or other features likely to be harmful to the health, safety or general welfare unless such suitable conditions are corrected to the satisfaction of the City.

a. If a subdivision is found to be unsuitable for any of the reasons cited in this section the Planning and Zoning Commission or City Council shall state its reasons in writing and afford the proprietor an opportunity to present data regarding such unsuitability. Thereafter, the Planning and Zoning Commission or City Council may re-affirm, modify or withdraw its determination of unsuitability.

b. Flood prone areas: All lots located within a floodplain shall contain adequate area above the elevation of flooding for essential and planned installations. All land in a subdivision that lies in a floodplain shall be:

(1) Identified as such on the individual lots in the preliminary plat, and

(2) Encouraged to remain as open space for use by all proprietors of lots in the subdivision with an appropriate instrument providing for its care by such proprietors.

c. Subdivisions (including mobile home parks) shall be consistent with the need to minimize flood damages and shall have adequate drainage provided to reduce exposure to flood damage. Development associated with subdivision proposals shall meet the applicable performance standards.

2. STREETS

a. Private Streets. Private streets, not dedicated to and accepted by the City, proposed after the effective date of this Ordinance are discouraged. If private streets are utilized they shall be built to public standards, and they shall be

platted as such and be under the control of the subdivision, homeowners association, and/or proprietor.

- b. Continuation of Existing Streets. Proposed streets shall provide for continuation or completion of any existing streets (constructed or recorded) in adjoining property, at equal or greater width to those defined in Section V (A)(2)(n).
- c. Circulation. The street pattern shall provide ease of circulation within the subdivision as well as convenient access to adjoining streets, thoroughfares, or unsubdivided land as may be required by the City so as to not impede the future growth and development of the community. In a case where a street will eventually be extended beyond the plan, but is temporarily dead-ended, an interim turn-a-round shall be required and built to City standards.
- d. Street Intersection. Street intersections shall be as near to right angles (90 degrees) as possible. Street offsets shall be discouraged, however if permitted, there shall be a minimum of one hundred fifty (150) feet offset between centerlines of intersecting streets.
- e. Cul-de-sac. If a cul-de-sac is permitted, such street shall be no longer than five hundred (500) feet and shall be provided at the closed end with a turn-a-round having a street property line diameter of at least one hundred ten (110) feet in the case of residential subdivisions. The right-of-way width of the street leading to the turn-a-round shall be equal or greater to those defined in Section V (A)(2)(n). The property line at the intersection of the turn-a-round and the lead-in portion of the street shall be rounded at the radius of not less than thirty (30) feet. A paved cul-de-sac with concrete curb and gutter shall have a minimum paved diameter of ninety (90) feet measured from the back of the curb to back of curb.
- f. Street Names. All newly platted streets shall be named in a manner consistent with the present street name system. A proposed street that is obviously in alignment with other existing streets, or with a street that may be logically extended through the various portions shall bear the same name. New street names shall be subject to the recommendation of the Planning and Zoning Commission and approval by the City Council so as to avoid duplication or similarity of names.
- g. Physical and Cultural Features. In general, streets shall be platted with appropriate regard for topography, creeks, wooded area, and other natural features which would lend themselves to attractive treatment.
- h. Half Streets. Dedication of half streets, which is defined as the area between the right-of-way line and centerline of one side of a street, will be prohibited unless there exists a dedicated or platted half street or alley adjacent to the tract to be subdivided, the other half shall be platted if recommended by the Planning and Zoning Commission and approved by the City Council.
- i. Alleys. Alleys may be required in business areas and industrial districts for adequate access to block interiors and for off-street loading and parking purposes. Except where justified by unusual conditions, alleys will not be approved in residential districts. Dead-ended alleys shall be provided with a means of turning around at the dead-end thereof.
- j. Easements.

- (1) Permanent structures shall not be constructed or placed on an easement.
 - (2) Easements for utilities (water and sewer), when necessary, shall be provided along rear or side lot lines or along alleys. The width of such easement shall be not less than twenty (20) feet in total width. In the event that there exists an easement in an adjacent subdivision, the twenty (20) foot requirement may be reduced to ten (10) feet to allow for a minimum of twenty (20) foot total easement.
 - (3) A ten (10) foot easement shall be required in the front yard.
 - (4) Whenever a subdivision is traversed by a waterway, channel, drainage way, stream, sanitary sewer, or storm water drainage structure, a storm water easement or drainage easement may be required. The width of such easement shall be adequate for the anticipated drainage but not less than twenty (20) feet and shall be shown on the plat.
 - (5) Any lot that has no frontage upon a public or private street shall be provided with an easement for access to a public or private street. The width of such easement shall not be less than thirty (30) feet.
 - (6) Easements to the City for street purposes shall not be allowed.
- k. Neighborhood Plan. If any overall plan has been approved by the City for the neighborhood in which the proposed subdivision is located, the street system of the latter shall conform in general thereto.
- l. Unsubdivided Portion of Plat. Where the plat to be submitted includes only part of the tract owned by the proprietor, the Planning and Zoning Commission may require a sketch of the prospective future development of the unsubmitted part. The street system of the part submitted shall be correlated with the street system of the part not submitted.
- m. Major Thoroughfares. Where a new subdivision, except where justified by limiting conditions, involves frontage on a heavy traffic way, limited accessway, freeway, or parkway, the street layout shall provide motor access to such frontage by one of the following means:
- (1) Be so arranged as to permit, where necessary, future grade separations at highway crossings.
 - (2) Border the highway with a parallel street at a sufficient distance from it to permit deep lots to go back onto the highway; or form a buffer strip for park, commercial, or industrial use.
- n. Street Right-of-Way Width, Lanes, and Surface Widths. The number of lanes, size of right-of-ways, and street surface widths shall be classified using the following table.

Type of Street (Examples of Street Types in Jesup)	Lanes (Parking on both sides)	Minimum Right of Way Width	Minimum Width (Back-to-back of curb)
Arterial (South)	3	80 Feet	48 Feet
Collector (Main, Hawley, Douglas, North, 1 st , 6 th , and 10 th)	2	66 Feet	36 Feet

Service and Local (All other streets)	2	60 Feet	31 Feet
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All streets that serve commercial or industrial uses shall be built to Collector Street measurements, at a minimum.

All streets shall be paved with Portland Cement Concrete (PCC) Pavement bounded by Portland Cement Concrete (PCC) curb and gutter. Curb and gutter shall be a minimum of thirty (30) inches.

All streets shall be paved in accordance with specifications approved by the City Council and City Engineer according to the following table.

Type of Street (Examples of Street Types in Jesup)	Minimum Street Base Type and Thickness	Minimum Thickness of Portland Cement Concrete
Arterial (South Streets)	8 inches of rock	By Design
Collector (Main, Hawley, Douglas, North, 1 st , 6 th , and 10 th Streets)	8 inches of rock	8 inches of concrete
Service (All Other Streets)	6 inches of rock	7 inches of concrete

- o. Street Alignments. Streets and alleys shall be completed to grades that have been officially determined or approved by the City Council. All streets shall be graded to within two (2) feet of the right-of-way and adjacent sides slopes graded to blend with the natural ground level. The maximum grade shall not exceed six (6) percent for main thoroughfares or ten (10) percent for arterial, collector, and service streets. The minimum grade for any street shall not be less than one-half of one (0.5) percent. A minimum centerline radius of one hundred fifty (150) feet shall be required of all streets. All street alignments, both horizontally and vertically, shall meet design criteria as specified in the current American Association of State Highway and Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets.

B. BLOCKS

1. No Block shall be longer than one thousand (1,000) feet.
2. At street intersections, block corners shall be rounded with a radius of not less than twenty-five (25) feet. However, where a curve radius has been previously established, such radius shall be used as standard if greater than twenty-five (25) feet.

C. LOTS

1. Corner lots shall have a minimum width that will permit required building setbacks on both front and side streets in accordance with the Jesup Zoning Ordinance.
2. Double frontage lots, other than corner lots, shall be prohibited except where such lots back onto a major street or highway.
3. Minimum lot sizes and dimensions, as defined in the Jesup Zoning Ordinance, shall be met.

4. Side lot lines shall be approximately at right angles (90°) to the street or radial to curved streets. On large size lots and except when indicated by topography, lot lines shall be straight.
5. All outlots shall be noted as unbuildable on plats and shall be denoted with a letter rather than a number on the Final Plat or Minor Plat.

D. IMPROVEMENTS REQUIRED (Unless otherwise stated in this Ordinance, all improvement costs shall be borne by the developer.)

1. STREETS AND ROADS

In addition to Section V (A)(2), all streets or roads intended to be dedicated to public use and accepted into the City street system shall meet the following criteria:

- a. All streets shall be built to grade and standard cross-section according to the plans approved by the City Engineer and City Council prior to construction. Both plan and profile view details shall be drawn on minimum 22"X34" sheets to a scale of one inch equals twenty feet (1"=20') horizontal and one inch equals four feet (1"=4') vertical. If feasible, 11"X17" plans drawn to a scale of one inch equals forty feet (1"=40') horizontal and one inch equals eight feet (1"=8') vertical shall be acceptable.
- b. All streets shall be paved with Portland Cement Concrete (PCC) and have Portland Cement Concrete (PCC) curb and gutter, which is a minimum of thirty (30) inches wide.
- c. All construction and materials shall conform to the current Iowa Department of Transportation standard specifications and special provisions.
- d. Forty-eight (48) hour advance notice to the City of construction of a street is required.
- e. All designs, specifications, material, inspection results, and procedures shall be certified to the City Engineer by a licensed engineer. All roads to be dedicated to the City may be inspected by the City, with the cost of said inspection being reimbursed to the City by the Proprietor.

2. UTILITY SERVICE SYSTEMS

- a. Public sanitary sewers and water systems shall be installed within the street right-of-way or established easements as required by the State and local ordinances.
- b. Gas mains shall be installed within the street right-of-way or an established easement.
- c. Electric and telephone lines shall be installed within the street right-of-way or established easements.
- d. Streetlights shall be installed within the street right-of-way or established easements.
- e. All subdivisions, and their lots, that are located within the incorporated boundaries of Jesup shall be required to connect to municipal utilities.

- f. All utility service systems shall be subject to approval by the City Engineer and City Council.

3. STORM DRAINAGE

- a. Adequate storm sewers and inlets shall be provided where necessary. All storm water intakes shall be capable of handling a five (5) year storm, and the pipe shall be capable of handling a ten (10) year storm. In addition, the subdivision shall have one hundred (100) year overland conveyance capacity.
- b. Natural waterways shall be maintained and protected.
- c. Storm water facilities may be required by the City Council in order to lessen negative drainage impact on other lands and such proposed facilities shall be subject to approval by the City Engineer and City Council.
- d. If the development covers an area of one (1) or more acres, the applicant must have the necessary Iowa Department of Natural Resources permit(s).

4. UTILITY LOCATIONS

The proposed location, alignment, and sizes of all existing public utilities shall be shown on the preliminary plat. All utilities shall be located underground, unless waived by the City Council. Approval of the preliminary plat will form the basis of final designs of all improvements.

All underground utilities that will be located within the street right of way or established easement shall be constructed, and service provided to each lot, before acceptance of the improvements by the City.

5. STREET SIGNS AND TRAFFIC CONTROL DEVICES

To insure uniformity with Jesup's street signage system, all street name signs and traffic control signs shall be erected in conformance with the Manual of Uniform Traffic Control Devices (MUTCD) and E-911 requirements. The City will be responsible for all costs associated with sign erection and maintenance.

6. MAILBOXES, INCLUDING NEWSPAPER BOXES

Mailboxes and mailbox construction shall conform to United States Postal Service standards.

7. PARKING

The depth and width of properties reserved and designed for residential, commercial, or industrial purposes shall be adequate to provide for the off-street parking and loading facilities required for the type of use and development contemplated, as established in the Jesup Zoning Ordinance.

8. SIDEWALKS

Sidewalks may be required by the City Council if they are considered necessary for the general welfare and safety of the community. If sidewalks are not required by the City, the developer shall provide for uniform grading throughout their development so that they may be installed in the future.

9. SUDAS

The City, at its discretion, may use Statewide Urban Design And Specifications (SUDAS) standards as a guide for requiring improvements construction standards.

**SECTION VI
PRELIMINARY PLAT REQUIREMENTS AND PROCEDURES (MAJOR SUBDIVISION)**

A. PRE-PRELIMINARY PLAN AND CONFERENCE

Each proprietor of land wishing to subdivide is required to meet with City Officials, City Engineer, Building Inspector, and City Clerk before preparing the preliminary plat in order to become familiar with City regulations affecting the territory in which the proposed subdivision lies. A pre-preliminary plat or sketch plan of the general street and lot layout shall be presented to the City at that time, so that the City Officials may review it and alert the Developer to any known development constraints that may exist or arise.

B. NUMBER OF COPIES

Whenever the proprietor of any tract or parcel of land within the incorporated area of the City wishes to subdivide or plat the same, the proprietor shall cause to be prepared a preliminary plat of said subdivision, and shall submit (20) copies of said preliminary plat and supportive information, one (1) of which shall be scalable and the remaining may be reduced in size, to the Zoning Administrator for preliminary study and approval. The preliminary plat shall be submitted to the Zoning Administrator a minimum of twenty-one (21) days prior to Planning and Zoning Commission consideration.

C. REFERRAL OF PRELIMINARY PLAT

The Developer shall refer one (1) copy each to the Zoning Administrator, Mayor and City Council, City Clerk, City Engineer, Street Superintendent, Wastewater Superintendent, Building Inspector, and Planning and Zoning Commission. Each of the aforementioned offices shall examine the plat as to its compliance with the laws and regulations of Jesup and submit their findings to the Zoning Administrator as soon as possible, but within thirty (30) days.

D. CONTENTS OF PRELIMINARY PLAT

Preliminary plats shall contain, include, or show the following requirements.

1. Name of subdivision, date, an arrow indicating the northern direction, and the legal description of the property being platted.
2. Plats shall be drawn in sheets not larger than twenty-four (24) inches by thirty-six (36) inches. The scale of the plat, preferable one inch equals one hundred feet (1"=100'), shall be clearly stated and graphically illustrated by a bar scale on every plat sheet. Larger subdivisions that require more than one (1) sheet shall show match lines and references.
3. Name and address of the proprietor, if different than the owner.
4. Name and address of proprietor's engineer or surveyor.
5. Existing buildings, railroads, utilities, and other rights-of-way.

6. Location, names and widths of all existing and proposed roads, alleys, streets, and highways in or adjoining the area being subdivided.
7. Proposed lot lines with approximate dimensions and the square foot area of each lot.
8. Areas dedicated for public use, such as schools, parks, playgrounds, recreational trails, or green space. The City's objective is to develop and maintain a functioning park and recreational system that is geographically distributed throughout the community and where a minimum citywide ratio of at least two (2) acres of open space per one thousand (1,000) residents is maintained.
9. Contour lines shown at intervals of two (2) feet.
10. Building setback lines.
11. Boundaries of the proposed subdivision shall be indicated by a heavy black line.
12. Existing zoning of the proposed subdivision, as well as the existing zoning of the adjoining property or properties.
13. Proposed utility service:
 - a. Source of water supply.
 - b. Provision for sewage disposal, storm water drainage, and flood control, if applicable.
14. A vicinity sketch at a legible scale showing the relationship of the Plat to its general surroundings.
15. Lots shall be numbered in a way that is acceptable to the County Auditor's office.
16. Existing and proposed easements showing widths and purposes of said easements.
17. If applicable, the regulatory flood elevation data limits of the one hundred (100) year floodplain boundaries, original and revised, must be shown.
18. Environmental studies may be required if a proposed subdivision is located in, or near, an environmentally sensitive area.

E. ACCOMPANYING MATERIAL

1. The proprietor shall also submit engineering documents regarding installation of the improvements with the preliminary plat.
2. The proprietor's engineer shall also submit preliminary engineering calculations regarding sizing of the proposed improvements with the Preliminary Plat.
3. The proprietor's engineer shall include a completed Subdivider Plat Checklist as shown in Attachment A with the Preliminary Plat.

F. REVIEW BY THE PLANNING AND ZONING COMMISSION

1. Upon receipt of the report of the various offices referred to in Section VI (C) above, the Planning and Zoning Commission shall review said plat consider said reports, negotiate with the proprietor on changes deemed advisable and the kind and extent of improvements to be made, and take action upon the preliminary plat as originally

submitted or modified. If a subdivision is not recommended for approval, the Planning and Zoning Commission shall give written reasons therefore. A preliminary plat may require more than one (1) Planning and Zoning Commission review.

G. ACTION BY CITY COUNCIL

1. Whether or not a preliminary plat is recommended for approval by the Planning and Zoning Commission, the Planning and Zoning Commission shall refer the preliminary plat to the City Council for action. The City Council shall then take action upon the preliminary plat not more than sixty (60) days after the initial receipt of the preliminary plat by the Zoning Administrator. The Council may certify its approval or disapproval of the preliminary plat. If approved, the preliminary plat shall be certified by resolution. If the preliminary plat is disapproved, the Council shall state in writing how the proposed plat is objectionable. The applicant has the right to appeal to district court, within twenty (20) days, the failure of the Council to issue approval of the preliminary plat as provided in this Ordinance.
2. The approval of the preliminary plat by the Planning and Zoning Commission or the City Council does not constitute acceptance of the subdivision, but shall authorize the proprietor to proceed with the installation of improvements.
3. The approval of a preliminary plat by the City Council shall be valid for a period of one (1) year from the date of such approval, except upon application for and approval of an extension of such period of validity, by the City Council. After one (1) or more lots have been final platted, the preliminary plat is valid until such time that it is replaced by another preliminary plat.

**SECTION VII
FINAL PLAT REQUIREMENTS AND PROCEDURES (MAJOR SUBDIVISION)**

The final plat shall conform substantially to the approved preliminary plat, and if desired by the subdivider, it may only constitute only that portion of the approved preliminary plat that they wish to have reviewed by the City at that time, provided said portion conforms to all of the regulations contained herein.

A. NUMBER OF COPIES

Within one (1) year of approval of the preliminary plat, or extension thereto the proprietor shall submit twenty (20) copies of the final plat, one (1) of which shall be scalable and the remaining may be reduced in size, for review by the Zoning Administrator. Final plat review shall not begin until, or unless, all copies of the final plat and accompanying material have been submitted to the Zoning Administrator and City Clerk a minimum of twenty-one (21) days prior to Planning and Zoning Commission consideration.

B. REFERRAL OF FINAL PLAT

The Developer shall refer one (1) copy each to the Zoning Administrator, Mayor and City Council, City Clerk, City Engineer, Street Superintendent, Wastewater Superintendent, Building Inspector, and Planning and Zoning Commission. Each of the aforementioned offices shall examine the plat as to its compliance with the laws and regulations of Jesup and submit their findings to the Zoning Administrator as soon as possible, but within thirty (30) days.

C. CONTENTS OF FINAL PLAT

Final plats shall contain, include, or show the following requirements.

1. Name of subdivision and proprietor.
2. Plats shall be drawn on sheets not larger than twenty-four (24) inches by thirty-six (36) inches. The scale of the plat, preferably one inch equals one hundred feet (1"=100'), shall be clearly stated and graphically illustrated by a bar scale on every plat sheet. Larger subdivisions that require more than one (1) sheet shall show match lines and references.
3. An arrow indicating the northern direction.
4. Curve data including delta angle, length of arc, degree of curve, and length and direction of the chord.
5. Boundary lines of subdivided area with accurate distances, bearings, and boundary angles. The unadjusted error of closure shall not be greater than one (1) in ten thousand (10,000) for subdivision boundaries and shall not be greater than one (1) in five thousand (5,000) for an individual lot. The areas of irregular lots within the plat shall be shown and may be expressed in either acres to the nearest one-hundredth (1/100) acre, or square feet to the nearest ten (10) square feet.
6. Exact name, location, width, and designation of all streets within the subdivision. Additionally alleys, parks, open areas, school property, other areas of public use, or areas within the plat that are set aside for future development shall be assigned a progressive letter and have the proposed use clearly designated.
7. The purpose of any easement shown on the plat shall be clearly stated and shall be confined to only those easements pertaining to public utilities including gas, power, telephone, water, sewer, and such drainage or access easements as are deemed necessary for the orderly development of the land encompassed within the plat.
8. Building setback lines with dimensions.
9. Legal description of the property being subdivided.
10. Lot numbers.
11. Certificate of Survey.
12. Description and location of all permanent monuments set in the subdivision, including ties to original Government corners.
13. A table that lists coordinate values for all property corners.
14. A stamp or signature block for the Mayor and City Clerk evidencing the City Council's approval of the final plat.

D. ACCOMPANYING MATERIAL

1. The documents required by the Code of Iowa.
2. A copy of any proposed restrictive covenants, which shall be submitted for the purpose of review and recommendation by the City Attorney.
3. Any dedication or easement to the City for any property intended for public use.
4. Profiles, typical cross sections, and specifications of street improvements and utility systems, to show the location, size and grade. These should be 11"X17" plans drawn to a scale of forty (40) foot horizontal and four (4) foot vertical with west or south at the left.

5. A certificate by the City Superintendent of Public Works or similar official that all required improvements and installations have been completed satisfactorily.
6. Any other security documents, including performance bond, if required.
7. A maintenance bond, four (4) years on pavement, two (2) years on utilities.
8. The proprietor's engineer shall include a completed Subdivider Plat Checklist as shown in Attachment B with the Final Plat.

E. REVIEW BY THE PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission shall review the final plat and forward its recommendation to the City Council, according to the procedures outlined in Section VI(F).

F. ACTION BY THE CITY COUNCIL

1. Upon receipt of the final plat and the required documents from the Planning and Zoning Commission, the City Council will consider the recommendations from the reviewing offices. The City Council shall approve or disapprove of the final plat within sixty (60) days of the filing of the application for final approval. If approved, the preliminary plat shall be certified by resolution. If the final plat is not approved, the Council shall state in writing how the proposed plat is objectionable. The applicant has the right to appeal to district court, within twenty (20) day, the failure of the Council to issue approval of the final plat as provided in this Ordinance.
2. The passage of a resolution by the City Council accepting the plat shall constitute final platting approval for the area shown on the final plat. The proprietor shall cause such plat to be recorded as required by Chapter 354, Code of Iowa, before the City shall recognize the plat as being in full force and effect. In addition, eight (8) copies of the approved final plat and adopting resolution as well as one (1) copy of the completed plat proceedings with restrictive covenants shall be submitted to the Zoning Administrator by the proprietor.

G. IMPROVEMENTS

1. All standards and improvements described in Section V shall be installed at the cost of the developer, unless otherwise stated in this Ordinance, in accordance with the approved plans and specifications before acceptance of the final plat by the City Council unless the proprietor and the City Council have entered into an agreement pursuant to paragraph 3 below. All improvements shall be inspected by the proprietor's engineer and may also be inspected by the City Engineer. The proprietor's engineer shall certify to the City Council that the improvements were constructed in compliance with these regulations, as well as provide "as-built" drawings thereof. If inspected by the City Engineer, the cost of said inspection shall be borne by the Developer. All improvements shall be constructed under the supervision of and to the City Council's satisfaction.
2. Subdivisions may be developed in phases, provided the proposed phasing of public improvements is acceptable to the City Council and Engineer.

3. The completion requirement may be waived in whole or in part by the City Council. Before acceptance of the improvements by the City Council or before waiver of the completion requirement, the proprietor may enter into an agreement with the City Council to ensure the completion of the improvements within a specified time period. If an agreement is entered into, it shall specify the improvements to be constructed, the schedule for completion of the construction (each phase not to exceed three (3) years) and shall be accompanied with a performance bond, corporate surety bond, cash, letter of credit or other surety, in an amount equal to one hundred twenty (120) percent of the estimated cost of said improvements. Said performance bond, corporate surety, bond, cash, letter of credit or other surety shall be approved by the City Attorney.
4. The proprietor of the land being platted shall be required to provide to the City property maintenance bonds, or other means satisfactory to the City Engineer and City Attorney, so as to insure that for a period of four (4) years from the date of acceptance and completion of any street improvement, two (2) years for utilities, the proprietor shall be responsible for maintaining the improvements in good repair.

SECTION VIII MINOR SUBDIVISION REQUIREMENTS AND PROCEDURES

- A. The proprietor shall prepare the proposed minor subdivision plat and shall submit twelve (12) copies, one (1) of which shall be full-size and the remaining may be reduced in size, to the Zoning Administrator. Said plat shall contain such information as required by this Ordinance in Sections VII (C) and VII (D), or as may be specified by the Zoning Administrator.
- B. If the Zoning Administrator shall determine that the “Minor Subdivision Plat” contains sufficient data and elements to furnish a basis for review, then the Zoning Administrator shall forward copies of the submitted plat to the City Engineer, Building Inspector, and to such other agencies or persons as may be deemed appropriate and necessary.
- C. Review by Agencies. Within ten (10) working days following receipt of an application by the Zoning Administrator:
 1. The City Engineer shall notify the Zoning Administrator that access onto the city street will, or will not, be granted and that other improvements do, or do not, conform to current standards.
 2. The City Engineer and/or the Public Works personnel shall notify the Zoning Administrator that the land so proposed to be subdivided will comply with all applicable Jesup, County, and State of Iowa standards, and that the proposed or existing system of water supply complies with applicable Jesup, County, and State of Iowa standards.
 3. Other agencies or persons shall inform the Zoning Administrator of factors they deem appropriate and necessary.
- D. Upon receipt of an application, or such additional period as the proprietor may authorize, the Zoning Administrator may schedule a public hearing on the subdivision request with the City Council. The City Council shall act upon the Minor Plat not more than sixty (60) days after the initial receipt by the City Clerk.
- E. The City Council may approve or disapprove of the subdivision request, or they may refer the request to the Planning and Zoning Commission for their recommendation prior to considering the minor plat. If approved by the Council, the minor plat shall be certified by resolution. In the event that a minor subdivision plat is not approved, the City Council shall state in writing how the proposed plat is objectionable. The applicant has the right to appeal, within twenty (20) days to

district court, the failure of the Council to issue final approval of the minor plat as provided in this Ordinance.

- F. The passage of a resolution by the City Council accepting the plat shall constitute final approval for the area shown on the Minor Plat. The proprietor shall cause such plat to be recorded as required by Chapter 354, Code of Iowa, before the County shall recognize the plat as being in full force and effect. The proprietor shall record the plat within sixty (60) days after Council approval and shall be responsible for all recording costs. In addition, eight (8) copies of the approved Minor Plat and adopting resolution as well as one (1) copy of the completed plat proceedings with restrictive covenants shall be submitted to the Zoning Administrator by the proprietor.
- G. Limitation: This Section shall not be applicable to a parcel of land of any size which has previously had a subdivision severed from it since the effective date of this Ordinance. For definition purposes of this section only, a parcel of land shall mean any sized contiguous piece of property under same ownership as the severed subdivision as shown on the County Auditor's plat books as of the effective date of this Ordinance.

SECTION IX PROPERTY LINE ADJUSTMENTS

Following a review of the plat of survey for a property line adjustment, the Zoning Administrator shall refer the plat to the City Engineer and City Attorney and Building Inspector. The Zoning Administrator shall subsequently either approve the plat with or without specified conditions, or disapprove of the plat. Any conditions, specified for plat approval by the Zoning Administrator, shall be accepted by the proprietor as a requirement for said approval. The Zoning Administrator shall notify the proprietor of their decision. The following also apply:

- A. Approval of the plat shall signify the general acceptability of the proposed property line adjustment with respect to the Jesup Zoning Ordinance and this Ordinance and shall be deemed authorization to proceed with the preparation of necessary instruments for conveyance of one (1) lot or parcel to the owner of an adjoining lot or parcel. A plat of survey shall be prepared for the division. A copy of the plat of survey shall be prepared by a licensed land surveyor and filed with the Zoning Administrator before approval may be given on a plat application. A copy of the Zoning Administrator's decision shall be recorded simultaneously with any and all instruments filed with the County Recorder that transfer ownership of said property being adjusted.

Said instruments shall contain a deed restriction directing the County Auditor to combine the portion of land described in the instrument with the adjoining tract or parcel to create a single parcel. A copy of all instruments shall be submitted to the Zoning Administrator for review before being recorded in order to ensure that said deed restriction is included.
- B. Disapproval of a plat shall signify the general unacceptability of the proposed property line adjustment with respect to the Jesup Zoning Ordinance and/or this Ordinance. However, the proprietor may appeal the decision of the Zoning Administrator to the City Council for final determination.
- C. The Zoning Administrator may seek the review and input of the City Engineer and City Attorney prior to ruling on a plat of survey.

SECTION X PLACES

Where it is desired to subdivide a parcel of land that, because of its size or location, does not permit a normal lot or street area, there may be established a "place". Such a place may be in the form of a court,

non-connecting street or other arrangement, provided, however, that proper access shall be given to all lots from a dedicated place (street or court). If any dead-end place, court or cul-de-sac is more than two hundred fifty (250) feet in length, it shall terminate in an open space, preferably circular having a minimum radius of sixty (60) feet. Except in unusual instances, no dead-end street or place shall exceed five hundred (500) feet in length. All site improvements for places or planned area developments shall meet City standards for public improvements where possible to assure adequate protection of the public's health, safety and welfare. To this extent all access drives shall be paved to a minimum outlined in Section V (A)(2)(n) and have geometric layout characteristics to provide for adequate parking areas and access by emergency vehicles. Sanitary sewer mains and manholes shall be provided so that each building is connected by means of an appropriate sized service line to the main that will be dedicated to the City along with appropriate access and maintenance easements. The water supply system shall likewise be constructed to public standards and dedicated to the City with appropriate easements to assure adequate domestic flow and metering as well as fire protection.

SECTION XI ISSUANCE OF BUILDING PERMITS AND OCCUPANCY PERMITS

- A. No occupancy permit for any building in a subdivision shall be issued prior to the completion of improvements.
- B. No building permits shall be issued in the subdivision prior to the completion of improvements.

SECTION XII FEES

Non-refundable fees pertaining to permits or applications and actions required by this Ordinance shall be established by City resolution. The proprietor shall be responsible for all fees required by this Ordinance. Fees shall be submitted to the City with each plat, process, or requested action regulated by this Ordinance prior to consideration by the City. Said fees shall include, but not be limited to, the following actions.

- A. Major Subdivision (Preliminary and Final Plat) Review and Consideration. Preliminary and Final Plats will have separate fees under this Ordinance.
- B. Minor Subdivision Review and Consideration.
- C. Vacation of Plats, Street, and Other Public Lands.

This fee shall not be administered and collected if the dedication or vacation is processed in the form of a plat and either minor or major subdivision fees are paid in lieu thereof.

- D. Property Line Adjustments.
- E. Recording Fees (paid to the County Recorder), per a schedule on file in the County Recorder's Office.

SECTION XIII WAIVERS AND EXCEPTIONS

Whenever the tract proposed to be subdivided is of such unusual topography, size, or shape, or is surrounded by such development or unique conditions that the strict application of the requirements contained in these regulations would result in hardships or injustices, the City Council, upon recommendation of the Planning and Zoning Commission, may vary or modify such requirements to allow

the proprietor to develop in a reasonable manner with due regard for the public health, welfare, and safety so that the interests of the City and surrounding area are protected and the general intent and spirit of this Ordinance is preserved.

SECTION XIV ENFORCEMENT

- A. After the date of adoption of this Ordinance, no proposed plat or any subdivision in, or within two (2) miles of the corporate limits of Jesup, shall be recorded in the County Recorder's office or have any validity until it has been approved in the manner prescribed herein.
- B. No street hereafter created in the incorporated area of Jesup shall become a part of any street system as defined in the Code of Iowa; and no improvements shall be made by the City of Jesup, nor shall the City of Jesup incur any expense for maintenance or repair of roads or other facilities on land that had been subdivided after the date of adoption of this Ordinance unless such road or other facility shall have been first approved and accepted by the City Council in accordance with the provisions of this Ordinance and the dedication thereof accepted as a public road or improvement.
- C. The City of Jesup shall not issue building, occupancy, or repair permits for any structure located on a lot in any subdivision developed after the date of adoption of this Ordinance that is located within the City unless the plat of such subdivision has been first approved in accordance with the provisions contained herein.
- D. Violations of the provisions of this Ordinance or failure to comply with any of its requirements shall constitute a Municipal Infraction, punishable under the provisions of the City's Municipal Infractions Ordinance. Each day such violation continues shall be considered a separate offense. Nothing contained herein shall prevent the City of Jesup from taking such other lawful action as is necessary to prevent or remedy any violation.

SECTION XV SUBDIVISION ORDINANCE CHANGES AND AMENDMENTS

Any provisions of these regulations may be changed and amended from time to time by the City Council provided, however, that such changes and amendments shall not become effective until after study and recommendation by the Planning and Zoning Commission and approval by the City Council, in accordance with the regulations and provisions of the City of Jesup and the Code of Iowa.

SECTION XVI SAVING OR SEVERABILITY CLAUSE

If any section, subsection, sentence, clause, or phrase of these regulations is for any reason held to be unconstitutional or void, such decision shall not affect the validity of the remaining portions of these regulations.

SECTION XVII REPEALER

Any existing City of Jesup ordinance, resolution, or policy that conflicts with any Section, part, or provision of this Ordinance is hereby repealed.

SECTION XVIII EFFECTIVE DATE

This Ordinance, as adopted, shall be in full force and effect upon publication, as required by law.

A recommendation for adoption was made by the Planning and Zoning Commission on November 8th, 2006, after a public hearing was held.

Passed and adopted by the City Council on:

December 6, 2006 (Public Hearing and First Reading)

December 6, 2006 (Second Reading)

December 6, 2006 (Third and Final Reading)

This Ordinance shall be referenced as Jesup Ordinance Number 481.

Mark J. H. Collett, Mayor
Jesup, Iowa

Date

Attest:

Linda Bunnell, City Clerk
Jesup, Iowa

Date

Attachment A

PRELIMINARY PLAT CHECKLIST FOR SUBDIVISIONS

Initial	Note: Developer must initial each item on this checklist
	Pre-Preliminary Plat Conference with City officials. Date held: _____
	Concept Plan _____ Location of subdivision _____ Vicinity map _____ Street and block layout _____ Drainage courses and key size features _____ Proposed land uses
	Date of Filing of Preliminary Plat: _____ 45 Day Planning Commission action time limit _____ 60 Day Time Limit for Further Study and Action _____
	20 copies of Preliminary Plat, containing or accompanied by:
	1. Name of subdivision, date, compass point, scale and official description and acreage of the property being platted.
	2. Names and addresses of the recorded owner, subdivider and engineer or land surveyor.
	3. Boundaries of the proposed subdivision labeled and indicated by a heavy line.
	4. Vicinity map showing relationship of subdivision to surrounding area.
	5. Existing and proposed zoning district classification of all land within and surrounding the proposed subdivision.
	6. Location, width and name of each existing or platted street, highway, railroad or other utility right-of-way, parks and other public open spaces within or adjacent to the proposed subdivision and existing buildings.
	7. All existing storm and sanitary sewer mains, water mains, gas mains, culverts and other underground installations within the proposed subdivision or immediately adjacent thereto with pipe size if available and location shown.
	8. Names and locations of all adjoining subdivisions and owners of adjacent parcels of unsubdivided land within 200 feet of the proposed subdivision.
	9. Ground elevations and contours at intervals of not more than two (2) feet. MSL (Mean Sea Level) data.
	10. Approximate boundaries of areas of known flood levels or storm water overflow, areas covered by water or wooded areas, projected 100 year flood line for areas that have been included in engineering floodplain reports and studies, and all proposed open channel drainage ways.
	11. Location of property lines, streets, alleys, easements, buildings, utilities, watercourses, tree masses, single trees with a caliper of over 6 inches, and other site features affecting the plan.
	12. Location, names and widths of proposed streets, roadways, alleys, pedestrian ways, highways and easements.
	13. Proposed grades and alignment of proposed streets.
	14. Building set back lines.
	15. Lots shall be numbered.
	16. Existing and proposed easements showing widths and purposes of said easements
	17. Environmental studies if needed.
	18. Plat sheet sizes conform. Scale of plats as stated in ordinance.
	19. Areas dedicated for public use.
	20. Non-refundable fee payment.

Attachment B

FINAL OR MINOR PLAT CHECKLIST FOR SUBDIVISIONS

Initial	Note: Developer must initial each item on this checklist
	Preliminary Plat Approval, if not a Minor Plat Date: _____
	Date of Filing of Preliminary Plat, if not a Minor Plat _____ 45 Day Planning commission action time limit _____ 60 Day Time limit for further study and action _____
	20 copies of Final or 12 copies of Minor Plat, containing:
	1. Name of subdivision, in bold letters inside the margin at the top of each sheet included in the plat.
	2. Name of subdivision and name and address of owner.
	3. Scale used shall be clearly stated, and graphically illustrated by a bar scale drawn on ever sheet showing any portion of the land subdivided, along with the compass point. Larger subdivisions that require more than one sheet shall show match lines and references.
	4. Location of all monuments meeting requirements of Chapter 409, Code of Iowa.
	5. Legal description of the platted area.
	6. Identification of all adjoining properties.
	7. All distance bearing, street centerline, curve, and other information as required by the ordinance and Chapter 409 of the Code of Iowa.
	8. Designation and labeling of easements for public utilities, drainage facilities, and other purposes.
	9. Names, location, width and designation of all street right of ways for all streets and alley within or abutting the plat including accurate dimensions and purpose of any land dedicated to the public.
	10. Numbering of all lots and blocks.
	11. Description and location of all permanent monuments set in the subdivision.
	12. A table that lists coordinate values of all property corners.
	13. Outside boundaries of the subdivided land shall be shown as well as sufficient survey data to positively describe the bounds of every lot, block, street, easement, or other areas shown on the plat including all interior excepted parcels.
	14. Certificate of Surveyor, signature and seal.
	15. A signature block for the Mayor and City Clerk.
	16. Signature blocks for all public utility companies.
	17. Council approved complete set of construction plans and specifications.
	18. Building setback lines with dimensions.
	19. Scale of the plat.
	ATTACHMENTS, including, but not necessarily limited to:
	Legal description
	Owner's certification
	Attorney's opinion
	County Treasurer's Certificate
	Restrictive Covenants
	Engineer's Certificate of completion of improvements
	Performance bond if improvements are incomplete, or other performance guarantee acceptable to City Attorney.
	Subdivider's or Development Agreement including all required attachments as set forth in the agreement.
	Non-refundable fee payment

Attachment C

SUBDIVISION SUBMITTAL AND REVIEW PROCESS AND TIMELINE

	PROCESS	MONTHLY DEADLINE
1.	Schedule and Conduct Pre-Preliminary Plat Conference with the City	As can be scheduled
2.	Initial Subdivision and Documentation Submittal to City Clerk. The Clerk shall distribute the Plat and Documentation to the appropriate officials according to Ordinance.	Ten (10) days prior to consideration by the Planning and Zoning Commission (2 nd Wednesday of each Month)
3.	City Engineer and City Attorney Review the subdivision and submit their report to the City Clerk and Developer. Other officials receiving the information may also review and comment on the proposed subdivision during this timeframe. The Developer may have to amend the Plat and/or Documentation according to said Reports, which may delay consideration by the Planning and Zoning Commission until the following month.	The Friday prior to consideration by the Planning and Zoning Commission (2 nd Wednesday of each Month)
4.	City Engineer and City Attorney Status Report to City Officials (Report to Planning and Zoning Commission)	2 nd Wednesday of the Month
5.	Planning and Zoning Commission Meeting: Review and Recommendation Consideration of the Plat	2 nd Wednesday of each Month
6.	City Council Meeting: Review and Consideration of the Plat	1 st Thursday of each Month
	After or During Steps 1-6 above, if the Plat is Tabled, Denied, or Amendments are Necessary, the Following Process and Deadlines will be utilized:	
1.	The Developer shall submit the revised Plat and Necessary Attachments	1 st of the Month
2.	City Engineer and City Attorney Review and Submit Report for the revised Subdivision to the City Clerk and Developer.	The Friday prior to consideration of the revised Plat by the Planning and Zoning Commission (2 nd Wednesday of each Month)
3.	Planning and Zoning Commission Meeting: Review and Recommendation Consideration of the Revised Plat	2 nd Wednesday of each Month
4.	City Council Meeting: Review and Consideration of the Revised Plat	1 st Thursday of each Month

NOTES:

1. This schedule provides a process that will allow for review and approval of non-controversial subdivisions in a one-month period of time.
2. However, if a Plat or its Documentation require amendment as a result of the City Engineer and/or City Attorney's Report, Planning and Zoning Commission or City Council review; or the Planning and Zoning Commission and/or City Council tables action of a submitted Plat; or if there is some controversy with the Plat then this schedule will allow for review and approval in a two-month, or sixty (60)-day, period of time.

Attachment D

PROCEDURAL GUIDELINES FOR SUBDIVISION PLATTING

The following Procedural Guidelines are a summary of the Jesup Subdivision Ordinance for use by the public. However, they are not to be substituted for the Ordinance itself. In the event that questions or conflicts between the Ordinance and these Procedural Guidelines arise, the Ordinance shall prevail.

Major Subdivision Procedure: The division of any lot or parcel of land classified by the Zoning Administrator as a “major subdivision”, as defined in the Jesup Subdivision Ordinance, shall follow this procedure

1. Check with Zoning Administrator and City Clerk to schedule Pre-Preliminary Plat Conference. Obtain copies of current zoning ordinances, subdivision regulations, land use plans, and other applicable code sections. The property must be correctly zoned before a subdivision will be considered by the City.
2. Check with Public Works Department for water and water pollution control standards and systems availability.
3. Discuss development concepts and explore alternative solutions with the City.
4. Bring abstract up to date.
5. Get clear title to the property, becoming legal proprietor.
6. Hire a licensed engineer or land surveyor to make a survey, prepare a base map, and to set out the lots. The proprietor may also want to consult a landscape architect or land planner for design considerations and site planning aspects.
7. The proprietor must prepare a Pre-Preliminary Plat or Sketch Plan and request review by the Zoning Administrator, City Engineer, and City Clerk prior to drafting the preliminary plat. A conference will be held with City officials to review the Plat.
8. Have a preliminary plat prepared by a licensed engineer.
9. Submit twenty (20) copies of the preliminary plat, one (1) of which shall be full-size and the remaining may be reduced in size, to the City Clerk. The City Clerk will date the plat and issue a receipt for filing fees. The proprietor may be asked to sign a release authorizing the Zoning Administrator, Planning and Zoning Commissioners and/or the City Council to inspect the property.
10. The Preliminary Plat copies are reviewed by:
 - a. Mayor and City Council.
 - b. City Attorney.
 - c. City Engineer.
 - d. City Clerk.
 - e. Planning and Zoning Commission.
 - f. Building Inspector.

g. Zoning Administrator.

11. All copies are to be studied and written recommendations sent to the City Clerk. An environmental impact analysis prepared by a qualified professional may be required.
12. The City Clerk refers the Preliminary Plat with review comments to the Planning and Zoning Commission for review and recommendations. The Preliminary Plat may require more than one (1) Planning and Zoning Commission review.
13. The Preliminary Plat may be returned to the petitioner with any requirements for amendment.
14. After Commission recommendation, the City Clerk forwards the Preliminary Plat to the City Council.
15. After the Preliminary Plat is approved by the City Council, the petitioner shall submit twenty (20) copies of the Final Plat, which is to be prepared by a licensed engineer, one (1) of which shall be full-size and the remaining may be reduced in size, to the City Clerk. At the same time, the proprietor shall submit a proposed resolution for the City Council approval, as well as all required legal documents, certificates and subdivision agreements for the City Attorney's review and Public Improvement Plans and Specifications for the City Engineer's review.
16. The Final Plat shall be reviewed by:
 - a. Mayor and City Council.
 - b. City Attorney.
 - c. City Engineer.
 - d. City Clerk.
 - e. Planning and Zoning Commission.
 - f. Building Inspector.
 - g. Zoning Administrator.
17. The Final Plat and all associated legal documents are referred by the City Clerk to the City Council after final recommendation by the Planning and Zoning Commission. If the subdivision is approved by the Council, the resolution will be signed by the Mayor and the City Clerk. A copy of the Final Plat along with a copy of the City Council resolution will be sent to each of the following offices:
 - a. Mayor and City Council.
 - b. City Attorney.
 - c. City Clerk.
 - d. Building Inspector.
 - e. Zoning Administrator.
 - f. City Engineer.

- g. County Recorder, Auditor, and Assessor.
 - h. Petitioner.
- 18. After approval of the Final Plat by the City Council and acceptance of the public improvements, the Final Plat is filed in the County Recorder's Office by the Proprietor.
- 19. The following information may be required by the County Recorder, per Iowa Code, Section 354.11:
 - a. Plat.
 - b. Abstract.
 - c. Survey.
 - d. Deed of Dedication.
 - e. Attorney's Opinion.
 - f. Treasurer's Certificate.
 - g. Restrictive Covenants, if not included in the Deed of Dedication.
 - h. Resolution(s) from the appropriate governing body or bodies.
 - i. Bond or Security to guarantee the completion of the public improvements if the Developer is requesting Final Plat approval, prior to the construction and acceptance of public improvements.

Minor Subdivision Procedure: The division of any lot or parcel of land classified by the Zoning Administrator as a “minor subdivision”, as defined in the Jesup Subdivision Ordinance, shall follow this procedure.

1. Check with Zoning Administrator and City Clerk for current zoning ordinances, subdivision regulations, land use classifications, and other code applicability. The property must be correctly zoned before subdivision will be considered by the City.
2. Check with City for water and water pollution control standards and systems availability.
3. Submit twelve (12) copies of the plat, one (1) of which shall be full-size and the remaining may be reduced in size, to the City Clerk, along with the minor subdivision application form and fee payment.
4. The plat will be reviewed by the following departments:
 - a. Mayor and City Council.
 - b. City Attorney.
 - c. City Engineer.
 - d. Zoning Administrator and Building Inspector.
 - e. City Clerk.
 - f. Planning and Zoning Commission, if requested by the City Council
5. All aforementioned departments will submit their findings to the Zoning Administrator who will refer all review comments to the City Council, who will either approve or disapprove the request.