

PLANNING & DEVELOPMENT

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Timothy Huey, Director

Major Subdivision Checklist

Date Received 01 / 06 / 2021

Subdivision Name The Overlook

Name of Applicant Steve & Lisa Zelle

Address 3255 Fields Drive City Bettendorf State IA Zip 52722

Phone # (563) - 332 - 3200

Sketch plan (no fee at this stage)

- Location Map, showing relationship of the proposed subdivision to the streets and other community facilities serving it
- Sketch Map, showing proposed layout of streets, lots, and other features in relation to existing conditions
- Developer meeting with Planning & Development Staff
- Provide developer written comments within two (2) weeks

Preliminary Plat Submittal

- Filing fee \$150 paid
- 11 copies
- Scale 1 inch = 100 feet
- 1 copy of plat on 8 ½ inch by 14 inch page
- Complete legal description, including descriptive boundaries and total acreage
- Existing contour intervals of not more than five feet. Minimum of two contour lines
- Location of property lines, easements, and all such surface features (buildings, railroads, utilities, water courses, major tree cover) and similar items on or adjacent to the development
- Location and size of subsurface features - nearest storm and sanitary sewers, water mains, culverts, gas mains, above and below ground electric transmission lines or cables, cable TV lines and drain tiles
- Vicinity map (not more than 1000 feet = 1 inch) on or with proposed plat. Show how streets/roads in proposed subdivision will connect with existing and proposed streets and roads in neighboring subdivisions or underdeveloped property to produce the most advantageous development of the entire area; the expected ultimate development of all contiguous property under the control of the subdivider; and the location of any nearby parks, schools, or other public facilities that might be affected by the proposed subdivision
- All existing adjacent subdivisions, streets and individual tracts and parcels together with the names of record owners of land immediately adjoining the proposed subdivision and between it and the nearest existing streets or roads
- Title in bold type at top right corner, under which the proposed subdivision is to be recorded, with the name and address of the owner and subdivider; also with north arrow, scale, date, name, and address of surveyor
- Sites for schools, parks or playgrounds proposed by the subdivider for public or private use

Major Subdivision Checklist (continued)

- Zoning districts for the subdivisions and the adjacent properties
- Location, width and dimensions of all streets and grounds proposed to be dedicated for public use
- Location and width of proposed utility easements
- The manner of providing water supply and sewage treatment facilities
- Cost estimate: Two (2) copies of a detailed cost estimate for installing all new improvements prepared by the subdivider's engineer for the purpose of determining an amount of the performance bond

Soil and Erosion Control

- Two (2) copies of plan
- Specify soils information and interpretations pertaining to the site as may be available from the Soil Conservation District
- Plans and specifications of soil erosion and sedimentation control measures to be applied to the site in accordance with the official standards and specifications of the Soil Conservation District
- Timing schedule indicating the anticipated starting and completion dates of the development sequence and the time of exposure of each area prior to the completion of effective erosion and sediment control measures.

Preliminary Plat Subdivision Notice

Distribution

- Planning and Zoning Commission (1 copy)
- Review by the Director (1 copy)
- Planning and Zoning Commission members (7 copies)
- County Engineer (1 reduced copy)
- County Assessor (1 reduced copy)
- Auditor (1 reduced copy)
- Board of Health (1 reduced copy)
- City Zoning (2 mile limit)
- Owner/Property Owners within 500'
- Soil Conservation District (1 full scale copy of plat and of the erosion and sediment control plan)

Review

Soil Conservation District Review (Circle one) : **Approve** **Modify** **Deny**

Public Hearing

****DO NOT Schedule the public hearing until all of the above are received*

Newspaper Publication (1) _____

Date of Commission Hearing _____

Recommendation by P&Z Commission (Circle one): **Approve** **Deny** Date _____

Recommendation by Board of Supervisors (Circle one): **Approve** **Deny** Date _____

Major Subdivision Checklist (continued)

Final Plat Submittal

- 9 copies of plat, scale not less than 1 inch = 100 feet
- 1 copy reduced to fit 8 ½ by 14 inch paper

Date Received: _____

Requirements:

- Property boundaries, lines of all proposed streets with their width, and any other areas intended to be dedicated to public use. The boundaries shall be accurately tied to the nearest congressional land corner.
- Lines of adjoining roads and streets with their width and names
- All lot lines, building setback lines, lot and block numbers and building lines in accordance with the Zoning Ordinance and easements, with figures showing their dimensions
- All dimensions, both linear and angular, necessary for locating boundaries of the subdivided area, or of the lots, streets, easements, and building line setbacks, and any other similar public or private uses. The linear dimensions shall be expressed in feet and decimals of a foot.
- Radii, arc and chords, points of tangency, central angles for all curvilinear streets, and radii for rounded corners
- Title, in bold print at top right of plat, and complete legal description of property subdivided, showing its location and extent, points of compass, date, scale of plat, and certification and name of surveyor who prepared and is responsible for monumentation
- Accurate outline of all property which is offered for dedication for public use with the purpose indicated thereon, and of all property that may be reserved by deed covenant for the common use of the subdivision
- Signed statements of telephone and power officials agreeing to the utility easements
- Signed statement of surveyor that the plat complies with Chapter 114A, Code of Iowa

Additional Materials to be submitted with Final Plat (two copies):

- Detailed Engineering Design Plan Specifications (see Appendix I, Section V, Ch. 9)
 - Plan and profiles of all dedicated streets
 - One hundred feet horizontal scale, ten feet vertical scale recommended
 - Proposed location, size, and grade of all utilities to be placed underground in the road right-of-way
- Erosion and Sediment Control Plan
- Percolation Test
- Performance Bond and Approved Cost Estimate (if applicable)
- Filing fee (\$100 plus \$5 per lot) paid

***If the subdivider does not submit any of the additional materials listed above, but wishes to have the County continue the review, a request for a variance must be submitted with the final plat materials for each item omitted.

Major Subdivision Checklist (continued)

Final Plat Review and Approval

Distribution

Review

- Director for P&Z Commission File (1 copy)
- Review by the Director (1 copy)
- Planning & Zoning Commission Members
(7 copies)

In case of Public Hearing for the Final Plat (optional):

- Newspaper Publication (date) _____
- Re-notify Property Owners within 500' _____
- Schedule Commission Meeting (date) _____

Notified

Comments

- Planning and Zoning Commission members
- County Engineer
- County Assessor
- Auditor
- Board of Health
- City Zoning
- Owner/Property Owners within 500' (optional)

Recommendation by Planning and Zoning Commission (circle one):

Approve

Deny

Decision sent to Supervisors _____
(If denial, include reasons. Copy to subdivider.)

Final Plat Attachments (submitted prior to B.O.S. review)

- Proprietor's statement of consent and dedication of land for public use
- Mortgage holders' or lien holders' statement of consent or substitute affidavit and bond
- Attorney's opinion letter
- Certificate of County Treasurer
- Surveyor's Certificate
- Restrictive or Protective Covenants/Homeowners Association documents, if applicable
- Performance bond, if applicable

- Scheduled Date for Supervisors' Meeting _____
- Certificate of Approval _____
- Resolution _____
- Road(s) Dedicated _____
- City Approval (2 mile limit) _____
- Date of Final Plat Approval _____
- Must be recorded by _____
- Recorded _____