



DEVELOPMENT SERVICES DEPARTMENT
10 FIRST ST. NW
MASON CITY, IOWA 50401
641.421.3626

PRELIMINARY PLAT APPROVAL

APPLICATION PACKET

PLANNING AND ZONING COMMISSION REVIEW REQUIRED

CITY COUNCIL APPROVAL REQUIRED

GENERAL APPLICATION INSTRUCTIONS

Effective Date: May 1, 2024

APPLICATION: Please submit an original application and **all of the required materials** included in this packet. Your application will not be accepted and will be returned to you if it is incomplete. Incomplete applications will not be placed on the Planning and Zoning Commission's agenda.

FILING DEADLINE: Complete applications received by the 15th of month will be placed on the following month's Planning and Zoning Commission agenda. If the 15th falls on a weekend or City-observed holiday, then the deadline will be moved back to the next working day. No application will be forwarded to the Planning and Zoning Commission until all required information and materials are submitted. The filing fee is required at the time the application is submitted.

FEE: \$125.00 + \$15 per lot, including outlots

MEETING TIME AND PLACE: The Planning and Zoning Commission meets in the 2nd Floor Conference room at City Hall on the second Tuesday of each month. The meetings begin at 7:00 PM and are open to the public.

PRELIMINARY PLAT REQUIRED: A preliminary plat is required of all major subdivisions. The owner and developer of a minor subdivision, as defined in Title 11 of the Municipal Code, may choose to omit the preliminary plat submission and approval process.

PRE-APPLICATION CONFERENCE ENCOURAGED: In order to convey critical information regarding the subdivision process, a pre-application conference is encouraged, but not required, prior to the submission of any subdivision application. The conference shall include the Administrative Officer, the City Engineer, other appropriate City staff, and utility company representatives where advisable. Contact the Development Services Department at 641-421-3626 to schedule a Pre-Application Conference.

CONCEPT PLAN REVIEW REQUIRED: In order to determine the intention of the applicant with regard to layout of lots, streets and utilities, and to provide a basis for discussion and revision before substantial engineering costs are incurred, the applicant shall submit a concept plan for review by the Development Review Committee prior to submittal of any plat. Contact the Development Services Department at 641-421-3626 to obtain the Concept Plan packet and to schedule a Concept Plan Review with the Development Review Committee.

CITY COUNCIL WAIVERS AND ZONING BOARD OF ADJUSTMENT APPROVAL: Title 11-1-7 of the Municipal Code allows applicants to request that the City Council vary, modify or waive the requirements of Title 11-4 (Design Standards and Required Improvements.) provided the application meets one of the two qualifying circumstances and that the Planning and Zoning Commission recommends that the waiver be granted. The Council may not approve a waiver that is in conflict with the zoning requirements applicable to the property (Title 12 of the City Code), unless a variance has been approved by the Zoning Board of Adjustment. If a variance is required, a separate application must be submitted and approved by the Board after Planning and Zoning Commission review and before City Council approval.

PRELIMINARY PLAT REVIEW PROCEDURES: After the pre-application conference and concept plan review, the applicant may submit an application for preliminary plat approval. Upon receipt of a complete preliminary plat application, the Administrative Officer shall distribute copies of the preliminary plat to the City Clerk, the City Engineer and other affected City departments and public utility companies for review, and shall schedule the plat for review by the Planning and Zoning Commission. All City departments tasked with review of the plat shall report their findings as to the plat's compliance with City standards to the Commission prior to its consideration of the plat.

The Commission shall review the plat and all staff reports to determine whether the plat conforms to the City's ordinances and Comprehensive Plan. The Commission shall, within 45 days following receipt of the completed application, conduct a public hearing on the proposed Preliminary Plat and make a recommendation to the Zoning Board of Adjustment, if applicable, and the City Council.

If required, the Zoning Board of Adjustment shall review the recommendation from the Commission and the criteria outlined in Title 12 of the City Code. No variance shall be granted without an affirmative vote of at least three members of the Board. If a variance is not granted by the Board, the applicant shall amend the Preliminary Plat so that it complies with the required standards and resubmit it to the Planning and Zoning Commission.

The Council shall review the recommendation of the Commission and shall review the plat to determine whether the plat conforms to the City's ordinances and Comprehensive Plan. The Council shall take action on the plat within forty-five (45) days following action by the Commission, unless such time period is extended by agreement between the subdivider and the City. If the Council does not take action within forty-five (45) days, the final plat shall be deemed approved. The approval of a Preliminary Plat by the Council shall be effective for one (1) year unless, upon written request of the owner and subdivider, the Council grants an extension of time. If the final

plat is not filed within one (1) year; all previous actions of the Council with respect to the plat shall be deemed null and void.

PRELIMINARY AND FINAL PLAT DESIGN STANDARDS AND REQUIRED IMPROVEMENTS: The City has established minimum standards necessary in subdivision design to protect the public health, safety and general welfare. The subdivider is responsible for constructing all public improvements associated with the subdivision according to City Code, unless exempted by the City Council from such requirements. Specific design standards and required improvements can be found in Chapter 11-4 of the Subdivision Ordinance.

PRELIMINARY PLAT APPROVAL

Application Form

Applicant: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Home) (Business)

Email address: _____

Contact Person, if different: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Home) (Business)

Email address: _____

General location or street address(es) of proposed Final Plat:

Legal description of proposed area included in Final Plat (attaché additional sheets if necessary):

Purpose of the Requested Final Plat: _____

Signature of Applicant: _____

Date: _____

Name/Title: _____

Subdivider's Appointment of Authorized Representative:

I hereby authorize the person(s) named below to act as my agent(s) in all matters pertaining to this application.

Name/Title: _____

Address: _____

Phone No.: _____

PRELIMINARY PLAT APPLICATION CHECKLIST

A complete Preliminary Plat Application includes the following items. This checklist is provided for your use to organize your application; please attach a copy to your application. City Staff will also use it to review your application packet for completeness.

APPLICANT USE	APPLICATION ELEMENT	STAFF USE ONLY
_____	Completed Application Form	
_____	Application Fee (\$125+ \$15/lot)	
_____	Preliminary Plat Application Checklist (this form)	
_____	A completed Preliminary Plat checklist	
_____	1 original black line and two black line copies of the Preliminary Plat (drawn at a scale of 1" = 100', or larger, on a sheet no larger than twenty four by thirty six inches (24" x 36") and containing all of the elements in the Preliminary Plat Checklist.	
_____	One 11" x 17" black line copy of the Preliminary Plat.	
_____	A digital version of the Preliminary Plat compatible with the Cerro Gordo County Geographic Information System and the Mason City mapping system.*	
_____	One digital copy of the Preliminary Plat, in .pdf format.	
_____	Legal Description in MS Word or Rich Text Format (may be submitted on disc, flash drive or via email.)	

***Digital Submission Requirements for Subdivision Plat:**

- Submit geo-referenced electronic copy of plat in AutoCad (.dwg) format version 2013.
- Submitted AutoCad file shall be capable of being opened in AutoCad Map 3d 2013 software and also be referenced in ESRI ArcMap 10.1 software.
- File shall be georeferenced to the following coordinate system: NAD83 Iowa State Plane, North Zone, US Foot (US Survey Foot) - IA83-NF.
- Submit the "Model" only referenced to "NAD 1983 State Plane Iowa North Zone – Feet".
- Model shall include line work and annotation text represented in the Preliminary Plat.
- Spatial accuracy of linework shall be sufficient in order to copy or trace lines into the City of Mason City GIS.
- Primary features of interest include the subdivision boundary, Right of Way, lot lines, utility easements, section corner references, and utilities.

PRELIMINARY PLAT CHECKLIST

The following elements must be shown on the Final Plat. This checklist is provided for your use to prepare your Final Plat. Additional requirements may apply; these requirements will be identified during the Pre-Plat Conference. Please use this checklist to review your Final Plat for completeness and include your completed checklist with your application. City Staff will use it when reviewing the Final Plat for completeness.

APPLICANT USE	PRELIMINARY PLAT ELEMENT	STAFF USE ONLY
_____	Clearly marked "Preliminary Plat"	
_____	Subdivision name, scale, north arrow and date of plat.	
_____	Name and address of property owner.	
_____	Name and address of person or firm preparing the plat.	
_____	A key map showing the general location of the subdivision in relation to surrounding streets and development.	
_____	All adjacent streets, subdivisions names of the owners of record of all adjacent <u>unplatted</u> properties.	
_____	Legal description of the land included in subdivision.	
_____	Approximate total area of the proposed subdivision.	
_____	Existing and proposed zoning of the proposed subdivision and adjoining property.	
_____	Existing and proposed topography of the site showing contours at vertical intervals of not more than two (2) feet if the slope of the site is less than ten (10) percent, and at vertical intervals of not more than five (5) feet if the slope is ten (10) percent or greater.	
_____	The general location and areas of any existing water courses, wetlands, floodplains, trees, wooded areas, prairie resources or other environmentally sensitive areas on or within two hundred (200) feet of any portion of the proposed subdivision. If any portion of the area within the proposed Preliminary Plat lies within the floodplain overlay district, the 100-year flood elevation data shall be placed on the Preliminary Plat or on an addendum.	
_____	Locations of existing lot lines, streets, public utilities, water mains, sanitary sewers, storm sewers, drainpipes, culverts, watercourses, stormwater detention facilities and any other public improvements on the property.	
_____	Layout of proposed blocks and lots, including the dimensions of each, and the lot and block number in numerical order.	
_____	The location, width, grades, dimensions and proposed names of all proposed streets (public and private) and utility and other easements.	
_____	Proposal for drainage of the land, including proposed storm sewers, ditches, swales, bioswales, rain gardens, culverts, bridges, stormwater management facilities and other structures.	

APPLICANT USE	PRELIMINARY PLAT ELEMENT, CONT'D	STAFF USE ONLY
_____	Proposed utilities, including sanitary sewers, water lines, fire hydrants, gas mains, electric utilities, streetlights and other facilities.	
_____	Parcels of land proposed to be dedicated or reserved for schools, parks, playgrounds or public or semipublic purposes.	
_____	Proposed easements, showing locations, dimensions, purposes and limitations, as well as a summary description of any covenants or private restrictions to be incorporated in the final plat.	
_____	A summary description of any covenants or private restrictions to be incorporated in the Final Plat.	
_____	The City approval block consisting of the signature of the Administrative Officer and the date and resolution number approving the Preliminary Plat, shall be located on the first page of the plat.	
_____	If more than 1 sheet is used, each sheet shall clearly show the number of the sheet, the total number of sheets included in the plat and match lines indicating where other sheets adjoin.	
_____	The City approval block consisting of the signature of the Administrative Officer and the date and resolution number approving the Preliminary Plat, to be located on the first page of the plat.	