



City of Scottsbluff, Nebraska

Application for a Preliminary Plat Subdivision

Date:			DO NOT WRITE IN THIS BLOCK	
Address (Location):			Permit Number:	
Applicant's Name			Plat Approved Denied	
Applicant's Address:			Date Issued:	
City:	State:	Zip:	Comp. Plan Land Use:	Zone:
Telephone:	Mobile:	Email:	Attached: Plot Plan Legal Description (in Word) \$100.00 filing fee \$3.00 per property owner within 300-feet Receipt # _____	
Property Owner:				
Property Owner's Address:				
City:	State:	Zip:		
Telephone:	Mobile:	Email:		
Engineer or Surveyor:			Total Acreage:	
Engineer or Surveyor Address:			Proposed number of lots:	
City:	State:	Zip:	Present Use of Property:	
Telephone:	Mobile:	Email:	Proposed Use of Property:	
Location of property:			Present Zoning:	

Please provide the following:

- Copy of Preliminary Plan (showing future & current property lines, fence lines, irrigation canals, future street widths, dimensions, existing structures, proposed structures, easements, etc..)
- Legal Description on a CD/Disk (in Word)
- \$100.00 filing fee
- Proof of Ownership of Property (See 21-1-50, Title Insurance, Attorney's opinion, Certificate of registered abstracter)

The undersigned, hereby certify that he/she is familiar with all the requirements of Ordinance No. 3410 and amendments thereto, establishing minimum subdivision design standards to be installed by the subdivision and that he/she has caused said preliminary plat and plan to be prepared. He/she certifies that all requirements of Ordinance No. 3410 and amendments there to have been met and submits this application for approval subject to the requirements of said ordinance. I have also read and am familiar with the City Ordinances and will comply with these requirements; and that the statements herein contained are true and correct to the best of my knowledge and belief.

Applicant's Signature: _____ Date: _____

Remarks: (Insert here any information not covered above)

Preliminary Plat Checklist

#	Provided	Item - INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
1		Completed Application
2		The Application shall be signed by the owner of record of the tract proposed to be subdivided.
3		The application shall include the ownership of record of the tract proposed to be subdivided, and verification of legal description. The proof of ownership shall be in one of the following forms or a combination of them: 1) a written opinion of an attorney at law licensed to practice under the laws of the State of Nebraska; 2) a photocopy of a title insurance policy or, alternatively, a commitment for title insurance issued in either case by a title insurance company authorized to do business in the State of Nebraska; or 3) a certificate of a registered abstractor, duly authorized as such according to the laws of the State of Nebraska.
4		Filing fee of \$100.00 shall be submitted with application.
5		A copy of the Preliminary Plat and a 3.5" diskette or CD-ROM in AutoCAD format shall be submitted to the Development Services Department not less than one (1) month prior to any Planning Commission meeting.
6		The Preliminary Plat shall be drawn to scale of not less than one (1) inch to one hundred (100) feet. Providing the following information.
7		Legal description of the property in Word – word processing format
All preliminary plats shall comply with the following standards:		
1.		The dimensions of all plats shall be twenty-four (24) inches by thirty-six (36) inches, with a marginal line one inch from each edge. All drawings affidavits, certificates, acknowledgments, endorsements, acceptances of dedication and notary seals shall be contained within said marginal lines, except that the title shall be noted in the upper and lower right corners, outside the margin, for City filing purposes. One complete reduced set of drawings shall be 11"x17", for filing purposes.
2.		In the case of three or more sheets, a key map showing the relationship of individual sheets shall be provided on the first sheet of the set. Match lines are required on each sheet of a set, notes shall appear only on the first sheet.
3.		The basis of bearings used in the legal description, noted and shown.
4.		The proposed name of the subdivision.
5.		A subtitle describing the origin of the proposed subdivision.
6.		Date of preparation
7.		Each sheet shall show title, north arrow, scale (minimum 1"-100', or as determined by the Director), bar graph, and sheet number.
8.		Show relationship to adjacent areas using fine dashed lines to include complete legal description (lot and block numbers, out lot and tract names and subdivision name or "unincorporated Scotts Bluff County"), including land across adjacent right-of-ways.
9.		The boundary of the subdivision shall be designated by a one-eighth inch hatched border applied to the inside of the bold boundary line.
10.		Line types for subdivision boundaries, street right-of-way lines and lot lines shall be bold and solid.
11.		Line types for easements shall be denoted by fine dashed lines.
12.		Where required, postal easements shall have a minimum width of six (6) feet and shall be provided along all street frontages unless waived in writing by the Scottsbluff Postmaster.
13.		Location and dimensions of all existing recorded and proposed right-of-ways, showing the centerline of each right-of-way and the right-of-way width on each side of centerline.
14.		Locations and widths of all existing recorded, non-recorded and proposed easements are to be labeled and dimensioned to sufficiently define the easement geometry, including easements to be reserved for public use. No "typical" notions shall be used. Where an easement is not defined as to width or extent by a recorded conveyance, decree or other instrument, the easement shall be depicted in a manner that gives notice of the existence thereof, together with an appropriate descriptive label, which includes the words "boundary not determined." It shall be the duty of the applicant to meet with the owner of each such easement and to make reasonable efforts to agree upon boundaries thereof. In the event any such agreement is reached, appropriate instruments evidencing such agreement shall be recorded prior to recording the preliminary plat and the agreed upon boundaries shall be indicated on the preliminary plat.
15.		Future street dedication. Whenever construction of a street is necessary for future re-subdivision as determined by the city, but which street is not warranted for construction, the necessary dedication for such future street shall be provided on the plat.
16.		Location and dimensions for all lines, angles and curves used to describe boundaries, alleys, lot lines, access points to public ways, open areas, easements, areas to be reserved for public use and other important features shall be

		provided. Sufficient data shall be shown to readily determine the bearing and length of every lot line, boundary line and easement line. No ditto marks shall be use. Length, radius, total delta and the bearing of radial lines to each lot corner on a curve shall be shown. In addition, non-tangent curves shall include a chord bearing and distance.
17.		Boundary markers shall be depicted and identified, with an indication as to whether they were set or found. Coordinates of each boundary marker shall be given in accord with the NAD 1983, NE State Plane FIPS 2600 (feet) coordinate system.
18.		All distances shall be set forth to the nearest hundredth of a foot and bearings to the nearest second.
19.		All lots, tracts and outlots shall show net acreage to the nearest square foot.
20.		Block and lot numbers. Lots shall be designated numerically, in bold, beginning with the number "1," in each block. Groups of lots surrounded by a street or other recognized feature shall be designated as separate blocks. The block or blocks shall be designated numerically in bold, beginning with the number "1," in each block.
21.		Street names, including prefixes and suffixes. Names to be used for new streets shall be subject to the street naming policy of the City and all names shall be subject to the approval of the Director and Fire and Police Departments.
22.		Limits of floodway and flood fringe boundaries shall be shown by dashed lines and labeled.
23.		The centerline and directional flow of streams, channels and ditches shall be shown with dashed lines ending with arrows and with an appropriate descriptive label including the words "exact location not determined." Development Services may require information, including but not limited to additional right-of-way, flood plain information, etc.
24.		All irrigation ditches and proposed easements and right-of-ways for irrigation ditches. If no easements or right-of-ways exist, the plat shall show the location of any such ditch on the plat with appropriate descriptive label including the words "exact location not determined."
25.		Legal description of the subdivision parcel inclusive of the reception number(s) and /or book and page(s) that the legal survey for the subdivision is based upon. Legal descriptions must match boundary and direction as shown on the preliminary plat. The area of the subdivision shall be included in the legal description and dedication statement.
26.		Other relevant documentation as determined by the Director. Other information may be required by the Director to make a determination as to the impacts of the proposed subdivision to the city.
27.		The names and addresses of the property owner(s), the designer of the subdivision, the engineer, and surveyor.
28.		Location and size of existing and proposed private and public: storm drainage facilities, fire hydrants, and sewer and water services and mains.
29.		Existing power poles, buried cable and other power facilities and equipment (vaults, transformers, etc).
30.		Location and dimensions of all important features within and adjacent to the tract to be subdivided.
31.		Use of property and outline of any proposed deed restrictions, including building lines and minimum yard dimensions.
32.		Existing and proposed contours based on the current City datum at vertical intervals or not more than 5 feet where the slope is greater than 10% and not more than 2 feet where the slope is less than 10%.
33.		Location and widths of existing and proposed streets and sidewalks.
34.		Existing buildings (if any) with addresses.
35.		Proposed landscaping, in compliance with the City of Scottsbluff Municipal Code must be shown on either the preliminary plat or preliminary public improvement construction plans.
36.		A sight distance easement in areas where the sight distance triangle is outside of the right-of-way.
STANDARDS FOR PREPARING REPORTS: All reports prepared, as part of a preliminary plat application shall comply with the following standards:		
37.		Name, title, business phone, and address of person(s)/firm(s) preparing the repor
38.		Date of preparation
39.		Copy of supporting plans or clear key to relevant elements or plans submitted pursuant to other requirements
40.		Pages numbered consecutively
41.		All reports must bear suitable evidence of the professional qualifications of the person or firm who prepared the plans. Reports containing water supply, sanitation, utilities, drainage, soils, grading, roads, structures, and other civil engineering work shall be certified by a duly registered Nebraska Professional Engineer. All required documents containing land survey descriptions shall be certified by a duly registered Nebraska Professional Land Surveyor. Geology reports shall be prepared and certified by a qualified geologist or registered Nebraska Professional Engineer with documentable experience in geotechnical engineering satisfactory to the City.
42.		Additional material, data or studies as required by the Director, which will facilitate an understanding of the development.
REQUIREMENTS FOR PRELIMINARY PUBLIC IMPROVEMENT CONSTRUCTION PLANS		

The following information is required for all preliminary subdivision plats. This information can be placed within Preliminary Public Improvement Construction Plans (P.P.I.C.'s) or the information may be placed on the Preliminary Plat document. The applicant may include as many "plan view" sheets as necessary to depict the information noted herein. Three sets of 24"x36" plans shall be submitted. One complete set of reduced plans shall be submitted as 11"x17".

1.		Street/Alley Plan and Profile. The horizontal geometry of all proposed streets, gutters and sidewalks shall be graphically drawn at a scale of 1"=20', 30', 40' or 50'. Proposed profile grades of gutters and or street centerlines may be shown in plan and profile view or described with numerical designations on a "plan view" (grades to the nearest 1/10').
2.		Street/Alley Typical Section. The typical section of proposed streets taken at the point of greatest slope and showing the width of the street, bike lanes, easements, right-of-way, sidewalks, and the location and size of all proposed utility lines.
3.		Utility Plan and Profile. Plan and profile of proposed sanitary and/or storm water sewers with manholes, grades and pipe sizes indicated and a "plan view" of the proposed water distribution system showing pipe sizes and location of main line valves and all fire hydrants. A "plan view" of the sanitary and storm water systems may be substituted for a planned profile view, as long as street centerline grade (to the nearest 1/10') are included and shown in "plan view" also.
4.		Waterway and Curb Elevations. High water marks and approximate grade of all ditches, canals or other waterways to be crossed, and the lines and elevations of existing curbs.
5.		Drainage/Grading. All existing and proposed preliminary contours shall be shown on a "plan view" for the proposed subdivision's lots and streets. Contours must be at two foot intervals for slopes less than 10% and a five-foot intervals for slopes greater than 10%.
6.		Water taps. Locations and size of each existing and proposed water tap for commercial and industrial developments.
7.		Electric facilities. Location of existing electric utilities, poles, buried cable, transformers, and other electrical facilities on the proposed site.
8.		Benchmarks. A description of the current City vertical datum and horizontal benchmark use, including its elevation, location and condition. A copy of the current City vertical datum may be obtained from the City GIS Department. The "condition" of the benchmark is a statement as to the current usability of the benchmark or any visible signs that the benchmark may have been disturbed.
9.		Landscaping. All proposed landscaping, in compliance with the Scottsbluff Municipal Code Article 22 - Landscaping, must be shown on either the Preliminary Plat document or P.P.I.C.'s. the landscape plan shall show the sight distance triangles and all utilities to determine if any conflicts with utilities or sight triangles exist. All trees shall be located a minimum of 10 feet from utilities lines and all shrubs shall be located a minimum of 5 feet from utility lines.