



Zoning Division

Preliminary Plat Application

Owner Information:		Applicant Information:	
Owner _____		Applicant _____	
Address _____		Address _____	
Phone _____		Phone _____	
Surveying Co _____		E-Mail _____	
Engineer: _____		Phone _____	
Property Information:			
Property Address or Address Range (block) _____			
Brief legal(s) (Sec./Twp./Range) _____			
GPN(s) _____			
Rural Land Use Map Designation _____		Proposed Plat Name _____	
Current Zoning _____		Total Acres _____	
Proposed Zoning _____		Number of Lots _____	
Associated Zoning Cases _____			
Submittal Requirements: Application, Fee, Preliminary Plat Drawing			
<p>The undersigned is/are the owner(s) of the described property on this application, located in the unincorporated area of Linn County, Iowa, assuring that the information provided herein is true and correct. I hereby give my consent for the office of Linn County Planning and Development to conduct a site visit and photograph the subject property.</p> <p>This development is subject to and shall be required, as a condition of final development approval, to comply with all Unified Development Code policies, requirements, and standards that are in effect at the time of final development approval. Development proposals approved by the Linn County Board of Supervisors do not supersede deed restrictions, restrictive covenants, or rules adopted by a homeowners' association.</p>			
Owner _____		Applicant _____	
Date _____		Date _____	
Case # _____		Date Received	
Receipt# _____			

Preliminary Plat Drawing Requirements

To be considered by the Board of Supervisors, a preliminary plat clearly marked "Preliminary Plat" shall be submitted, which meets all of the requirements for a major site plan in Article IV, Section 107-71(3) and conforms to the minimum design standards and required minimum improvements provisions in Article IV, Section 107-72(2)(h) and (i):

Section 107-71 Site Plans

Development applications for some uses require minor site plans to be submitted, other development applications require major site plans to be submitted. The specific uses and which site plan is required are listed in subsections 1 (a) and (b) of this Section.

3. **Major site plan requirements.** Whenever this Ordinance requires submission of a major site plan the applicant shall submit six (6) copies of a site plan prepared by an engineer, landscape architect, architect or similar licensed professional. A major site plan shall meet the following specifications and show the data listed:

a. Application information:

1. Names of all property owners
2. Address of property including street, city and zip code
3. Existing and requested zoning classification, use of property, number of employees if applicable

b. Specifications.

1. Paper sized 11" by 17"; additional larger format copies may be submitted in addition to the 11" by 17" format
2. Drawn to scale of not less than one inch equals fifty feet (1" = 50'), unless otherwise approved by the Zoning Administrator

c. All existing and proposed site conditions shall be shown including:

1. Existing and proposed contour lines at intervals no greater than five feet (5'), referred to USGS datum
2. Location and dimensions of lot boundaries
3. Flood hazard areas as designated on FEMA flood hazard boundary maps
4. Watercourses and wetlands
5. Any unique natural features including wooded areas
6. Location and dimensions of all existing and proposed structures. The structure must be labeled (e.g. existing warehouse, dwelling) and use must be labeled as well (e.g. storage of contractor's equipment, single-family residence.) Each structure must delineate its square footage and dimensions to existing and/or proposed lot lines. Structures include:
 - i. Buildings
 - ii. Wells
 - iii. Fences
 - iv. Septic tank and septic field locations
 - v. Retaining walls

- vi. Utility poles
 - vii. Walkways
 - viii. Signs
7. Location, dimensions and uses of each existing platted street, highway, railroad, or utility easement
 8. Identification of parks and other public open space within or adjacent to the proposed development
 9. All existing storm and sanitary sewer lines, water lines, gas lines, culverts, or other underground installations within the proposed development or immediately adjacent, with pipe size (if available) and locations shown
 10. The boundary of the area proposed for platting or division, shown as a dark line, with length of boundary lines and approximate location of the property in reference to known section lines
 11. Layout, lot numbers, and scaled dimensions of each lot in each block of any proposed subdivision
 12. Names, locations and dimensions of all proposed streets, roadways, alleys and pedestrian ways
 13. Other property lines, proposed right-of-way lines, building setback lines
 14. Location, dimensions and uses of each proposed street, highway, railroad, drainage, or utility easement
 15. Location and dimensions of existing and proposed parks, playgrounds, churches, school sites, or special uses of land to be considered for dedication to public use or to be reserved by deed or covenant for the use of all property owners in the subdivision and any conditions of such dedication or reservations
 16. Existing and proposed parking spaces with dimensions and class (including handicapped) with a notation of the number of spaces required and the number provided. Proposed parking drive areas with proposed direction of traffic flow.
 17. Access to all public or private streets and radius of curvature of ingress and egress drives
 18. Circulation patterns of traffic
 19. Location, intensity, height, spacing, efficiency, and shielding of all exterior lighting
 20. Locations of outside refuse collection areas, and the type of screen to be provided to enclose the container from the public view.
- d. The following information shall also be noted on the plan:**
1. A vicinity map clearly identifying the subject property and showing the location of the subject property in relationship to surrounding properties, roads, streams and public facilities. The vicinity map shall extend for a distance of two (2) miles and shall identify any incorporated city boundaries.
 2. Date site plan was prepared or date when surveyed
 3. North arrow and scale of drawings

4. Title block including the name, address, phone number and profession of the person preparing the site plan or plat, and the architect's, engineer's or surveyor's professional seal, the date, and the date of all revisions. Title blocks shall meet requirements of state law.
 5. Name, address, phone number and signed consent of all property owners
 6. Ownership, land-use, and zoning of all adjoining properties within five-hundred feet (500') of the proposed development, and when adjoining properties are part of a recorded subdivision, the name of that subdivision
 7. Type of water supply and sewage disposal and if storm sewer is available
- e. Other information deemed necessary by the Planning and Zoning Commission or Board of Supervisors**
- f. Review of major site plans.** Unless specified otherwise in this Ordinance for land division applications, a major site plan may be approved by the Zoning Administrator upon concurrence of all the appropriate County departments or other appropriate agencies as indicated on a site plan review form.

Section 107-72(2) Major Subdivision

- h. Development design standards.** All major subdivision applications shall meet the development design standards in this section, which are intended only as minimum requirements.
- 1. Streets.** The arrangement, character, extent, width, grade, and location of all streets should consider site characteristics and shall conform to any applicable requirements of the Comprehensive Plan, the Metropolitan Planning Organization (MPO) or Regional Planning Affiliation (RPA), Statewide Urban Design and Specifications (SUDAS), the Linn County Standard Specifications and to any other applicable plans or specifications that may be adopted by the Board of Supervisors, including, but not limited to the following:
- (i) **Major streets.** The design of the subdivision shall provide for major streets that are identified by the MPO or RPA, or classified as Trunk or Trunk Collector by the County.
 - (ii) **Street extensions.** Proposed streets shall normally continue as an extension of existing streets.
 - (iii) **Adjoining properties.** Street patterns shall take into consideration access needed to develop adjoining properties and shall conform to topography so as to provide the best building sites. Sketches of a proposed street system for adjoining property may be required if it is owned or under the control of the applicant.
 - (iv) **Local streets.** When possible, local service streets shall be planned so as to discourage through-traffic and to conveniently channel traffic onto the collector and major streets.
 - (v) **Dead-end streets.** Dead-end streets are prohibited, except where planning indicates that a street is to continue past the applicant's property. Where dead-end streets are allowed, a temporary turn-around shall be required until such time as the street is continued except that a temporary turn-around in residential subdivisions where a dead-end street serves only one lot depth is not required.
 - (vi) **Cul-de-sacs.** Cul-de-sacs are generally undesirable because of fire protection concerns and a preference for through streets. Cul-de-sacs may be used only when justified because of difficult topography, low traffic volumes, to protect natural resources, or to prevent multiple drives accessing a through street. If justified, they should not exceed six hundred

feet (600') in length. Every cul-de-sac shall have a permanent turn-around at its closed end with a minimum right-of-way diameter of one hundred twenty feet (120').

- (vii) **Intersection design.** Streets shall be laid out so as to intersect as nearly as possible at right angles except where topography or other conditions justify variations. Street intersections with centerline offsets of less than one hundred twenty-five feet (125') should be avoided.
 - (viii) **Street grades.** Street grades shall conform to the overall drainage pattern of the locality of the subdivision and shall fall within the minimum and maximum set forth under the County Standard Specifications for improvements.
 - (ix) **Sight distances.** Vertical and horizontal sight distances shall conform to the County Standard Specifications.
 - (x) **Alleys.** Alleys are not required in residential areas. They may, however, be required in commercial areas where necessary to provide access for loading and utilities.
 - (xi) **Right-of-way widths.** Right-of-way widths for all streets, and other thoroughfares hereafter dedicated shall conform to the requirements set forth in the County Standard Specifications for subdivision improvements and by the MPO or RPA.
 - (xii) **Partial width streets.** Partial width streets are discouraged, except where they may be required to complete the remaining portion of a street already dedicated, or where conditions indicated that the alignment of a street should straddle the property lines.
 - (xiii) **Surface widths.** Street surface widths and street grades shall conform to the County Standard Specifications.
 - (xiv) **Street names.** Street names shall be used that will not duplicate or be confused with the names of existing or platted streets. Streets that are now or will eventually be continuations of existing or planned streets shall be called by names of the existing or planned streets.
 - (xv) **Dedication.** All streets (roads) in subdivisions shall be dedicated as public roads and constructed in accord with the County Standard Specifications for improvements. Existing County road easements shall be included in such dedication where they are part of the platted area.
 - A. Private roads.** Private roads may be approved as an exception and only under one or more of the following conditions:
 - (I) Cul-de-sac or other similar street design such as loop street system
 - (II) Topographic conditions that will not permit street construction to conform fully to grade, right-of-way, or other requirements in the County Standard Specifications for public roads.
 - (III) Frontage roads as a private road or road easement
 - (IV) Other conditions similar to the above that may warrant private roads as determined by the Board of Supervisors.
2. **House numbering.** House numbers shall be assigned in accordance with the house numbering system now in effect in article II of chapter 18.
3. **Blocks.** Intersecting streets determining block lengths shall be provided at such intervals to serve cross traffic adequately, and to conform to existing street design and customary subdivision practices in the immediate area. Blocks in residential districts should normally not

exceed one thousand three hundred twenty feet (1,320') in length, unless variation to this rule is approved. The width of a block shall normally be sufficient to allow for two tiers of lots with alley or utility easement. Blocks intended for business or industrial use shall be of such width as may be best suited for the contemplated use of the property.

- 4. Lots.** The shape and configuration of lots within a subdivision shall conform to the following:
- (i) **Septic systems.** In subdivisions where buildings are to be served by septic tanks, soil conditions, topography, and size of lots shall be adequate to accommodate required drainage fields as required in article VI of chapter 10.
 - (ii) **Resubdivision of large lots.** When a tract is subdivided into larger than normal lots or parcels, such lots or parcels shall be so arranged as to permit the logical location and opening of future streets and appropriate resubdivision with provision for adequate utility connections for such resubdivision.
 - (iii) **Side lines.** The side lines of a lot shall be at right angles to straight street lines, or radial to curved street lines, unless variation to this rule will give a better street and lot plan.
 - (iv) **Minimum lot area.** A lot that is to be used for residential purposes shall not contain less area than is required by the lot area regulation of the zoning district in which the property is located.
 - (v) **Buildable site.** Each lot shall afford a buildable site after taking into account all yard spaces required by this Ordinance.
 - (vi) **Required upland or resource protection area.** Each buildable lot shall have a minimum required area outside of the Special Flood Hazard Area and any required critical resource buffer area within a CNR zoned district for construction of a single-family dwelling or principal permitted structures. The minimum required area shall be reserved for the dwelling or principal structures, septic systems and wells.
 - (vii) **Lot depth.** Excessive lot depth in relation to width of greater than a 4:1 ratio shall be avoided.
 - (viii) **Corner lots.** Corner lots in residential areas shall be wide enough to permit required building setbacks from both streets.
 - (ix) **Lot frontage.** Each lot shall have frontage on a public street unless a private street or easement is approved as provided for in subsection (2)h.1.(xv) of this section.
 - (x) **Frontage roads.** Unless unavoidable, lots shall not front or have direct access to major streets or County roads. If interior streets cannot be established, frontage roads shall be provided along major streets or County roads with lots fronting on said frontage road unless property size, topography, or other conditions will not allow development of a frontage road system. Where frontage roads cannot be provided, lots fronting on major streets or County roads shall be so arranged as to minimize the number of access points.
- 5. Access.** Access to, from and within the subdivision and individual lots shall conform to the following:
- (i) **Lot accesses.** All lots shall have a single access to an internal subdivision street unless physical or natural impediments make such access unadvisable.
 - (ii) **Access permit.** All accesses shall be located at the time of plat approval or when an access permit is requested from the County Secondary Road Department.

- (iii) **Safety and drainage.** The location of the access shall be so located to provide for the safety of the road traffic and the lot access, and to provide optimum drainage conditions for the roadway.
 - (iv) **Installation.** The installation of the access shall be the responsibility of the lot owner or subdivision developer. Installation shall be in accord with County Standard Specifications.
 - (v) **Maintenance.** It shall be the property owner's responsibility to maintain the access.
 - (vi) **Joint accesses.** In the event that final plat approval requires that certain lots be served by a joint access, no additional access will be permitted for those lots so designated.
 - (vii) **Number of accesses – Non-residential.** The number of lot accesses for all commercial, office, industrial, and institutional uses shall be determined by the County Engineer.
 - (viii) **Number of accesses – Residential.** All residential lots one acre or less in size shall be restricted to one access. However, if the lot is either located at the intersection of two internal subdivision streets with a minimum of three hundred feet (300') of total frontage or fronts onto a street that has curb and gutter, two accesses may be allowed, unless potential safety or drainage problems are significant as determined by the County Engineer. All residential lots greater than one acre in size may have two accesses, when the additional drive is warranted by the County Engineer.
 - (ix) **Flood Hazard Area.** If reasonable access to the lot cannot be located except through a Flood Hazard Area the access shall be elevated no lower than one foot (1') above the one-hundred (100) year flood elevation but shall not be elevated higher than the public road serving the lot.
- i. **Minimum improvements required.** The following minimum improvements shall be required for major subdivisions:
- 1. **Road improvement requirements**
 - (i) **Public roads.** All public roads shall be improved in accordance with the County Standard Specifications, and shall meet roadway width, cross section, grade, drainage, and such other requirements as established in said specifications. No road, street, venue, highway, alley, or travel way dedicated to public use by the owner of the subdivided land shall be deemed a public way or be under the use, control, or maintenance of the County unless the dedication shall be accepted and confirmed by resolution specially passed by the Board of Supervisors for such purpose.
 - (ii) **Covenant for assessments for future improvements.** Where a plat contains lots adjacent to or adjoining upon an existing County road that provides primary access to said lots, the subdivider shall agree to place covenants running with each of the lots of the plat providing for the participation of the owner of each lot in a secondary road assessment agreement district under Chapter 311, Code of Iowa, for the future improvement of the County road and which shall occur at the time it is required by the Board of Supervisors.
 - (iii) **Covenant for dust control assessment.** Where a plat contains internal roads accessing onto existing County rock surfaced road(s), the subdivider shall agree to place covenants running with each of the lots of the plat providing for the participation of the owner of each lot in a secondary road assessment district under Chapter 311, 1981 Code of Iowa, or its successor, for surface improvements limited to use solely for the purpose of dust control along the existing County road(s) on the most commonly traveled route(s) to the nearest pavement(s). In no case shall the assessment spread against a single lot involve a dollar amount in excess of one-half the amount charged by the County Engineer for a one hundred fifty foot (150')

single seal coat application under the approved County dust control program for that year. Such assessment to be made on developed lots only.

(iv) **Private roads.** All private roads shall conform to the County Standard Specifications for private roads, and the following:

- A. Road association agreement.** In all plats where private roads are to be approved, a road association agreement shall be established to (1) guarantee access to all lots; (2) ensure repair and maintenance of said facilities; and (3) such other requirements as stipulated by the County. A separate agreement with the County shall also be executed stating that the road shall remain private and maintained under the private road association agreement. The road association agreement shall meet Linn County requirements and shall also provide, if the right-of-way is to be dedicated at any time in the future, that prior to such dedication the association shall bring roads up to the County Standard Specification requirements for public roads applicable at the time of such dedication.
- B. Condemnation.** In the event that the association requests the County to accept private roads as public roads, and the clear title of the street rights-of-way can not be readily established, the County may exercise its right of eminent domain and condemn for title the street rights-of-way. All expenses incurred by the County for such action, including preparation, hearings, documentation, and damage awards shall be paid by the road association. An agreement between the road association and the Linn County Board of Supervisors will be required.
- C. Access to existing private roads.** Where private roads exist as of the effective date of these regulations and a new plat is proposed to gain access from these private roads, such plat will not be considered until the new plat owner has secured in writing the approval of the owners of all lots having legal access to the existing private roads. This approval shall include the willingness of all lot owners to enter into an association of lot owners in the form of a legal and valid document binding said owners to the repair and maintenance of the existing private road and its proposed execution.