

Property Location for Preliminary Plat (street address and/or boundary description):

Subdivision Name: _____

Gross acreage of subdivision: _____ Total number of proposed lots: _____

Current property zoning: _____

Is subdivision within Van Meter's corporate limits yes ☐ no

Is subject property within a 100-year floodplain ☐ yes ☐ no

Applicant/Contact Person: _____

Full Name: _____ Company: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Cell Phone: _____

E-mail: _____

Property Owner: _____

Full Name: _____ Company: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Cell Phone: _____

E-mail: _____

Attorney _____

Full Name: _____ Firm Name: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Cell Phone: _____

E-mail: _____

Land Surveyor/Engineer: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Cell Phone: _____

E-mail: _____

I (We) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Van Meter, and have submitted all the required information.

Signed by: _____ Date: _____

(Applicant/Contact Person)

Note: No other signature may be substituted for the Property Owner's Signature

and: _____ Date: _____

(Property Owner)

Preliminary Plat Requirements

The following is the required information as set forth in Section 170.13 of the Van Meter Code of Ordinances. The preliminary plat shall be clearly marked "preliminary plat." **Paper copies on sheets not to exceed 24" x 36". Please submit 1 paper copy and 1 electronic copy.**

1. Title, scale, north point and date
2. Proposed name of the subdivision which shall not duplicate or resemble existing subdivision names in the County
3. The name and address of the owner and the name, address and profession of the person preparing the development
4. A key map showing the general location of the proposed subdivision in relation to surrounding development
5. Names and locations of adjacent subdivision and the names of record owners and location of adjoining parcels of un-platted lands. A list of all owners of record of property located within 200 feet of the subdivision boundaries shall be attached.
6. The location of property lines, streets and alleys, easements, buildings, utilities, watercourses, tree masses and other existing features affecting the plat
7. Existing and proposed zoning of the proposed subdivision and adjoining property
8. Contours at vertical intervals of not more than two feet if the general slope of the site is less than 10 percent and at vertical intervals of not more than five feet if the general slope is 10 percent or greater.
9. Legal description of the area being platted
10. Boundary of the area being platted and the location of the property in reference to known section lines
11. Layout, numbers and approximate dimensions of proposed lots
12. Location, width and dimensions of all streets and alleys proposed to be dedicated for public use
13. Proposed names for all streets in the area being platted
14. Present and proposed utility systems, including sanitary and storm sewers, other drainage facilities, water lines, gas mains, electric utilities and other facilities
15. Proposed easements, showing locations, widths, purposes and limitations
16. Parcels of land proposed to be dedicated or reserved for schools, parks, playgrounds or other public, semi-public or community purposes, or shown for such purpose in the comprehensive plan or other adopted plans. If parkland is not to be dedicated to the City & there is to be financial consideration in lieu of dedication, the preliminary plat shall show the in lieu of computation including the property value to be used in calculation.
17. General summary description of any protective covenants or private restrictions to be incorporated in the final plat
18. Any other pertinent information as necessary
19. The fee, as required by this chapter

Application Fee: \$100 plus \$10 per each proposed lot

Applications shall be submitted to the City Clerk of Van Meter, City Hall, 310 Mill Street - PO BOX 160, Van Meter, IA 50261. Electronic submission shall be sent to pandz@vanmeteria.gov.

No application can be accepted for filing unless all required information is submitted.

For Staff Use: Application complete

Fee paid

Received by: _____ Date: _____