

ZONING AND SUBDIVISION

410 Attachment 3

City of Seward

**Table 38A
Subdivision Application Requirements**

	Administrative Subdivision	Minor Subdivision	Major Subdivision	
			Preliminary	Final
Plat Information				
Name, address of owner and applicant	X	X	X	X
Name, signature, license number, seal and address of engineer, land surveyor, architect, planner, and/or landscape architect, as applicable, involved in preparation of plat	X	X		X
Title block, denoting type of application, legal description, and general location	X	X	X	X
Key map, showing location with reference to surrounding property, streets, current street names, City limits, and other features within 200 feet of the subdivision boundary	X	X	X	X
Present and proposed zoning	X	X	X	X
North arrow, date, and graphic scale	X	X	X	X
Benchmark NGVD 1929 or NAVD 1988	X	X	X	X
Signature blocks for Planning Commission Chair, administrative official, and Mayor	X	X	X	X
Appropriate certification blocks	X	X	X	X
Documentation	X	X		X
Metes and bounds description, including dimensions, bearings, curb data, tangent length, radii, arcs, chords, and central angles for all center lines and ROWs, and center-line curves on streets			X	X
Acreage of tract			X	X
Date of original and all revisions	X	X	X	X
Dimensioning of setbacks		X	X	X
Location, dimensions, and names of existing and proposed streets	X	X	X	X
All proposed lot lines, lot dimensions, and lot areas in square feet	X	X	X	X

SEWARD CODE

	Administrative Subdivision	Minor Subdivision	Major Subdivision	
			Preliminary	Final
Existing and proposed easements or land reserved for or dedicated to public use	X	X	X	X
Phasing plan			X	X
Payment of application fees	X	X	X	X
Environmental Information				
Property lines within 200 feet		X	X	X
All existing watercourses, flood-plains, wetlands, habitat areas or other environmentally sensitive features within 200 feet	X	X	X	X
Existing ROWs and easements within 200 feet		X	X	
Topography at two-foot contours, including areas up to 200 feet of the plat boundaries; existing site drainage system		X	X	
Drainage calculations and percolation tests if needed			X	X
Improvements and Construction Information				
Proposed utility infrastructure plans, including water, sanitary sewer, and stormwater management and detention			X (Concept)	X (Detail)
Road and paving cross-sections			X	
Proposed street names			X	X
New block and lot numbers		X	X	X
Certifications and seals from licensed professional engineer and/or licensed surveyor, as required by state statute	X	X		X
Improvement financing plan, including sources of funding (private, assessments, public, sanitary and improvement districts, and other sources)			X	X
Draft subdivision agreement			X	
Final subdivision agreement				X
Required number of copies of plat document	5	15	20	20
Reduced 8 1/2" by 11" copy		1	1	1
Required minimum scale of plat documents	1"=100 feet	1"=100 feet	1"=200 feet	1"=100 feet
18" x 24" submission of final plat to Register of Deeds and City of Seward		X		X
Electronic file to City of Seward		X	X	X