

**DEPARTMENT OF COMMUNITY DEVELOPMENT  
PRELIMINARY PLAT SUBDIVISION INFORMATION**

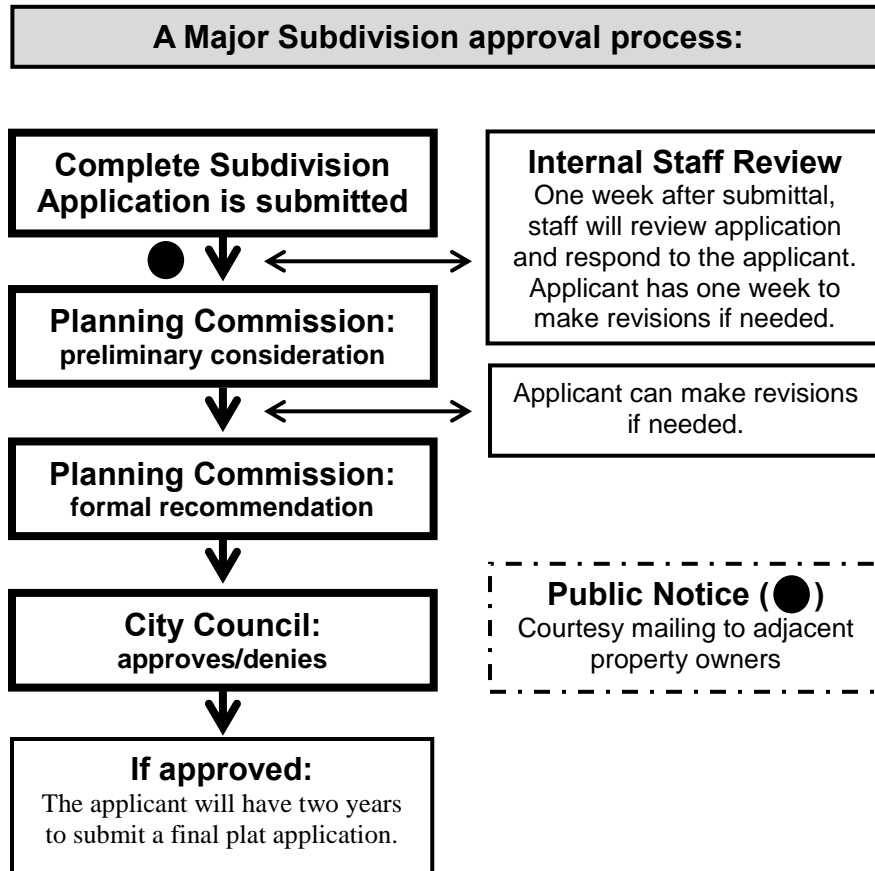
City of Cedar Falls  
220 Clay Street  
Cedar Falls, Iowa 50613

**General Information:** Applications for subdividing property within the City of Cedar Falls will be considered when all required documents and fees are submitted. Subdivision requests are reviewed by the Staff Technical Review Committee, Planning and Zoning Commission, County Auditor, and by the City Council. This process' timeframe varies from 2-3 months or more. It is highly recommended that the applicant or a representative be present at each public meeting.

**Deadline:** 5 PM on the submittal deadline; see attached Planning and Zoning Commission Schedule of Applications for submittal deadlines.

**Application Submittal Instructions:** Submit both a hard and an electronic copy of all required documents with fee to the Planning and Community Services Division and email to [planning@cedarfalls.com](mailto:planning@cedarfalls.com) by the deadline. An application checklist is provided to assist in a complete submittal.

**Procedure:**



| Planning & Zoning Commission<br>Schedule of Applications 2021 |  |                            |  |                             |  |                             |                           |  |  |
|---|--|----------------------------|--|-----------------------------|--|-----------------------------|---------------------------|--|--|
| Complete Application/<br>Re-submittal Deadline                | Internal Technical<br>Review Committee<br>Meeting*** | Distribution of<br>Packets | P&Z Meeting **<br>Preliminary<br>Consideration | Distribution of<br>Packets2 | P&Z Meeting **<br>Formal<br>Recommendation | Distribution of<br>Packets3 | CC Meeting<br>(tentative) |  |  |
| <i>DUE BY 5PM</i>   |  |                            |  |                             |  |                             |                           |  |  |
| 11/23/2020  | 12/2/2020  | 12/17/2020                 | 12/22/2020*                                    | 1/8/2021                    | 1/13/2021                                  | 1/29/2021                   | 2/1/2021                  |  |  |
| 12/7/2020   | 12/16/2020   | 1/8/2021                   | 1/13/2021                                      | 1/22/2021                   | 1/27/2021                                  | 2/12/2021                   | 2/15/2021                 |  |  |
| 12/21/2020  | 1/6/2021   | 1/22/2021                  | 1/27/2021                                      | 2/5/2021                    | 2/10/2021                                  | 2/26/2021                   | 3/1/2021                  |  |  |
| 1/11/2021   | 1/20/2021  | 2/5/2021                   | 2/10/2021                                      | 2/19/2021                   | 2/24/2021                                  | 3/12/2021                   | 3/15/2021                 |  |  |
| 1/25/2021   | 2/3/2021   | 2/19/2021                  | 2/24/2021                                      | 3/5/2021                    | 3/10/2021                                  | 4/2/2021                    | 4/5/2021                  |  |  |
| 2/8/2021  | 2/17/2021  | 3/5/2021                   | 3/10/2021                                      | 3/19/2021                   | 3/24/2021                                  | 4/16/2021                   | 4/19/2021                 |  |  |
| 2/22/2021   | 3/3/2021   | 3/19/2021                  | 3/24/2021                                      | 4/9/2021                    | 4/14/2021                                  | 4/30/2021                   | 5/3/2021                  |  |  |
| 3/8/2021  | 3/17/2021  | 4/9/2021                   | 4/14/2021                                      | 4/23/2021                   | 4/28/2021                                  | 5/14/2021                   | 5/17/2021                 |  |  |
| 3/29/2021   | 4/7/2021   | 4/23/2021                  | 4/28/2021                                      | 5/7/2021                    | 5/12/2021                                  | 6/4/2021                    | 6/7/2021                  |  |  |
| 4/12/2021   | 4/21/2021  | 5/7/2021                   | 5/12/2021                                      | 5/21/2021                   | 5/26/2021                                  | 6/18/2021                   | 6/21/2021                 |  |  |
| 4/26/2021   | 5/5/2021   | 5/21/2021                  | 5/26/2021                                      | 6/4/2021                    | 6/9/2021                                   | 7/2/2021                    | 7/6/2021                  |  |  |
| 5/10/2021   | 5/19/2021  | 6/4/2021                   | 6/9/2021                                       | 6/18/2021                   | 6/23/2021                                  | 7/16/2021                   | 7/19/2021                 |  |  |
| 5/24/2021   | 6/2/2021   | 6/18/2021                  | 6/23/2021                                      | 7/9/2021                    | 7/14/2021                                  | 7/30/2021                   | 8/2/2021                  |  |  |
| 6/7/2021  | 6/16/2021  | 7/9/2021                   | 7/14/2021                                      | 7/23/2021                   | 7/28/2021                                  | 8/13/2021                   | 8/16/2021                 |  |  |
| 6/28/2021   | 7/7/2021   | 7/23/2021                  | 7/28/2021                                      | 8/6/2021                    | 8/11/2021                                  | 9/2/2021                    | 9/7/2021                  |  |  |
| 7/12/2021   | 7/21/2021  | 8/6/2021                   | 8/11/2021                                      | 8/20/2021                   | 8/25/2021                                  | 9/17/2021                   | 9/20/2021                 |  |  |
| 7/26/2021   | 8/4/2021   | 8/20/2021                  | 8/25/2021                                      | 9/3/2021                    | 9/8/2021                                   | 10/1/2021                   | 10/4/2021                 |  |  |
| 8/9/2021  | 8/18/2021  | 9/3/2021                   | 9/8/2021                                       | 9/17/2021                   | 9/22/2021                                  | 10/15/2021                  | 10/18/2021                |  |  |
| 8/23/2021   | 9/1/2021   | 9/17/2021                  | 9/22/2021                                      | 10/8/2021                   | 10/13/2021                                 | 10/29/2021                  | 11/1/2021                 |  |  |
| 9/3/2021*   | 9/15/2021  | 10/8/2021                  | 10/13/2021                                     | 10/22/2021                  | 10/27/2021                                 | 11/12/2021                  | 11/15/2021                |  |  |
| 9/27/2021   | 10/6/2021  | 10/22/2021                 | 10/27/2021                                     | 11/5/2021                   | 11/10/2021                                 | 12/3/2021                   | 12/6/2021                 |  |  |
| 10/11/2021  | 10/20/2021   | 11/5/2021                  | 11/10/2021                                     | 11/19/2021                  | 11/23/2021*                                | 12/17/2021                  | 12/20/2021                |  |  |
| 10/25/2021  | 11/3/2021  | 11/18/2021                 | 11/23/2020*                                    | 12/3/2021                   | 12/8/2021                                  | 12/30/2021                  | 1/3/2022                  |  |  |
| 11/8/2021   | 11/17/2021   | 12/3/2021                  | 12/8/2021                                      | 12/16/2021                  | 12/22/2021                                 | 1/14/2022                   | 1/17/2022                 |  |  |
| 11/22/2021  | 12/1/2021  | 12/16/2021                 | 12/22/2021                                     | 1/7/2022                    | 1/12/2022                                  | 2/4/2022                    | 2/7/2022                  |  |  |
| 12/6/2021   | 12/15/2021   | 1/7/2022                   | 1/12/2022                                      | 1/21/2022                   | 1/26/2022                                  | 2/18/2022                   | 2/21/2022                 |  |  |
| 12/20/2021  | 1/5/2022   | 1/21/2022                  | 1/26/2022                                      | 2/4/2022                    | 2/9/2022                                   | 3/4/2022                    | 3/7/2022                  |  |  |
| 1/10/2022   | 1/19/2022  | 2/4/2022                   | 2/9/2022                                       | 2/18/2022                   | 2/23/2022                                  | 3/18/2022                   | 3/21/2022                 |  |  |
| 1/24/2022   | 2/2/2022   | 2/18/2022                  | 2/23/2022                                      | 3/4/2022                    | 3/9/2022                                   | 4/1/2022                    | 4/4/2022                  |  |  |
| 2/7/2022  | 2/16/2022  | 3/4/2022                   | 3/9/2022                                       | 3/18/2022                   | 3/23/2022                                  | 4/15/2022                   | 4/18/2022                 |  |  |
| 2/21/2022   | 3/2/2022   | 3/18/2022                  | 3/23/2022                                      | 4/4/2022                    | 4/9/2022                                   | 4/29/2022                   | 5/2/2022                  |  |  |

\* Dates shifted to avoid holidays.

\*\* Applications will be forwarded to P&Z once deemed complete and accurate.

\*\*\* If initial Technical Review Committee comments/corrections are extensive another review by the Technical Review Committee will be required.



**DEPARTMENT OF COMMUNITY DEVELOPMENT  
PRELIMINARY PLAT SUBDIVISION APPLICATION**

**City of Cedar Falls  
220 Clay Street  
Cedar Falls, Iowa 50613**

Application Type:  Preliminary Major Plat  
 Preliminary approval/renewal date: \_\_\_\_\_

Proposed Subdivision Name: \_\_\_\_\_

Parcel #: \_\_\_\_\_

Parcel's Address: \_\_\_\_\_

Current zoning of parcel: \_\_\_\_\_ Current # of lots: \_\_\_\_\_ Proposed # of lots: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's mailing address (if other): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's mailing address (if other): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Owner's Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

**A COMPLETE SUBMITTAL INCLUDES A PAPER AND AN ELECTRONIC COPY OF:**

- Completed application
- Nonrefundable fee of \$300.00 plus \$5.00 per acre
- Sewer tapping fee, if applicable
- Traffic Study, if applicable
- Letter explaining reason for request and details about future uses (Word)
- Stormwater management plan with site grading proposed - see section 27- 405 of Ordinance
- Environmental Checklist and Report - required if the parcel is 3 acres or more
- Proposed subdivision phasing plan, if the area will be final platted in more than one phase

**Over →**

- 6 full-size plats (scale: 1"=100' or larger) see engineering checklists (AutoCAD and PDF 11x17). If applicable also include low water entry elevations. The following is required on the preliminary plat:
  - Title, scale, north arrow and date
  - Proposed name of subdivision, which shall not duplicate or resemble existing subdivision names in the county as approved by the County Auditor.
  - Name and address of owner
  - Name, address, and profession of the person preparing the plat
  - The agent, if any, representing the owner with name, address and profession
  - Key location map showing the general location of the proposed subdivision in relation to surrounding development and in relation to the City boundaries
  - Names and location of adjacent subdivisions and names of record owners and location of adjoining parcels of the unplatted land
  - Location of existing property lines, streets and alleys, easements, buildings, utilities, watercourses, tree masses, and other existing features affecting the plat
  - Existing and proposed zoning of the proposed subdivision and adjoining property with a statement of minimum required building setbacks as specified in the zoning chapter.
  - Legal description of the area being platted
  - The boundary of the area being platted, shown as a dark line, with the approximate length of boundary lines and the approximate location of the property in reference to known section lines.
  - The layout, numbers, dimensions and area of proposed lots. Building setback lines as specified in the zoning section must be illustrated on each lot adjacent to all proposed public rights-of-way. Tracts or outlots must be labelled as to their purpose on the plat.
  - The location, width and dimensions of all streets and alleys proposed to be dedicated for public use. If boulevard streets, traffic circles, or roundabouts are proposed, they must be clearly illustrated and indicate the landscaping plan for these features
  - Illustrate the location of all existing and proposed public sidewalks, trails or other pedestrian pathways.
  - The proposed names of all streets in the area being platted. Proposed street names shall not resemble or duplicate the names of existing streets within the city unless the proposed street is a continuation of an existing street.
  - Present and proposed utility systems, including sanitary and storm sewers, other drainage facilities, water lines, gas mains, electric utilities.
  - Present and proposed easements, showing locations, widths, purposes and limitations.
  - 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.
  - Regulatory flood elevation data. Limits of the 500-year floodplain boundaries including floodway and floodway fringe, original and revised, must be shown upon the plat.
  - The location and dimensions of any and all wetland areas, as defined herein, shall be clearly shown. Provisions regarding the disposition of such lands shall be stated.
  - Proposed location of clustered mailboxes
  - Proposed traffic calming measures
  - Minimum low opening elevation for each lot
- Topographic and soils map analysis plat
  - Topographic elevations and contours at two-foot intervals of the property
  - A soils map analysis of the property, which describes soil types and soil characteristics.
  - An aerial photograph with identified soil types
  - Proposed lot lines and street locations of the plat map.
- Signed proof of ownership/owner's consent to plat

- Proposed owner's statement or deed of dedication, addressing at minimum: (Word)
  - Restrictions
  - Easements
  - Building lines
  - Relationship to public streets and public utilities
  - Public improvements and connections
  - Any tracts or outlots on the plat must be identified as to their intended usage, future maintenance and ownership.
- Legal description of property (Word)
- Names and addresses of all owners of property within 200 feet of the subdivision boundary (Word)

To the best of my knowledge the foregoing and attached statements are true and correct, I sign this completed application with the intent of having my property subdivided and consent to having the property plated. *Note: if there is more than one property owner all will need to sign and date this document.*

\_\_\_\_\_ Date: \_\_\_\_\_  
 Property Owner's Signature:

\_\_\_\_\_ Date: \_\_\_\_\_  
 Applicant's Signature (if different):



DEPARTMENT OF CITY ENGINEERING
ENVIRONMENTAL CHECKLIST FOR SUBDIVISION PLAT REVIEW

City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613

Subdivision Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_
Address City State ZIP

Owner's Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_
Address City State ZIP

Email: \_\_\_\_\_

Environmental Checklist Consultant: \_\_\_\_\_

Date of Checklist Preparation: \_\_\_\_\_ Acreage of Proposed Development: \_\_\_\_\_

A COMPLETE SUBMITTAL INCLUDES A PAPER AND AN ELECTRONIC COPY OF:

- Subdivision Site Map
Description of soil types and their main characteristics with respect to building compatibility (geotechnical report if available)
Description of the range of topographic slopes on site and any improvements proposed for slope protection on site
Description of possible other environmental issues
Detailed environmental report for each "present" feature below accompanied by a map including features' location, size, and general description
A plan describing the protection and maintenance/mitigation of the present features and how they will be incorporated into the proposed subdivision plat

Table with 3 columns: Features (Please Check the Following):, Present on Site, Not Present on Site. Rows include 100-Year Floodplain Area, Floodway Areas, Wetland Areas, Significant Tree Stands, Disturb 1 Acre or More of Land, and Steep Slopes.