



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

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

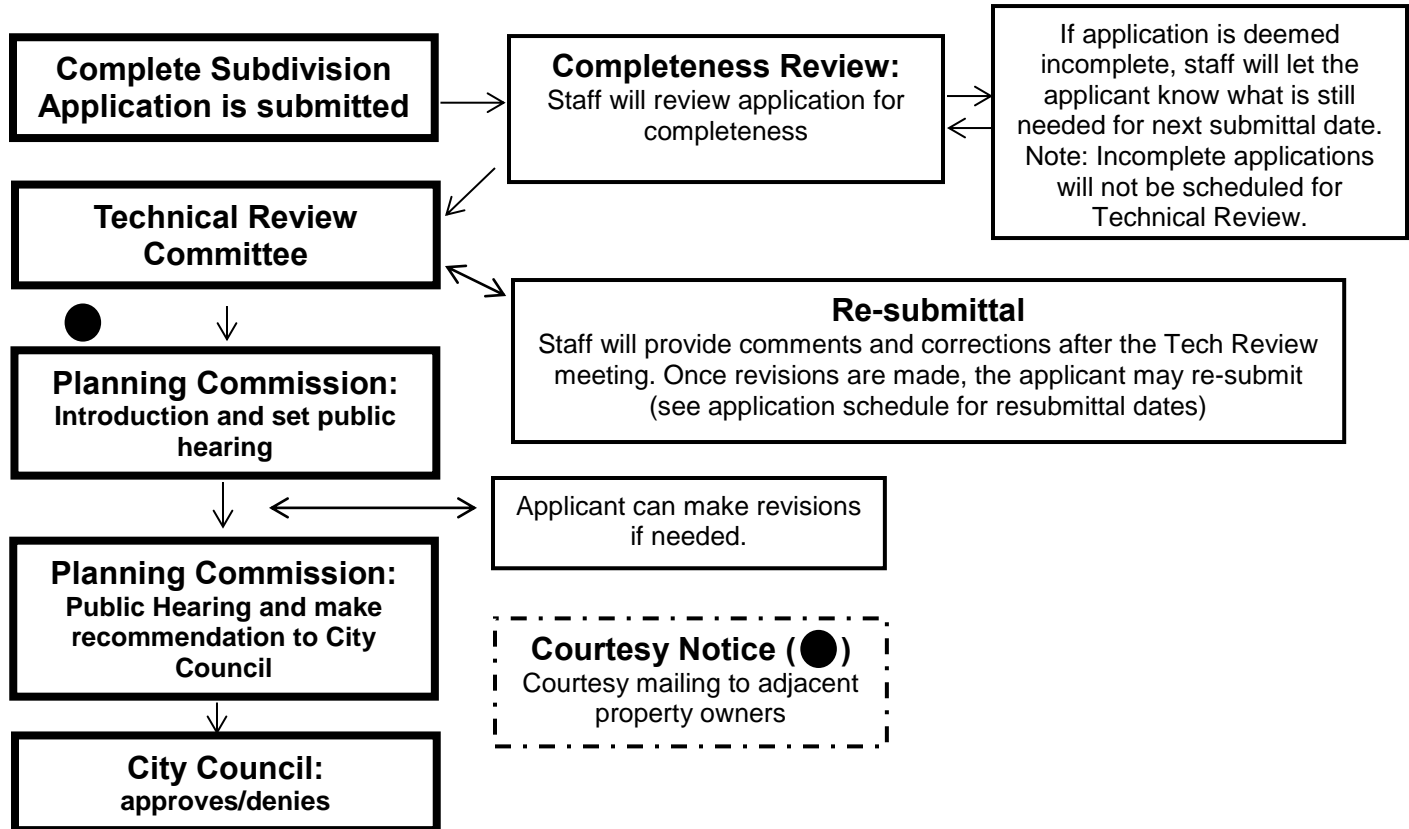
**General Information:** Applications for subdividing property within the City of Cedar Falls will be considered when all required documents and fees are submitted. Final Subdivision requests are reviewed by the Staff Technical Review Committee, Planning and Zoning Commission, County Auditor, and by the City Council. The final plat must be in conformance with the approved preliminary plat and phasing plan. Prior to final plat approval, all required public improvements must be completed according to the construction drawings approved by the City Engineer; or a performance bond guaranteeing completion submitted and approved by the City Attorney. It is highly recommended that the applicant or a representative be present at each public meeting.

**Deadline:** 5 PM on the submitted deadline. See the attached Planning and Zoning Commission Schedule of Applications for the 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:**

**The Final Plat Approval Process**



Schedule of Applications 2022									
Complete Application/ Re-submittal Deadline	Internal Technical Review Committee Meeting***	Submittal of Packets	P&Z Meeting ** Preliminary Consideration	Submittal of Packets2	P&Z Meeting ** Formal Recommendation	Council Submittal Deadline	CC Meeting (tentative)		
11/22/2021	12/1/2021	12/15/2021	12/21/2021*	1/6/2022	1/12/2022	1/31/2022	2/7/2022		
12/6/2021	12/15/2021	1/6/2022	1/12/2022	1/20/2022	1/26/2022	2/14/2022	2/21/2022		
12/20/2021	1/5/2022	1/20/2022	1/26/2022	2/3/2022	2/9/2022	2/28/2022	3/7/2022		
1/10/2022	1/19/2022	2/3/2022	2/9/2022	2/17/2022	2/23/2022	3/14/2022	3/21/2022		
1/24/2022	2/2/2022	2/17/2022	2/23/2022	3/3/2022	3/9/2022	3/28/2022	4/4/2022		
2/7/2022	2/16/2022	3/3/2022	3/9/2022	3/17/2022	3/23/2022	4/11/2022	4/18/2022		
2/21/2022	3/2/2022	3/17/2022	3/23/2022	4/7/2022	4/13/2022	4/25/2022	5/2/2022		
3/7/2022	3/16/2022	4/7/2022	4/13/2022	4/21/2022	4/27/2022	5/9/2022	5/16/2022		
3/28/2022	4/6/2022	4/21/2022	4/27/2022	5/5/2022	5/11/2022	5/27/2022*	6/6/2022		
4/11/2022	4/20/2022	5/5/2022	5/11/2022	5/19/2022	5/25/2022	6/13/2022	6/20/2022		
4/25/2022	5/4/2022	5/19/2022	5/25/2022	6/2/2022	6/8/2022	6/27/2022*	7/5/2022*		
5/9/2022	5/18/2022	6/2/2022	6/8/2022	6/16/2022	6/22/2022	7/11/2022	7/18/2022		
5/23/2022	6/1/2022	6/16/2022	6/22/2022	7/7/2022	7/13/2022	7/25/2022	8/1/2022		
6/6/2022	6/15/2022	7/7/2022	7/13/2022	7/21/2022	7/27/2022	8/8/2022	8/15/2022		
6/27/2022	7/6/2022	7/21/2022	7/27/2022	8/4/2022	8/10/2022	8/29/2022*	9/6/2022*		
7/11/2022	7/20/2022	8/4/2022	8/10/2022	8/18/2022	8/24/2022	9/12/2022	9/19/2022		
7/25/2022	8/3/2022	8/18/2022	8/24/2022	9/8/2022	9/14/2022	9/26/2022	10/3/2022		
8/8/2022	8/17/2022	9/8/2022	9/14/2022	9/22/2022	9/28/2022	10/10/2022	10/17/2022		
8/29/2022	9/7/2022	9/22/2022	9/28/2022	10/6/2022	10/12/2022	10/31/2022	11/7/2022		
9/12/2022	9/21/2022	10/6/2022	10/12/2022	10/20/2022	10/26/2022	11/14/2022	11/21/2022		
9/26/2022	10/5/2022	10/20/2022	10/26/2022	11/3/2022	11/9/2022	11/28/2022	12/5/2022		
10/10/2022	10/19/2022	11/3/2022	11/9/2022	11/16/2022	11/22/2022*	12/12/2022	12/19/2022		
10/24/2022	11/2/2022	11/16/2022	11/22/2022*	12/8/2022	12/14/2022	12/23/2022*	1/2/2023*		
11/7/2022	11/16/2022	12/8/2022	12/14/2022	12/22/2022	12/28/2022	1/9/2023*	1/17/2023*		
11/28/2022	12/7/2022	12/22/2022	12/28/2022	1/5/2023	1/11/2023	1/30/2023	2/6/2023		
12/12/2022	12/21/2022	1/5/2023	1/11/2023	1/19/2023	1/25/2023	2/13/2023	2/20/2023		
12/23/2022*	1/4/2023	1/19/2023	1/25/2023	2/2/2023	2/8/2023	2/27/2023	3/6/2023		
1/9/2023	1/18/2023	2/2/2023	2/8/2023	2/16/2023	2/22/2023	3/13/2023	3/20/2023		
1/23/2023	2/1/2023	2/16/2023	2/22/2023	3/2/2023	3/8/2023	3/27/2023	4/3/2023		
2/6/2023	2/15/2023	3/2/2023	3/8/2023	3/16/2023	3/22/2023	4/10/2023	4/17/2023		
2/20/2023	3/1/2023	3/16/2023	3/22/2023	4/6/2023	4/12/2023	4/24/2023	5/1/2023		

\* 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.



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

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

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

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

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

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

Applicant's mailing address: \_\_\_\_\_  
Address City State Zip

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

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

Owner's mailing address: \_\_\_\_\_  
Address City State Zip

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

Preliminary Plat project number: \_\_\_\_\_ Date approved by City Council: \_\_\_\_\_

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

*\*Original signed versions of these documents are required before City Council approval.*

- Completed application
- Nonrefundable fee of \$300.00
- Traffic Study, if applicable for phases
- Letter explaining any deviations from the approved preliminary plat, approved phasing plan, or any applicable planned development master plan
- \*2 signed surveyor certificates
- Full legal description of property (Word)
- Names and addresses of owners of property within 200 feet of the subdivision boundary (Word)
- Environmental Report (updated as necessary from preliminary plat submittal)
- Signed approval of subdivision plat name by Black Hawk County Auditor, as required by Iowa Code.
- Statement from lien holder or mortgage holder's consent to plat and release of liens, per Sec.20-104
- Attorney's Title Opinion, as required by Iowa Code
- Encumbrance bond, if any.

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2 Unsigned Owner's Statement or Deed of Dedication + \*two (2) originals signed & notarized, are required prior to City Council consideration, addressing at minimum: (Word and hard copy for recording)

- Restrictions
- Easements
- Relationship to public streets and public utilities
- Public improvements and connections
- "Tracts" or "outlots" must be identified as to their intended usage, future maintenance, and ownership.

Six full-sized (scale:1" = 100' or larger) unsigned copies of the Final Plat in compliance with Iowa Code Chs. 354 and 355. See engineering checklists (AutoCAD and PDF 11x 17 requirements). Sheets shall not be any greater than 24 inches by 36 inches, nor smaller than 8-1/2" x 11". \*Six full-size signed and stamped copies are required prior to City Council consideration.

The following shall be shown on the plat:

- Name of the subdivision
- Name of the Owner
- List required building setbacks for the property as specified in the zoning chapter
- Scale (one inch equals 100 feet or larger), graphic bar scale, north arrow, date on each sheet
- Full legal description of the property under consideration of platting
- All monuments to be of record, as required by Iowa Code Chs. 354 and 355
- Identification of all public rights-of-way for street purposes and all other lands set aside for public purposes, said areas to be identified on plat as separate tracts with their purpose noted.
- Sufficient survey data to positively describe the bounds of every lot, block, street, easement, or other areas shown on the plat, as well as the outer boundaries of the subdivided lands
- All distance, bearing, curve and other survey data, as required by Iowa Chs. 354 and 355
- Street names and clear designation of public alleys
- Lot numbers including the area of each proposed lot.
- Identification of building setback lines adjacent to all public rights-of-way, as specified in the Zoning Chapter
- Identification of any tracts or outlots proposed, with the purpose of each noted on the plat
- Accurate dimensions for any property to be dedicated or reserved for public use, and the purpose for which such property is dedicated or reserved for public use.
- Easements: Those pertaining to public utilities including, but not limited to, natural gas, electric power, telephone, cable television, water, sewer, easements for recreational purposes for pedestrian access, for ingress and egress, and such drainage easements as are deemed necessary for the orderly development of the land encompassed within the plat.
- All interior excepted parcels, clearly indicated and labeled, "not part of this plat."
- The minimum unadjusted acceptable error of closure for all subdivision boundaries shall be 1:10,000 and shall be 1:5,000 for any individual lot.
- A statement by an state licensed land surveyor that the plat was prepared by the surveyor or under the surveyor's direct personal supervision, signed and dated by the surveyor and bearing the surveyor's state registration number or seal.

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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 platted. *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):

