



City of Council Bluffs, Iowa
209 Pearl Street
Council Bluffs, Iowa 51503
Phone: 712-328-4629 Fax: 712-328-4915

SUBDIVISION APPLICATION

- PRELIMINARY PLAN***
- FINAL PLAT**
 - MAJOR SUBDIVISION**
 - MINOR SUBDIVISION***
 - REPLAT ***

*A pre-application meeting is required prior to submittal

A. General information

1. Applicant:
Name: _____
Address: _____
City/State/Zip: _____
Phone/Fax/E-Mail Address: _____
Status: Property Owner _____ Legal Option Holder _____ Contract Purchaser _____ Auth Agent _____

2. Property Owner: (If not the same as applicant above)
Name: _____
Address: _____
City/State/Zip: _____
Phone/Fax/E-Mail Address: _____

3. Engineer/Surveyor or Architect:
Name: _____ Contact: _____
Address: _____
City/State/Zip: _____
Phone/Fax/E-Mail Address: _____
 - An application may be filed only by the owner(s) of the property or by a person authorized by the owner. Proof of that authorization must accompany the application.
 - If more than one property owner is involved, please attach additional names and addresses to this application.
 - I certify that the information presented with this application is true and correct to the best of my knowledge.

Signature	Print Name	Address
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Signature	Print Name	Address
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Please note that your application will not be accepted or there may be a delay in processing by the Community Development Department if any of the required information or materials are missing or improperly presented. In order to ensure that a complete application is provided and to avoid unnecessary delays in processing, please submit all required materials, i.e. signed application, fees, exhibits and/or site plans, special studies if applicable. If you have any questions regarding this application or required materials, please contact the Community Development Department at (712) 328-4629 between 8:00 a.m. and noon or between 1:00 p.m and 5:00 p.m., Monday through Friday.

B. Project Information: See Subdivision - Title 14 of the Municipal Code for specific requirements

1. Subdivision Name: _____
2. Address or location of proposed subdivision: _____
3. Legal Description: (attach survey if necessary) _____

4. Land Area: _____ (acres)
5. Zoning: Current: _____ Proposed: _____
6. Land Use: Current: _____ Proposed: _____
7. Attach Letter of Intent describing specifically the improvements proposed to serve the subdivision and any variances being sought and the related hardship.
8. Legal Description of Property and Survey on platting document.
9. 10 signed and sealed copies, one reduced copy no larger than 8½" X 11" or 8½" X 14" and a pdf file.
10. After City Council action and incorporation of all changes to final plat documents, return a minimum of 4 mylars, 4 bond copies and 1 reduced copy to the Community Development Department. All copies shall be signed by the owner(s) signed and sealed by the surveyor.
11. Attach site plan and/or other documents that illustrate this request.
12. Include nonrefundable filing fee with check made payable to Council Bluffs City Clerk.
 - a. Preliminary Plan: \$250 + \$5.00 per lot
 - b. Variance with Preliminary Plan: \$200 per variance
 - c. Final Plat - Major Subdivision: \$250
 - d. Final Plat – Minor Subdivision/Replat: \$250 + \$5.00 per lot

For Office Use Only

Case Number: _____ Planning Commission: _____
Published: _____
Action: _____

Date Complete Application Received: _____ City Council: _____
Public Hearing Final Plat: _____
Action: _____

Associated Case Numbers: _____

Check Number/Amount: _____

Other Comment(s): _____

