

**SUBDIVISION PLATTING PROCEDURES**  
**REPLAT**

1. Discuss the proposed use with City Planning staff member(s).
2. The staff member will supply you with an application form that must be completed in duplicate and signed by the owner(s) or owner's attorney of the subject property. The staff member will assign a specific date the application must be returned to the City Office, which allows for ample time to comply with the requirements, by City Code for proper publication. The Replat is required sixteen (16) days prior to a regular or called meeting of the Planning Commission.
3. A Replat (non-refundable) fee is required to process a Replat application as follows:

1 to 10 Lots ( <i>Plus \$10.00 per lot</i> )	\$ 250.00
11 to 50 Lots ( <i>Plus \$10.00 per lot</i> )	\$ 400.00
51 to + ( <i>Plus \$10.00 per lot</i> )	\$ 600.00
4. Four (4) Mylar originals, two (2) full size paper, and one (1) reproducible copy not more than eleven (11) inches x seventeen (17) inches of the replat and other exhibits required for approval shall be submitted. The original shall be at a scale of one (1) to one hundred (100) feet or 1" equals 200' if seventy-five percent (75%) of the lots are of one acre or larger. An electronic version of the map(s) is also required. **Applicants must meet requirements set forth in the Subdivision Regulation Ordinance of the City of Blair Comprehensive Plan Section 404 AND shall also contain the following series of items in Subsection 404.33 (see below).**
5. All persons which are the recorded title owners of land within three hundred (300) feet of any point along the perimeter of the land shall be notified in writing of the request for a replat. The letter of notification shall be mailed to recipients no later than ten (10) days prior to the Planning Commission's public hearing. Adjacent land owners shall have ten days from the date of notification to notify the City Administrator of any protests which they may have concerning the application. A certified list must be prepared, by the applicant, of the names and addresses of those persons who own property within a 300' radius of the subject property. This list may be obtained by contacting the County Surveyor's Office for the names of the property owners and then the County Assessor's Office for the addresses. This list **must** accompany the application or no action will be taken on your request.
6. The City will post a "Subdivision Action Pending" sign will be posted on the front yard of the property under consideration for subdivision at least ten (10) days prior to the public hearings of the Planning Commission and City Council.
7. You will be provided with a copy of the agenda for the Planning Commission meeting at which your request will be considered. It is recommended that the applicant or a representative attend the Planning Commission meeting and the City Council meeting to answer any questions. Without someone being there to speak on your behalf, your request may be deferred to the next meeting. The Planning Commission action is in the form of a recommendation to the City Council. The City Council will make the official decision.

**ARTICLE 4. PLAT REVIEW AND SUBMITTAL REQUIREMENTS**

**SECTION 404 PROCEDURE FOR APPROVAL OF A REPLAT OF A SUBDIVISION**

Replat of Subdivision. A replat replaces all or part of a recorded Final Plat. A replat is used to reconfigure existing platted lots and easements in an existing subdivision and may increase or decrease the number of lots in the subdivision. In the event that a proposed replat does not involve a change in subdivision class and type, a change in zoning district, or a change in surface drainage, the subdivider may apply for a replat under the provisions of this section. The utilization of the replat does not relieve the subdivider of its obligation to comply with minimum design standards under Article 5 of the Subdivision Regulations and required improvements under Article 6 of the Subdivision Regulations. The necessity of establishing and dedicating easements for utilities shall not bar the utilization of the administrative subdivision. The procedure for such application will be as follows:

404.01 **REPLAT SUBMISSION REQUIREMENTS:** Application will be made to the Planning Commission under the procedures outlined for a replat.

404.02 **FEES:** A nonrefundable replat application fee shall accompany the replat application. Said fee shall be set and determined from time to time as deemed necessary by the Mayor and City Council by resolution, and shall be appended to the Municipal Code as part of an appendix for permit, license, and application fees.

404.03 **SCALE AND REPLAT CONTENTS:** The subdivider shall submit four (4) Mylar originals, two (2) full size paper, and one (1) reproducible copy not more than eleven (11) inches x seventeen (17) inches of the replat and other exhibits required for approval shall be submitted. An electronic version of the maps must also be submitted as part of the replat application. The original shall be at a scale of one (1) to one hundred (100) feet or 1" equals 200' if seventy-five percent (75%) of the lots are of one acre or larger. The replat shall contain the following:

- (1) Date, title, name, and location map of the subdivision.
- (2) Names and locations of abutting streets and lots identifying street names and lot and block numbers.
- (3) Identification of the new lot and block numbers and set back lines.
- (4) Graphic scale, true north point and full legend depicting all map symbology.
- (5) Monuments.
- (6) Dimensions, angles and bearings and complete legal description of the property.
- (7) Sufficient engineering data to reproduce any line on the ground.
- (8) Location, dimensions, and purposes of any existing easements.
- (9) Certification by surveyor or engineer certifying to the accuracy of

the survey and plat.

- (10) Certification signed and acknowledged by all parties holding title or having any title interest in the land subdivided and consenting to the preparation and recording of the replat as submitted.
- (11) Certification by the County Treasurer all assessed taxes for the current year have been paid in full.
- (12) Square footage of each lot.
- (13) Location of all existing buildings, structures, fences and retaining walls.

404.04 SUPPLEMENTARY DATA REQUIRED: The replat shall be accompanied by:

Utility easements signed by the owner or owners to permit all lots created access to all utilities available in the City, including but not limited to, sanitary sewer, storm sewer, water, electrical, telephone, and cable television.

404.05 PLANNING COMMISSION RECOMMENDATIONS: The Planning Commission shall approve or reject the replat and prepare a recommendation to the City Council for approval or rejection. All reasons for recommending rejection shall be clearly stated.

404.06 NOTIFICATION OF ADJACENT LANDOWNERS: All persons which are the recorded title owners of land within three hundred (300) feet of any point along the perimeter of the land to be replatted shall be notified in writing of the pending replat. The letter of notification shall be mailed to recipients no later than ten (10) days prior to the Planning Commission's Public Hearing. Adjacent land owners shall have ten days from the date of notification to notify the City Administrator of any protests which they may have concerning the application.

A "Subdivision Action Pending" sign will be posted on the front yard of the property under consideration for replat at least ten (10) days prior to the public hearings of the Planning Commission and City Council.

404.07 CITY COUNCIL REVIEW AND ACTION: After receipt and review of the Planning Commission's recommendations on the replat the City Council shall hold a public hearing for the purpose of reviewing the replat. The notice for the hearing shall be published at least ten (10) days before the hearing date. If rejected, the reason for rejection shall be listed and forwarded to the applicant within ten (10) days.

404.33. SUPPLEMENTARY DATA REQUIRED: The replat shall be accompanied by:

Utility easements signed by the owner or owners to permit all lots created access to all utilities available in the City, including but not limited to, sanitary sewer, storm sewer, water, electrical, telephone, and cable television.

Filing Date \_\_\_\_\_

Receipt Number \_\_\_\_\_

**SUBDIVISION REPLAT APPLICATION**

Property Owner \_\_\_\_\_ Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Engineer \_\_\_\_\_ Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Zoning (Present/Proposed): \_\_\_\_\_ / \_\_\_\_\_

Name of Addition: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Current Use: \_\_\_\_\_

Utilities and Improvements:	<u>Existing</u>	<u>Proposed</u>
Sanitary Sewer	_____	_____
Storm Drainage	_____	_____
Water	_____	_____
Paving	_____	_____

Signature of Owner(s) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner(s) \_\_\_\_\_ Date \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

**PLANNING COMMISSION RECOMMENDATION:**

DATE OF NOTICE: \_\_\_\_\_

DATE OF PUBLIC HEARING: \_\_\_\_\_

VOTE: \_\_\_\_ TO \_\_\_\_ TO \_\_\_\_\_

**CITY COUNCIL ACTION:**

DATE OF PUBLIC HEARING: \_\_\_\_\_

VOTE: \_\_\_\_ TO \_\_\_\_ TO \_\_\_\_\_