

Process Overview for Major Subdivision – Preliminary Plat

Owner – Applicant - initial

- Prepare sketch plan for proposed subdivision for pre-application meeting.
- Meeting with Subdivision Coordinator & other staff – receive application, guidelines, copy of ordinance, fees schedule and contact information for other County Departments.
- Subdivision name authorization from Auditor’s Office.
- Access road application from Secondary Roads or State IDOT.
- Check with County Engineer for additional easement for Area Service “A” Road.
- Check for inclusion in agricultural area – petition for withdrawal.
- Check for inclusion in CRP program – county FSA office.
- Check for inclusion in drainage district – Auditor’s Office or S.D. Coordinator
- Obtain names and addresses of adjacent land owners – Assessor’s Office or Plat Book.
- Contact power company, telephone company and other utility providers – easements, etc.
- Clarify if within any municipality’s extraterritorial jurisdiction – subdivision & zoning.
- Street name application

Owner’s Attorney

- Clear title and up-to-date abstract.
- Petition for agricultural area withdrawal if needed – complete before submission.
- Prepare draft fence agreements as needed.
- Draft of covenants for subdivision.
- Documents for municipality’s review if needed – complete before submission.

Owner’s Surveyor

- Prepare Major Subdivision Preliminary Plat – section 45.27.1 – all items.
- Access road (s) located and marked.
- Additional easements for existing Area Service “A” County Road R-O-W.
- Easements as needed – power, telephone, gas, water, sewer, etc.
- Storm water drainage evaluation and storm water runoff plan and permit.
- Description of improvements proposed and cost estimate with timetable.
- Other items as needed – section 45.27.2

Owner – Applicant – final

- Complete application – see checklist
- Street name application approved prior to plat submission.
- Assemble items from attorney and surveyor – see application checklist.
- Send plat and statement to utility providers.
- Send plat and statement to service providers and school district.
- Submit to Subdivision Coordinator – acceptance w/wo waivers.

County Process

- Distribution to Departments
- Review replies
- Commission public meeting and recommendation.
- Return to owner and/or surveyor for corrections or modifications if needed.
- Hearing and Action by Board of Supervisors.
- Return signed copies of plat to owner with cover letter to proceed with Construction Plan and Final Plat.

Owner – Applicant

- Surveyor prepare construction plans and final plat.