



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

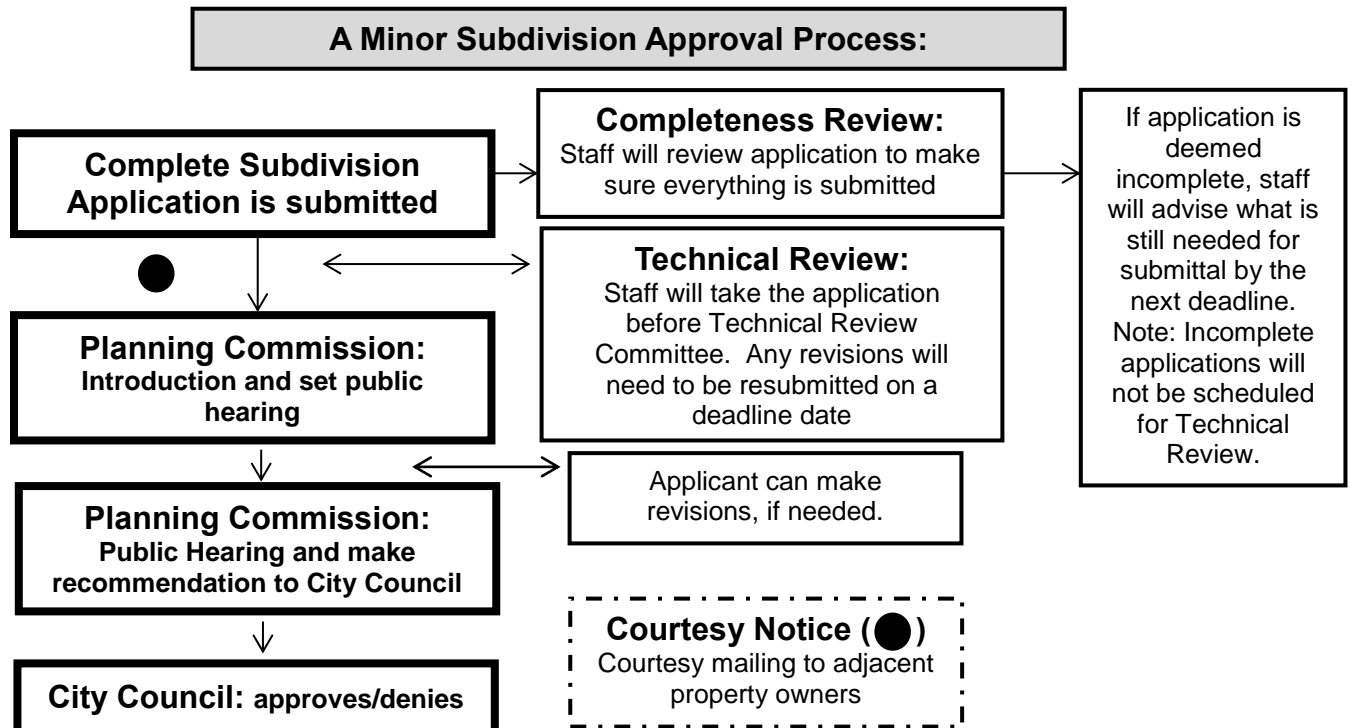
City of Cedar Falls  
 220 Clay Street  
 Cedar Falls, Iowa 50613

**General Information:** Per Sec. 20-2, A Minor Plat is defined as a subdivision of land where the subdivision contains no more than three lots including the remaining portion of the original parcel fronting on the existing street, not involving any new public street or road extension or construction and not involving the extension of municipal facilities, or the creation of any public improvement. A minor plat shall also be considered to be a "final plat" for purposes of review, approval and recording of the approved minor plat.

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. 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 (see next page). An application checklist is provided to assist in a complete submittal.



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.



**DEPARTMENT OF COMMUNITY DEVELOPMENT**

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

**MINOR SUBDIVISION PLAT APPLICATION**

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:**

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

- Completed application
- Nonrefundable fee \$150.00
- Sewer tapping fee, if applicable
- \*2 signed surveyor certificates
- Topographic and soils map, which shows:
  - 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.
  - Proposed lot lines and street locations of the plat map
- \*Six unsigned copies of the Minor Plat, drawn at a scale of 1 inch = 100 feet or larger. A reduced size plat (11" x 17") shall be submitted for reproduction/copying purposes. See engineering checklists (AutoCAD and PDF 11x17 requirements). Sheets shall not be any greater than 24 inches by 36 inches. \*Six full-size signed and stamped copies are required prior to City Council consideration. Plat shall comply with all relevant Iowa Code requirements pertaining to "plats of survey."

Information required to be shown on the plat:

- Unique name of plat, clearly labeled "minor subdivision plat"

- All contiguous holdings of the owner, with an indication of the portion which is proposed to be subdivided, the location, width, and name of public streets and manner wherein the property is to be subdivided, including the proposed minor subdivision's exterior boundaries and existing and proposed lots, with lot number and area labelled for each lot.
  - Key location map showing the general location of the proposed subdivision in relation to the surrounding development and in relation to the City Boundaries.
  - Current zoning classification of the property along with zoning classification of all abutting properties.
  - Legal description
  - List of required building setbacks for the property as specified in the zoning chapter with required front setback illustrated on the plat
  - North arrow, scale, date, subdivider's name and address, owner's name and address
  - The distance from some corner of the subdivision to some corner of the congressional division of which it is a part.
  - Low water entry elevations (if applicable)
  - Location and dimensions of all public streets, drives, pedestrian ways, easements, drainageways, public and private parks and open spaces, wetlands, flood hazard areas, tree masses, soil types, and other existing features affecting the plat or affected thereby (Note: If new streets are proposed, a Preliminary Subdivision Plat is required)
  - Location and size of existing public sewer lines, gas mains, water mains, culverts, pipelines, cables or other underground utility installations with a description of the effect on each utility capacity and service level. (Note: extension of municipal facilities will require a Preliminary Subdivision Application)
  - All distance, bearing, curve and other survey data, as required by Iowa Code
- Affidavit of ownership which shall include the dates the respective holdings of land were acquired.
  - Environmental Checklist and Report - required if the parcel is 3 acres or more
  - \*Two (2) proposed owner's statements or deeds (\*Two (2) originals signed & notarized required prior to City Council consideration) addressing at minimum: (In Word)
    - Restrictions
    - Easements
    - Building lines
    - Relationship to public streets and public utilities
    - "Tracts" – land not intended to be developed must be identified as to their intended usage, future maintenance and ownership.
  - Legal description of property (In Word)
  - Names and addresses of neighboring property owners within 200 feet of the requested area (In 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 platted. *Note: if there is more than one property owner all will need to sign and date this document.*

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

\_\_\_\_\_

\_\_\_\_\_  
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: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

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

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

**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

**Features (Please Check the Following):**

***Present on Site***

***Not Present on Site***

100-Year Floodplain Area	<input type="checkbox"/>	<input type="checkbox"/>
Floodway Areas	<input type="checkbox"/>	<input type="checkbox"/>
Wetland Areas	<input type="checkbox"/>	<input type="checkbox"/>
Significant Tree Stands <i>(Evergreen and hardwood species 30 ft. or greater in height)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Disturb 1 Acre or More of Land <i>(If yes, an NPDES Permit will be required.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Steep Slopes <i>(18% or Greater)</i>	<input type="checkbox"/>	<input type="checkbox"/>