



**DEPARTMENT OF COMMUNITY DEVELOPMENT  
SUBDIVISION INFORMATION**

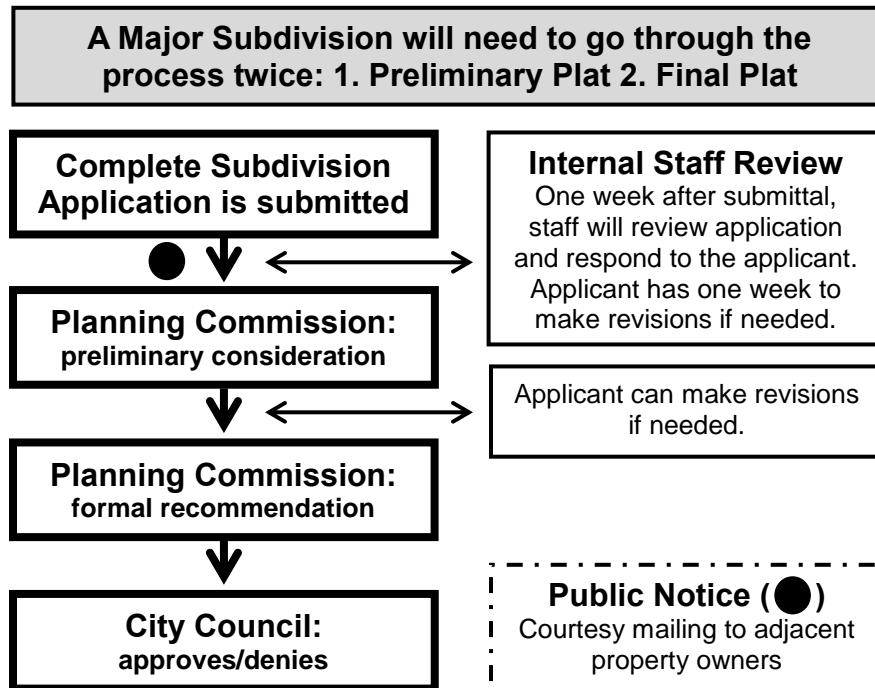
City of Cedar Falls  
220 Clay Street  
Cedar Falls, Iowa 50613

**General Information:** Applications for subdividing property within the City of Cedar Falls will be considered when all required documents and fees are submitted. Subdivision requests are reviewed by the Planning and Zoning Commission, City Engineers, County Auditor, and by the City Council. This process' timeframe varies on the type of subdivision: 3-4 months for minor, 6-8 months for major. It is highly recommended that the applicant or a representative be present at each meeting.

**Deadline:** 5 PM on the second and fourth Mondays of the month; see attached Planning and Zoning Commission Schedule of Applications.

**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:**



**Planning & Zoning Commission**

**Schedule of Applications 2019**

Complete Application/ Re-submittal Deadline	Internal Technical Review Committee Meeting***	Distribution of Packets	P&Z Meeting ** Preliminary Consideration	Distribution of Packets2	P&Z Meeting ** Formal Recommendation	Distribution of Packets3	CC Meeting (tentative)
<i>DUE BY 5PM</i>							
11/26/2018	12/5/2018	12/21/2018	12/26/2018	1/4/2019	1/9/2019	2/1/2019	2/4/2019
12/10/2018	12/19/2018	1/4/2019	1/9/2019	1/18/2019	1/23/2019	2/15/2019	2/18/2019
12/26/2018*	1/2/2019	1/18/2019	1/23/2019	2/8/2019	2/13/2019	3/1/2019	3/4/2019
1/7/2019	1/16/2019	2/8/2019	2/13/2019	2/22/2019	2/27/2019	3/15/2019	3/18/2019
1/21/2019	2/6/2019	2/22/2019	2/27/2019	3/8/2019	3/13/2019	3/29/2019	4/1/2019
2/11/2019	2/20/2019	3/8/2019	3/13/2019	3/22/2019	3/27/2019	4/12/2019	4/15/2019
2/25/2019	3/6/2019	3/22/2019	3/27/2019	4/5/2019	4/10/2019	5/3/2019	5/6/2019
3/11/2019	3/20/2019	4/5/2019	4/10/2019	4/19/2019	4/24/2019	5/17/2019	5/20/2019
3/25/2019	4/3/2019	4/19/2019	4/24/2019	5/3/2019	5/8/2019	5/31/2019	6/3/2019
4/8/2019	4/17/2019	5/3/2019	5/8/2019	5/17/2019	5/22/2019	6/14/2019	6/17/2019
4/22/2019	5/1/2019	5/17/2019	5/22/2019	6/7/2019	6/12/2019	6/29/2019	7/1/2019
5/6/2019	5/15/2019	6/7/2019	6/12/2019	6/21/2019	6/26/2019	7/12/2019	7/15/2019
<b>5/24/2019*</b>	6/5/2019	6/21/2019	6/26/2019	7/5/2019	7/10/2019	8/2/2019	8/5/2019
6/10/2019	6/19/2019	7/5/2019	7/10/2019	7/19/2019	7/24/2019	8/16/2019	8/19/2019
6/24/2019	7/3/2019	7/19/2019	7/24/2019	8/9/2019	8/14/2019	8/30/2019	<b>9/3/2019*</b>
7/8/2019	7/17/2019	8/9/2019	8/14/2019	8/23/2019	8/28/2019	9/13/2019	9/16/2019
7/22/2019	8/7/2019	8/23/2019	8/28/2019	9/6/2019	9/11/2019	10/4/2019	10/7/2019
8/12/2019	8/21/2019	9/6/2019	9/11/2019	9/20/2019	9/25/2019	10/18/2019	10/21/2019
8/26/2019	9/4/2019	9/20/2019	9/25/2019	10/4/2019	10/9/2019	11/1/2019	11/4/2019
9/9/2019	9/18/2019	10/4/2019	10/9/2019	10/18/2019	10/23/2019	11/15/2019	11/18/2019
9/23/2019	10/2/2019	10/18/2019	10/23/2019	11/1/2019	<b>11/6/2019*</b>	<b>11/27/2019*</b>	12/2/2019
10/7/2019	10/16/2019	11/1/2019	<b>11/6/2019*</b>	11/15/2019	<b>11/20/2019*</b>	12/13/2019	12/16/2019
10/21/2019	10/30/2019	11/15/2019	<b>11/20/2019*</b>	<b>11/27/2019*</b>	<b>12/4/2019*</b>	1/3/2020	1/6/2020
11/4/2019	11/13/2019	<b>11/27/2019*</b>	<b>12/4/2019*</b>	12/13/2019	<b>12/18/2019*</b>	1/17/2020	1/20/2020
11/18/2019	<b>11/26/2019*</b>	12/13/2019	<b>12/18/2019*</b>	1/3/2020	1/8/2020	1/31/2020	2/3/2020
12/9/2019	12/18/2019	1/3/2020	1/8/2020	1/17/2020	1/22/2020	2/14/2020	2/17/2020
12/23/2019	<b>1/2/2020*</b>	1/17/2020	1/22/2020	2/7/2020	2/12/2020	2/28/2020	3/2/2020

\* 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  
SUBDIVISION APPLICATION**

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

Application Type:     Minor Plat  
                               Major Plat – Preliminary  
                               Major Plat – Final: Preliminary approval/renewal date: \_\_\_\_\_

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

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

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

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

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: \_\_\_\_\_

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

*\*Original signed versions of these documents are not required until before City Council approval.*

- Completed application
- Nonrefundable fee
  - Minor Plat = \$150.00
  - Preliminary Plat = \$300.00 plus \$5.00 per acre
  - Final Plat = \$300.00
- Sewer tapping fee, if applicable
- Traffic Study, if applicable
- Letter explaining reason for request and details about future uses (Word)
- \*2 signed surveyor certificates
- \*6 full size signed appropriate plats; see engineering checklists (AutoCAD and PDF 11x17). If applicable also include low water entry elevations.

**Over →**

- Stormwater management plan with site grading proposed - see section 27- 405 of Ordinance
- Environmental Checklist and Report - required if the parcel is 3 acres or more
- Topographic and soils map analysis plat
  - 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.
  - An aerial photograph with identified soil types
  - Proposed lot lines and street locations of the plat map.
- Signed approval of subdivision plat name by Black Hawk County Auditor
- Signed proof of ownership
  - Minor Plat: Affidavit of ownership including dates of acquisition
  - Final Plat: Abstract of Title and Attorney Opinion
- \*2 signed proposed owner's statements or deeds, addressing at minimum: (Word)
  - Restrictions
  - Easements
  - Building lines
  - Relationship to public streets and public utilities
  - Public improvements and connections
  - "Tracts" – land not intended to be developed must be identified as to their intended usage, future maintenance and ownership.
- Legal description of property (Word)
- Names and addresses of neighboring property owners of the requested area (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 plated. *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):



**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: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

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

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

**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"/>