

# Application for Subdivision Approval

P&Z meeting date \_\_\_\_\_

BOS meeting date \_\_\_\_\_ File #: \_\_\_\_\_

Date received

Plats Recorded \_\_\_\_\_

Date Filed

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- I. Application is hereby made for approval of a **PRELIMINARY / FINAL** subdivision plat. The tract of land proposed to be subdivided is located at (address or other layman's description):  
\_\_\_\_\_
- II. This subdivision will include \_\_\_\_\_ total acres and will be composed of \_\_\_\_\_ total lot(s).
- III. The current zoning classification for the land proposed to be subdivided is: \_\_\_\_\_
- IV. The name of the proposed subdivision is: \_\_\_\_\_
- V. Please refer to the list of required documents under "NOTES TO APPLICANTS" on the attached sheet.

I (we), the undersigned proprietor(s) and/or proprietor's agent(s) of the land described in #1 above, do hereby respectfully petition to subdivide said tract of land pursuant to the Clinton County Subdivision Regulations, and do hereby also submit the attached supporting documents, information, and plats, as is called for in the Clinton County Subdivision Regulations.

\_\_\_\_\_  
Name of Applicant (typed or printed)

\_\_\_\_\_  
Name of Second Applicant/Agent (typed or printed)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, & Zip

\_\_\_\_\_  
City, State, & Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\*\*\*\*\* OFFICE USE ONLY \*\*\*\*\*

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P & Z Commission recommendation:

- ( ) Approval  
( ) Conditional Approval  
( ) Denial

Action Date: \_\_\_\_\_

Board of Supervisors action:

- ( ) Approval  
( ) Conditional Approval  
( ) Denial

Action Date: \_\_\_\_\_

# Notes for Applications For Subdivision Approval

## NOTE TO APPLICANTS

The services of a surveyor and an attorney are needed to complete and file a subdivision. The Clinton County Planning & Zoning Office can provide a list of local surveyors, but we do not have a list of attorney's at this time.

### General Timeline of the subdivision process:

- Applicants are strongly encouraged to meet with Planning & Zoning staff prior to filing the application. Applications are due 3 weeks before the meeting Zoning Commission, which is on the first Wednesday of each month as needed.
- Following the Zoning Commission meeting, the Supervisors will hold a second meeting to decide on final approval of the application approximately 3 weeks after the Zoning Commission Meeting. This date may be effected by holidays or special meeting schedules.

Many applicants choose to have their attorney handle filing the application and official communication with Planning & Zoning staff; this is recommend but not necessary. If you choose to oversee the application yourself, note that the following items must be submitted with this application for it to be considered complete:

- Application fee – varies by application. The fee for this application is \$\_\_\_\_\_
- The name, address, and phone number of the Attorney and Surveyor handling the application.
- A brief letter of explanation outlining the intent of the application and the anticipated use of the new lots. The letter should include the following:
  - The reason for the application and the intended uses of all lots (e.g. residential, commercial, continued farming, etc.)
  - Intended access to all lots (are there new or existing driveways? Any shared accesses planned where one drive will serve multiple lots?)
  - Anticipated water and wastewater development (new or existing wells/septic systems? Any shared wells/septic systems planned? Will you be tying into city water or sewer?)
  - Any other special considerations that will help staff review the application.
- One (1) 11"x17" preliminary/draft copy of the final plat including all information required by the Clinton County Subdivision Regulations. For highly detailed plats, please also include one (1) larger copy at least 18"x24" for staff review. These plats must be prepared by a licensed surveyor or engineer.
- A signed certificate from the Clinton County Auditor certifying the uniqueness of the subdivision's name (commonly known as the "Auditor's Certificate"). This can be obtained by contacting the Clinton County Auditor at 563-244-0568.

## NOTE TO SURVEYORS

- The subdivision boundary should include the full parent parcel that is being subdivided.
  - If the parent parcel is less than 40 acres, include the full parcel in the boundary of the subdivision.
  - If the parent parcel/farm is greater than 40 acres, it is only necessary to include the quarter/quarter from which the parcel is being split in the subdivision boundary.
- Please include the outlines of all existing buildings on all subdivision plats.
- The plat(s) submitted with the application do not need to have original signatures. They can be stamped "DRAFT" or "PRELIMINARY" over the signature block.
- Two (2) 11"x17" copies of the final plat containing all original signatures are due to the Zoning Office one (1) week prior to Board of Supervisor action on this application. This includes the surveyor's signature as well as any utility signatures shown on the plat.
  - The Zoning Commission meets on the first Wednesday of the month and the Supervisors usually take action approximately 3 weeks after the Zoning Commission.
  - At their discretion the Planning & Zoning Director, Recorder, or Assessor may also request two (2) larger copies of the final plat to ensure legibility of the recorded document. These plats should be at least 18"x24" and must also contain all original signatures.
  - The Surveyor and Attorney <https://msc.fema.gov/portal/search> for the application should coordinate who will send the final signed plats to the utility providers for approval and signature. Utility companies can be slow to respond to subdivision approval requests so this process should be started as soon as possible.

## NOTE TO ATTORNEYS

- Agricultural Easements are necessary to satisfy zoning density restrictions for subdivisions in the A-1 zoning district. If an Ag-Easement is required for this subdivision, it should be submitted to the Planning and Zoning Office prior to the Planning and Zoning Commission hearing.
- Zoning Staff needs to review all legal documents prior to recording. You will be sent a letter following the Zoning Commission meeting outlining which documents will be required for the subdivision. Copies of signed legal documents should be emailed to staff prior to recording the subdivision.
- All copies of the final signed plats mentioned above should have all necessary signatures from utility company representatives by the time they are submitted one (1) week prior to the Board of Supervisors' Meeting. Please work with the applicant and their surveyor to get all signatures on the final plats prior to the Board meeting. If necessary, affidavits of consent/approval may be submitted in lieu of utility representative signatures when recording an approved Final Plat.
  - The Attorney and Surveyor for the application should coordinate who will send the final signed plats to the utility providers for approval and signature. Utility companies can be slow to respond to subdivision approval requests so this process should be started as soon as possible.