

ADMINISTRATIVE SUBDIVISION APPLICATION

Office Use Only	
Submittal Date _____	Project No. _____
Application Fee: \$400 _____ + \$20 per lot (_____ # Lots) _____ =	
Total Fee _____	
Register of Deeds Filing Fee (\$28): _____	
Total Amount Due: _____	
Payment Amount: _____	Receipt No. _____

Neb. Rev. Stat. §19-916 enables the local legislative body by ordinance to provide the manner, plan, or method by which land within the corporate limits of any such municipality, or land within the area designated by a city of the first class, may be subdivided, platted, or laid out, including a plan or system for the avenues, streets, or alleys to be laid out within or across the municipality and to require the owners of land to conform to such plans and other requirements of the ordinances; and shall show or be accompanied by the following information:

1. The name of the subdivision or plat title under which the legal description is placed, and a legal description of the property.
2. An accurate boundary survey of the property, with bearings and distances, referenced to section corners, the lines of all adjacent lands and the lines of adjacent streets and alleys, with their widths and names. Monuments or witness corners, whether set or found, shall be shown and described as to size, shape and material, and their positions noted in relation to the survey corners. The plat shall be drawn to one of the following scales: 1 inch equals 20 feet, 1 inch equals 30 feet, 1 inch equals 40 feet, 1 inch equals 50 feet, 1 inch equals 60 feet, or 1 inch equals 100 feet. The scale selected shall be sufficient to show all required information clearly, and enough sheets shall be used to accomplish this end. The scale shall be noted on the plat.
3. Location of lots, streets, public highways, alleys, parks and other features (e.g. easements), with accurate dimensions in feet and decimals of feet, with the length of radii and of arcs of all curves, and with all other information necessary to reproduce the plat on the ground (where record angular dimensions, bearings or azimuths, linear dimensions or curve data exist, such data shall be shown on the plat and distinguished from measured dimensions or data).

4. Certificate of Dedication of all streets, public highways, alleys, parks, utility easements and other land intended for public use, signed by the owner or owners, all being duly notarized.
5. Certification by a licensed land surveyor to the effect that the plan represents a survey made by the surveyor, and that all the necessary survey monuments are correctly shown thereon (surveyors firm name, address, contact information, surveyors seal, signature and date of execution is also required).
6. Owners' acknowledgment and offer of dedication, if any;
7. Lien holder's acknowledgement and consent to owners' offer of dedication, if any;
8. Certificate of the surveyor;
9. Certificate of approval by the Planning Director and acceptance of the offer of dedication;
10. All affidavits, certificates, acknowledgments, endorsements, dedications, and notarial seals as are required by law;
11. Legend for all symbols and abbreviations used on the plat, north arrow, scale (both written and graphic) and date of field work completion.

CHECKLIST (*the following items must be submitted as part of the application process*)

- A. Application (*including fees*).
- B. A copy of the owner's deed(s) for the subject property.
- C. **3 (three) copies** of the plat drawn to scale showing easements and adjacent right(s)-of-way with notarized signatures of the owners and signed by the surveyor.

Please note that your application will not be accepted or there may be a delay in processing by the Planning Department if any of the required information or materials are missing or improperly presented. To avoid unnecessary delays in processing, please remember to submit the appropriate submittal requirements, i.e., signed application, fees, and all supporting documentation. If you have any questions regarding this application or required materials, please contact the Planning Department at 402-727-2636 between 8:00 am and 4:30 pm, Monday through Friday.

ADMINISTRATIVE PLAT APPLICATION

APPLICANT *(all correspondence will be directed to the applicant)*

Name _____ Phone _____

Address _____ Fax _____

City _____ State _____ Zip _____

Email _____

PROPERTY OWNER(S) *(if not the same as applicant above)*

Name _____ Phone _____

Address _____ Fax _____

City _____ State _____ Zip _____

Email _____

PROPERTY OWNER(S) *(if not the same as applicant above)*

Name _____ Phone _____

Address _____ Fax _____

City _____ State _____ Zip _____

Email _____

ENGINEER, SURVEYOR, OR ARCHITECT *(if not the same as applicant above)*

Name _____ Phone _____

Address _____ Fax _____

City _____ State _____ Zip _____

Email _____

(application continued on next page)



Planning & Development
400 E. Military Ave.
Fremont, NE 68025
Phone: 402-727-2636
Fax: 402-727-2659

SUBDIVISION APPLICATION

PROPERTY INFORMATION

Address of Property _____

General Location (if no address is available) _____

Brief Legal Description of Property _____

Description of Request _____

An application may be filed only by the owner(s) of the property, or duly authorized officer or agent of the owner(s). By executing this application, he/she does hereby acknowledge the above statements to be true and accurate to the best of their knowledge, and understand that knowing and willful falsification of information will result in rejection of the application and may be subject to criminal prosecution.

I have received, read and understand the terms and conditions of this request, and agree to compliance with all applicable codes and ordinances of the City.

Signature

Print Name

Date