

## CHAPTER 170

# SUBDIVISION REGULATIONS

170.01 Purpose	170.15 Preliminary Plat Requirements and Procedures (Major Subdivision)
170.02 Title	170.16 Final Plat Requirements and Procedures (Major Subdivision)
170.03 Definitions	170.17 Minor Subdivision Requirements and Procedures
170.04 Application	170.18 Property Line Adjustments
170.05 Plats within Two Miles of the City	170.19 Places
170.06 Subdivision Classification	170.20 Issuance of Building Permits and Occupancy Permits
170.07 Zoning	170.21 Vacation of Plats, Streets, and Other Public Lands
170.08 Review by Agencies	170.22 Fees
170.09 Subdivision Design Standards	170.23 Waivers and Exceptions
170.10 Land Suitability	170.24 Enforcement
170.11 Streets	170.25 Changes and Amendments
170.12 Blocks	
170.13 Lots	
170.14 Improvements	

**170.01 PURPOSE.** The purpose of this chapter is to provide procedures and guidance for the review and consideration of all subdivisions, resubdivisions, or dedications in the incorporated areas of Parkersburg as well as a formal review procedure for subdivisions proposed in the unincorporated area in the two-mile area around the corporate limits of Parkersburg; implementing the City's Comprehensive Plan; prescribing minimum standards for the design layout and development thereof; providing for the preliminary and final approval or disapproval thereof; providing for the enforcement and penalties for the violation thereof; all for the purpose of promoting adequacy, safety, and efficiency of the street and road system, and for the purpose of improving the health, safety, and general welfare of the citizens; and repealing all other ordinances or resolutions in conflict herewith. This chapter is permitted and specifically authorized in Chapter 354, Platting – Division and Subdivision of Land, *Code of Iowa*, as amended.

**170.02 TITLE.** This chapter shall hereafter be known as the “Parkersburg, Iowa, Subdivision Ordinance.”

**170.03 DEFINITIONS.** For the purpose of this chapter, certain words and terms are hereby defined. The following terms are intended to be consistent with Chapter 354 of the *Code of Iowa*, as amended, and any changes to the *Code of Iowa* shall automatically be assumed to be part of this chapter.

1. “Acquisition plat” means the graphical representation of the division of land or rights in land, created as a result of a conveyance or condemnation for right-of-way purposes by an agency of the government or other persons having the power of eminent domain.
2. “Aliquot part” means a fractional part of a section within the United States public land survey system. Only the fraction parts one-half ( $\frac{1}{2}$ ), one-quarter ( $\frac{1}{4}$ ), one-half ( $\frac{1}{2}$ ) of one-quarter ( $\frac{1}{4}$ ), or one-quarter ( $\frac{1}{4}$ ) of one-quarter ( $\frac{1}{4}$ ) shall be considered an aliquot part of a section.
3. “Alley” means a public right-of-way dedicated to the City not more than 20 feet wide affording generally secondary means of access to abutting property and not intended for general traffic circulation.

4. "Applicant" – see the definition of "developer."
5. "Arterial street" means a public street right-of-way whose principal function is to provide for through traffic and is designed to carry a large volume of traffic.
6. "Auditor's plat" means a subdivision plat required by either the County Auditor or the County Assessor, prepared by a surveyor under the direction of the County Auditor.
7. "Block" means an area of land within a subdivision that is entirely bounded by streets, highways, or the exterior boundary or boundaries of the subdivision, except alleys.
8. "Bond" means any form of security including a cash deposit, surety bond, collateral, property, or instrument of credit in an amount and form satisfactory to the City Attorney and City Council.
9. "Building inspector" means the administrative officer designated or appointed by the City Council to administer and enforce the regulations contained in this chapter.
10. "Building lines" are shown on all lots, whether intended for residential, commercial, or industrial use. Such building lines shall not be less than required by the Zoning Ordinance of the City.
11. "City Engineer" means the City Engineer of the City of Parkersburg, Iowa.
12. "Collector street" means a public street right-of-way whose principal function is to provide for carrying traffic from local streets to arterial streets.
13. "Commission" or "Planning and Zoning Commission" means the Parkersburg Planning and Zoning Commission.
14. "Construction plan" means maps, drawings, or renderings prepared by a registered and licensed engineer or architect, accompanying a subdivision plat showing the specific location and design of improvements to be installed in the subdivision.
15. "Conveyance" means an instrument filed with the County Recorder as evidence of the transfer of title to land, including any form of deed or contract.
16. "County" means Butler and/or Grundy Counties, Iowa.
17. "Cul-de-sac" means a street having one end open to motor traffic, the other end being permanently terminated by a vehicular turn-a-round.
18. "Developer" means a person who has a recorded interest in land, including a person selling or buying land pursuant to a contract, but excluding persons holding a mortgage, easement, or lien interest. See the definition of "proprietor."
19. "Development" means any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations.
20. "Division" means dividing a tract or parcel of land into two parcels of land by conveyance or for tax purposes. The conveyance of an easement, other than a public highway easement, shall not be considered a division for the purposes of this chapter.
21. "Driveway" means a private property access to either: a private or public street, road, alley, highway, or freeway.

22. “Easement” means a grant, by the developer, for a specific purpose, of a strip of land by the general public, a corporation, or a certain person or persons, and within the limits of which the developer shall not erect any permanent structures but shall have the right to make any other use of the land subject to such easements which is not inconsistent with the rights of the grantee. Public utilities shall have the right to trim or remove trees that interfere with the use of such easements.
23. “Engineer” means an engineer that is a licensed civil engineer authorized and licensed to practice engineering in the State of Iowa.
24. “Final plat” means the final map or plan of record of a subdivision and any accompanying material, as described in Section 170.16.
25. “Frontage” means that portion of a lot abutting on a street or way and complying with the setback and front yard requirements, as they may exist, but it is not to be considered as the side of a corner lot.
26. “Improvements” means the addition of any facility or construction on land necessary to prepare land for building sites, including grading, road paving, sidewalks, and trails, drainageways, sewers, water mains, wells, storm water management, landscaping, lighting, erosion control, and other works and appurtenances.
27. “Local street” means a public street right-of-way whose principal function is to provide for access to abutting property and for moving local traffic.
28. “Lot” means, for the purpose of this chapter, a parcel of land of sufficient size to meet minimum zoning requirements for use, coverage, and area to provide such yards and other open space as are herein required. Said lot shall have frontage on or access to a public street or private street and may consist of: (i) a single lot of record; (ii) a portion of a lot of record; (iii) a combination of complete lots of record, or complete lots of record and portions of lots of record, or of portions of lots of record; or (iv) a parcel of land described by metes and bounds, provided that in no case of division or combination shall any residual lot or parcel be created which does not meet the requirements of this chapter or any other provisions of this Code of Ordinances. Buildable lots shall be designated by numbers and non-buildable lots by letters.
29. “Major subdivision” means all subdivisions not classified as minor subdivisions, including (but not limited to) any size subdivision requiring any new public or private street, extension of local government facilities, to the creation of any public improvements.
30. “Metes and bounds” means the method used to describe a tract of land that uses distance and angles, uses distances and bearings, or describes the boundaries of the parcel by reference to survey monuments or physical features of the land.
31. “Minor plat” means a plat replacing a preliminary and final subdivision plat in the case of minor subdivisions to enable the developer to save time and expense in reaching a general agreement as to the form of the plat and the objectives of Section 165.17 of this chapter.
32. “Minor subdivision” means any subdivision that creates not more than three parcels fronting an existing road, not involving any new road or street or the extension of municipal facilities or the creation of any improvements or the dedication of lands to the City, and not adversely affecting the remainder of the parcel or adjoining property and not in conflict with any provision of the Comprehensive Plan, Zoning Ordinance,

or this chapter may be classified as a minor subdivision and must meet the appropriate provisions of this chapter.

33. “Neighborhood Plan” means a plan designed to guide the platting of remaining vacant parcels in a partially built-up neighborhood to make reasonable use of all land, correlate street patterns, and provide adequate drainage.

34. “Nonresidential subdivision” means a subdivision whose intended use is other than residential, such as commercial or industrial. Such subdivision shall comply with the applicable provisions of this chapter.

35. “Official plat” means either an auditor’s plat or a major or minor subdivision plat that meets the requirements of the *Code of Iowa* and has been approved by the City and filed for record in the offices of the County Recorder, County Auditor, and County Assessor.

36. “Outlot” means a portion of a subdivision or other parcel or tract intended as a unit for the proposed, whether immediate or future, transfer of ownership. An outlot is an unbuildable lot, in and of itself. Typically a developer may use an outlot for the following reasons: (i) to reserve a portion of a final plat for future development or sale; (ii) to reserve a portion of a final plat for construction of and future dedication of a detention basin to the City or private association; or (iii) for construction of a private street or access that will be owned and maintained by a private association.

37. “Owner” – see the definition of “developer.”

38. “Parcel” means a tract of land under one ownership. A parcel can consist of two or more tracts of adjacent land of different sizes under one ownership.

39. “Permanent Real Estate Index Number” means a unique number or combination of numbers assigned to a parcel of land pursuant to Section 441.29 of the *Code of Iowa*.

40. “Plat of survey” means the geographical representation of a survey of one or more parcels of land, including a complete and accurate description of each parcel within the plat, prepared by a registered land surveyor.

41. “Preliminary plat” means the proposed map or plan of the subdivision showing proposed lots and necessary public improvements filed for City subdivision approval and any accompanying material, as described in Section 165.15.

42. “Property line adjustment” means the survey and plat preparation of one or more lots or parcels that meets the following criteria: (i) no additional lots or parcels shall be created; and (ii) no part of the divided lot or parcel will be transferred to anyone but the owner or owners of a lot or parcel of land abutting that part of the divided lot or parcel of land to be transferred; and (iii) no adjusted lot or parcel shall conflict with the Parkersburg Zoning Ordinance or this chapter. This type of survey plat shall be prepared in accordance with the *Code of Iowa* requirements and shall be submitted to the City for approval, according to Section 165.18 of this chapter.

43. “Proprietor” means a person who has a recorded interest in land, including a person selling or buying land pursuant to a contract, but excluding persons holding a mortgage, easement, or lien interest. This definition also includes a person or persons designated to act on behalf of a developer.

44. “Public improvements” means improvements dedicated to and owned by the City, which the City will ultimately assume the responsibility for maintenance and

operation of, and includes, but is not limited to, the following: public parks or open space; sanitary sewer facilities; sidewalks and trails; storm sewer and storm water management facilities; streets, curb and gutter; street lighting, signs; and water distribution system.

45. “Resubdivision” means a change on a map of an approved or recorded subdivision plat if such change affects any street layout on such map or area reserved thereon for public use or at any lot line, or if such a change affects any map or plan legally recorded prior to the effective date of the ordinance codified in this chapter.

46. “Right-of-way” means a strip of land occupied or intended to be occupied by a street, crosswalk, railroad, road, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer main, shade trees, or for another special use. The usage of the term “right-of-way” for land platting purposes means that every right-of-way hereafter established and shown on a final plat is to be separate and distinct from the lots or parcels adjoining such right-of-way and not included within the dimensions or areas of such lots or parcels.

47. “Sketch plan” means a rough sketch of a proposed subdivision or site, showing streets, lots, and any other information of sufficient accuracy to be used for discussion of the street system and the proposed development pattern.

48. “Street line” means a dividing line between a lot, tract, or parcel of land and an adjacent public street, and is also known as the right-of-way line.

49. “Street,” “road,” “drive,” “alley,” or “entrance” (private) means all property intended for use by vehicular traffic, but not dedicated to the public, or controlled and maintained by a political subdivision.

50. “Street,” “road,” “drive,” “alley,” or “entrance” (public system) means property intended for use by vehicular traffic, which property has been dedicated to the public or deeded to a political subdivision.

51. “Subdivider” – see the definition of “developer.”

52. “Subdivision” means any land, vacant or improved, which is divided or proposed to be divided into two (2) or more lots, parcel, sites, units, plots, or interests for the purpose of sale, including a sale on contract or the making of a gift, or lease, or development, including resubdivision. “Subdivision” includes the division or development of residential or nonresidential zoned land, whether by deed, sale on contract, devise, intestate succession, lease, map, plat of survey, or other recorded instrument.

53. “Surveyor” means a registered land surveyor authorized and licensed to practice surveying in the State of Iowa, pursuant to Chapters 355 and 542B of the *Code of Iowa*.

54. “Tract” means an aliquot part of a section, a lot within an official plat, or a government lot.

55. “Utilities” means systems for the distribution or collection of water, gas, electricity, wastewater, storm water, cable television, telecommunications, or any other utility.

56. “Zoning Administrator” means the City Clerk or the administrative officer designated or appointed by the City Council to administer and enforce the regulations contained in this chapter.

**170.04 APPLICATION.** This chapter applies to all plats, replats, resubdivisions, and divisions of land into parcels lying in the incorporated area of Parkersburg, Iowa, as well as the subdivision of land within Butler and Grundy Counties which is within two (2) miles of the City's corporate boundaries, as may be outlined by a Section 28E (*Code of Iowa*) Agreement. The provisions of this chapter apply to the division of any lot or parcel of land entered of record in the office of the County Recorder as a single lot or parcel on or after the effective date of the ordinance codified in this chapter.

**170.05 PLATS WITHIN TWO MILES OF THE CITY.** In accordance with the provisions of Section 354.9 of the *Code of Iowa*, as amended, a developer or other agent shall file a copy of all preliminary and final subdivision plats including minor plats, for the unincorporated areas within Butler and Grundy Counties that are within two (2) miles of the City. The City may review and comment on the proposed subdivision. The City may approve, disapprove, or waive the right to review all plats within the extraterritorial area defined herein. The plat(s) shall be filed with the City prior to or at the same time as filing with the County, per an existing 28E Agreement. Approval by one political entity does not automatically constitute approval by the others unless the political entities have so agreed.

**170.06 SUBDIVISION CLASSIFICATION.** Any proposed subdivision or resubdivision shall be classified as either a minor subdivision or a major subdivision by the Zoning Administrator. To aid in this, the developer shall submit in written or other appropriate documentation the principal features of access, relationship, and location of existing roads, proposed water and sanitary sewer systems, drainage, public utilities and improvements, the number and location of the proposed lots and other pertinent data or information. Any subdivision may be classified as a major subdivision at the developer's request.

**170.07 ZONING.** Any property proposed for subdivision shall be correctly zoned to accommodate the proposed uses before the subdivision process is begun.

**170.08 REVIEW BY AGENCIES.** All preliminary plats shall initially be submitted to the Zoning Administrator for review by the City according to this section and Attachment D.

1. The Zoning Administrator shall distribute copies of the initial preliminary plat, with one copy of each to the Mayor and Council, City Clerk, City Attorney, City Engineer, Building Inspector, and Planning and Zoning Commission members.
2. Each of the aforementioned offices shall examine the plat as to its compliance with the Zoning Ordinance, this chapter, and the regulations of the City, as well as Butler and Grundy Counties and the State of Iowa, and submit their findings to the Zoning Administrator per Attachment D.
3. The City Attorney and Engineer's letter of review shall also be sent directly to the developer with a copy to the City and City Engineer so that revisions can be made prior to the subsequent Commission meeting if the developer wishes to do so.
4. After the reports of the City Staff, Engineer, and Attorney have been received, the Planning and Zoning Commission shall officially consider a recommendation on the subdivision plat. The City Council shall officially consider the subdivision plat following receipt of the recommendation of the Planning and Zoning Commission.

**170.09 SUBDIVISION DESIGN STANDARDS.** The standards and details of design herein contained are intended only as the minimum requirements so that the general arrangement and layout of a subdivision may be adjusted to a wide variety of circumstances.

However, in the design and development of the plat, the developer should use standards consistent with the site conditions so as to assure a safe, economical, pleasant, and desirable neighborhood, and shall conform to design standards as approved by the City Council.

**170.10 LAND SUITABILITY.** No land shall be subdivided for residential purposes which is found to be unsuitable for subdividing by reason of flooding, ponding, poor drainage, adverse soil conditions, adverse geological formations, pollution, environmentally protected species, groundwater contamination, historically significant sites, unsatisfactory topography, or other features likely to be harmful to the health, safety, or general welfare unless such suitable conditions are corrected to the satisfaction of the City.

1. If a subdivision is found to be unsuitable for any of the reasons cited in this section, the Planning and Zoning Commission or City Council shall state its reasons in writing and afford the developer an opportunity to present data regarding such unsuitability. Thereafter, the Planning and Zoning Commission or City Council may re-affirm, modify, or withdraw its determination of unsuitability.
2. All lots located within a floodplain shall contain adequate area above the elevation of flooding for essential and planned installations. All land in a subdivision that lies in a floodplain shall be:
  - A. Shown on the individual lots in the preliminary plat.
  - B. Encouraged to remain as open space for use by all developers of lots in the subdivision with an appropriate instrument providing for its care by such developers.
  - C. In compliance with Chapter 160 of this Code of Ordinances, which is based on FEMA Requirements and their Flood Insurance Program.
3. Subdivisions (including mobile home parks) shall be consistent with the need to minimize flood damages and shall have adequate drainage provided to reduce exposure to flood damage. Development associated with subdivision proposals shall meet the applicable performance standards.

**170.11 STREETS.**

1. Private Streets. Private streets, not dedicated to and accepted by the City, proposed after the effective date of this chapter are discouraged. If private streets are utilized, they shall be built to public standards, and they shall be platted as such and be under the control of the subdivision, homeowners association, and/or developer.
2. Continuation of Existing Streets. Proposed streets shall provide for continuation or completion of any existing streets (constructed, platted, or proposed in the City's Comprehensive Plan) in adjoining property, at equal or greater width to those defined in subsection 14 of this section and in similar alignment and grade, unless waivers or exceptions are recommended by the Planning and Zoning Commission and approved by the City Council.
3. Circulation. The street pattern shall provide ease of circulation within the subdivision as well as convenient access to adjoining streets, thoroughfares, or unsubdivided land as may be required by the City Council. In a case where a street will eventually be extended beyond the plan, but is temporarily dead-ended, an interim turn-around shall be required.

4. Street Intersection. Street intersections shall be as near to right angles (90°) as possible, but not less than. There shall be a minimum of 125 feet offset between centerlines of intersecting streets.
5. Cul-de-Sac. If a cul-de-sac is permitted, such street shall be no longer than 660 feet and shall be provided at the closed end with a turn-a-round having a street property line diameter of at least 120 feet in the case of residential subdivisions. The right-of-way width of the street leading to the turn-a-round shall be equal or greater to those defined in subsection 14 of this section. The property line at the intersection of the turn-a-round and the lead-in portion of the street shall be rounded at the radius of not less than 30 feet. A paved cul-de-sac with concrete curb and gutter shall have a minimum paved diameter of 90 feet measured from the back of the curb to the back of the curb.
6. Street Names. All newly platted streets shall be named in a manner consistent with the present street name system. A proposed street that is obviously in alignment with other existing streets, or with a street that may be logically extended through the various portions shall bear the same name. New street names shall be subject to the recommendation of the Planning and Zoning Commission and approval by the City Council so as to avoid duplication or similarity of names.
7. Physical and Cultural Features. In general, streets shall be platted considering topography, creeks, wooded area, and other features which would lend themselves to attractive treatment.
8. Half Streets. Dedication of half streets will be prohibited unless there exists a dedicated or platted half street or alley adjacent to the tract to be subdivided, then the other half shall be platted if recommended by the Planning and Zoning Commission and approved by the City Council.
9. Alleys. Alleys may be required in business areas and industrial districts for adequate access to block interiors and for off-street loading and parking purposes. Except where justified by unusual conditions, alleys will not be approved in residential districts. Dead-end alleys shall be provided with a means of turning around at the dead-end thereof.
10. Easements.
  - A. Structures, landscaping, and fencing are not to be constructed or placed on an easement.
  - B. Easements for utilities shall be provided along all front, rear, or side lot lines or along alleys, as directed by the City. The minimum width of such easement shall be not less than 10 feet in total width. In the event that there exists an easement in an adjacent subdivision, the 10-foot requirement may be reduced to five feet to allow for a minimum of 10-foot total easement. The City may require larger easements if it is determined that more area will be necessary for future access or maintenance of utilities.
  - C. Whenever a subdivision is traversed by a waterway, channel, drainageway, stream, sanitary sewer, or storm water drainage structure, a storm water easement or drainage easement may be required. The width of such easement shall be adequate to convey the “present anticipated” 100-year runoff, as determined by the City, but not less than 20 feet and shall be shown on the plats, preliminary and final or minor plats.



D. Any lot that has no frontage upon a public or private street shall be provided with an easement for access to a public or private street. The width of such easement shall not be less than 30 feet. Lots without frontage on a public street will be prohibited.

E. Easements to the City for street purposes shall not be allowed.

11. Neighborhood Plan. If any overall plan has been approved by the City for the neighborhood in which the proposed subdivision is located, the street system of the latter shall conform in general thereto.

12. Unsubdivided Portion of Plat. Where the preliminary plat to be submitted includes only part of the tract owned by the developer, the Planning and Zoning Commission shall require a preliminary plan of the prospective future system of the unsubmitted part. The street system of the part submitted shall be correlated with the street system of the part not submitted.

13. Major Thoroughfares. Where a new subdivision, except where justified by limiting conditions, involves frontage on a heavy traffic way, limited accessway, freeway, or parkway, the street layout shall provide motor access to such frontage by one of the following means:

A. Be so arranged as to permit, where necessary, future grade separations at highway crossings.

B. Border the highway with a parallel street at a sufficient distance from it to permit deep lots to go back onto the highway; or form a buffer strip for park, commercial, or industrial use.

14. Street Right-of-Way Width, Lanes, and Surface Widths. The number of lanes, size of right-of-ways, and street surface widths shall be classified, by the Commission, using the following table.

Type of Street	Lanes (Parking on Both Sides)	Minimum Right-of-Way Width	Minimum Width (Back to Back of Curb)
Arterial	3	70 feet	48 feet
Collector	2	60 feet	36 feet
Service and Local	2	60 feet	31 feet
Service and Local (parking one side)	2 (parking one side)	60 feet	27 feet

15. Street Alignments. Streets and alleys shall be completed to grades that have been officially determined or approved by the City Council. All streets shall be graded to within two feet of the right-of-way and adjacent sides slopes graded to blend with the natural ground level. The maximum grade shall not exceed six percent for main thoroughfares and arterials; eight percent for collectors; and ten percent for service and local streets. The minimum grade for any street shall not be less than one-half of one percent. A minimum centerline radius of 150 feet shall be required of all streets. All street alignments, both horizontally and vertically, shall meet design criteria as specified in the current American Association of State Highway and Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets.

**170.12 BLOCKS.**

1. No block shall be longer than 700 feet.
2. At street intersections, block corners shall be rounded with a radius of not less than 25 feet. However, where a curve radius has been previously established, such radius shall be used as standard if greater than 25 feet. A 25-foot site triangle must be provided.

**170.13 LOTS.**

1. Corner lots shall have a minimum width that will permit required building setbacks on both front and side streets.
2. Double frontage lots, other than corner lots, shall be prohibited except where such lots back onto a major street or highway.
3. Minimum lot sizes and dimensions, as defined in the Zoning Ordinance, shall be met.
4. Side lot lines shall be approximately at right angles (90°) to the street or radial to curved streets. On large size lots and except when indicated by topography, lot lines shall be straight.
5. All out-lots shall be noted as unbuildable on plats and designated by a letter rather than number.

**170.14 IMPROVEMENTS.** Unless otherwise stated in this chapter, all improvement-related costs shall be borne by the developer, including surveying, engineering, and financing, permitting, testing, construction administration, observation and staking, lot pinning and final certifications.

1. Streets and Roads. In addition to Section 170.11, all streets or roads intended to be dedicated to public use and accepted into the City street system shall meet the following criteria:
  - A. All streets shall be built to grade and standard cross-section according to the plans approved by the City Engineer and City Council prior to construction. An urban cross-section shall be used. Both plan and profile view details shall be drawn on 11 x 17-inch sheets drawn to a minimum scale of one inch equals 60 feet horizontal and one inch equals 10 feet vertical shall be acceptable.
  - B. All streets shall be paved with Portland Cement Concrete (PCC) Pavement with an integral curb and gutter or Asphalt Cement Concrete (ACC) bounded by Portland Cement Concrete (PCC) curb and gutter. Curb shall be six inches in height above the gutter, non-mountable curb, and gutter shall be a minimum of 30 inches in width.
  - C. All ACC streets shall be paved in accordance with specifications approved by the City Council and City Engineer according to the following table.

Type of Street	Minimum Street Base Type and Thickness	Minimum Base Course Thickness	Minimum Surface Course Thickness	Concrete Thickness
Arterial	8 inches of rock	three 3-inch layers of asphalt	2 inches of asphalt	by design
Collector	8 inches of rock	two 3-inch layers of asphalt	2 inches of asphalt	7-inch concrete
Service (all other streets)	6 inches of rock	one 3-inch layer of asphalt	2 inches of asphalt	6-inch concrete

D. All construction and materials shall conform to the current Iowa Department of Transportation standard specifications and special provisions.

E. Forty-eight-hour advance notice of construction beginning shall be provided by the developer to the City before any work proceeds.

F. All designs, specifications, material, inspection results, and procedures shall be certified to the City Engineer by developer's engineer, who shall be licensed by the State of Iowa. All roads to be dedicated to the City shall be inspected by the City, with the cost of said inspection being reimbursed to the City by the developer.

G. All streets shall have sub-drains, in conformance with City Engineer and/or IDOT specifications, installed behind the curb to be used for sump pump collection on both sides of the street. Sub-drain size and type shall be as approved by the City Engineer.

2. Utility Service Systems.

A. City sanitary sewers and water systems, using eight-inch minimum lines (shall meet state standards and specifications and sized to meet the demands of the full build out conditions peak hourly demand including fire flow), shall be installed within the street right-of-way as required by the State and local ordinances. Per Iowa Administrative Code, development within 200 feet of an existing City sanitary sewer line or service shall be required to connect to the City's sanitary sewer system. The City may cause the utility improvements to be increased in size to accommodate other uses and pay the difference for the increase in size.

B. Gas mains shall be installed within the utility easements.

C. Electric, cable TV, and telephone lines shall be installed within utility easements.

D. Street lighting shall also be installed within the street right-of-way or established easements.

E. All subdivisions (and their lots) that are located within the incorporated boundaries of the City shall be required to connect to municipal utilities.

F. The design plans for all utility service systems shall be subject to approval by the City Engineer and City Council prior to beginning construction. The developer shall provide the City Engineer copies of the DNR permit(s) prior to connection to the City's facilities. Prior to dedication of all public

improvements, the developer's engineer shall certify that all utilities have been completed according to approved plans and specifications.

3. Storm Drainage.
  - A. Adequate storm sewers and inlets shall be provided on construction plans. All storm water intakes shall be designed for entire future tributary area and shall be capable of handling a five-year storm, and the pipe shall be capable of handling a five-year storm for entire future tributary area. In addition, the subdivision design shall provide 100-year overland conveyance channels that will protect all building sites from flooding. The Iowa Storm Water Management Manual and Urban Design and Specifications (SUDAS) shall be used by the project engineer.
  - B. Natural waterways shall be maintained and protected. Permanent erosion control shall be provided where necessary.
  - C. All storm water facilities including storm water detention shall be subject to approval by the City Engineer and City Council. The developer shall supply all storm water modeling and calculation materials to the City Engineer. Subdivisions shall not adversely impact their surroundings with regard to storm water runoff. Subdivisions will be required to detain the difference between a five-year post-developed and a 100-year post-developed runoff. The Iowa Storm Water Management Manual and Urban Design and Specifications (SUDAS) shall be used by the project engineer.
  - D. If the development covers an area of one or more acres, the applicant must prepare and submit the necessary Iowa Department of Natural Resources permit(s) for Storm Water Pollution Prevention and provide erosion control protection and monitoring.
  - E. The developer shall provide a drainage report to the City Engineer. Said report shall match approved preliminary plat and construction plan(s).
4. Utility Locations. The proposed location, alignment, and sizes of all existing public utilities shall be shown on the preliminary plat. All utilities shall be located underground, unless waived by the City Council. Approval of the preliminary plat will form the basis of final designs of all improvements, subject to final design and sizing calculations. All underground utilities that will be located within the street right-of-way or established easement shall be constructed and tested, and service lines provided to each lot, before acceptance of the improvements by the City.
5. Street Signs and Traffic Control Devices. To insure uniformity with Parkersburg's existing street signage system, all street name signs and traffic control signs shall be designed, placed, and erected in conformance with the Manual of Uniform Traffic Control Devices (MUTCD), Iowa Department of Transportation (IDOT) requirements, and the Butler or Grundy County E-911 requirements. The City will be responsible for all costs associated with sign erection and maintenance.
6. Mailboxes, Including Newspaper Boxes. Mailboxes and mailbox construction shall conform to United States Postal Service standards. The City will allow for mailboxes to be clustered in one location or box, as may be proposed by a developer and approved by the City.
7. Parking. The depth and width of properties reserved and designed for residential, commercial, or industrial parking purposes shall be adequate to provide for

the off-street parking and loading facilities required for the type of use and development contemplated, as established in the Zoning Ordinance.

8. Sidewalks. Sidewalks shall be required in all subdivisions, according to City policy, ordinance, or other accessibility regulation or statute (i.e., Americans with Disabilities Act) on both sides of the street. Sidewalks shall be installed per the agreement, cited in Sections 170.16(4)(D) and 170.16(7)(C) of this chapter. If after the life of said agreement, the sidewalks are not completely installed in a subdivision, the sidewalks shall be required by the City to be installed by the property owner(s) or developer(s) at their expense. All sidewalks shall also have the necessary curb cuts or ADA ramps.

9. Statewide Urban Design Standards and Specifications (SUDAS). The Statewide Urban Design Standards and Specifications (SUDAS) Manuals as amended by the City within this chapter shall serve as guidelines for standards of design and construction of public improvements, including but not limited to storm water.

10. Multi-Use Recreational Trails.

A. Shared use trails or paths shall be a minimum of eight feet in width; however, the City prefers said paths or trails be between 10 and 12 feet in width.

B. All trails, necessary signage, and striping shall be designed and constructed to meet the Iowa Statewide Urban Design and Specifications for recreational trails.

#### **170.15 PRELIMINARY PLAT REQUIREMENTS AND PROCEDURES (MAJOR SUBDIVISION).**

1. Pre-Preliminary Plat (Sketch or Conceptual Plan) and Conference. Each developer of land wishing to subdivide is required to meet with City elected officials, City Engineer, Building Inspector, City Clerk, and Zoning Administrator before preparing the preliminary plat in order to become familiar with City regulations affecting the territory in which the proposed subdivision lies. A pre-preliminary plat or sketch plan of the general street and lot layout shall be presented to the City at that time, so that the City officials may review it and alert the developer to any known development constraints that may exist or arise.

2. Number of Copies. Whenever the developer of any tract or parcel of land within the incorporated area of the City wishes to subdivide or plat the same, the developer shall cause to be prepared a preliminary plat of said subdivision, and shall submit 20 copies of said preliminary plat and supportive information, one of which shall be full size, and the remaining may be reduced to a scalable size, to the Zoning Administrator for the Planning and Zoning Commission and City Council agendas. The preliminary plat shall be submitted to the Zoning Administrator on the schedule outlined in Section 170.08 and Attachment D.

3. Referral of Preliminary Plat. The Zoning Administrator shall refer one copy each to the Mayor and City Council members, City Attorney, City Engineer, Building Inspector, City Clerk, and Planning and Zoning Commission. Preliminary plat review shall not begin until, or unless, all copies of the preliminary plat and accompanying materials and legal documents (see Attachment A) have been submitted to the Zoning Administrator. All plats and documents shall be submitted on the schedule outlined in Section 170.08 and Attachment D. Each of the aforementioned offices shall examine

the plat as to its compliance with the laws and regulations of Parkersburg and submit their findings to the Zoning Administrator according to Attachment D.

4. Contents of Preliminary Plat. Preliminary plats shall contain, include, or show the following requirements.

A. Name of subdivision, date, an arrow indicating the northern direction, scale and the legal description and acreage of the property being platted.

B. Name, address, telephone number, and email address of the recorded owner, subdivider, developer, developer's engineer or developer's surveyor and attorney, architect, applicant, landscape architect, and any other party having an interest in the property, including a list of all utility providers to provide services to the subdivision.

C. Boundaries of the proposed subdivision shall be indicated by a heavy black line including a point of beginning and bearings and distances matching the legal description.

D. A vicinity site plan at a legible scale showing the relationship of the plat to its general surroundings.

E. Existing and proposed zoning of the proposed subdivision, as well as the existing zoning of the adjoining property or properties.

F. Location, width, and name of each existing or platted street, highway, railroad or other utility right-of-way, parks and other open public space within or adjacent to the proposed subdivision and existing buildings.

G. Existing and proposed utility service:

(1) All existing and proposed storm and sanitary sewer mains, water mains, gas mains, culverts, and other underground installations within the proposed subdivision or immediately adjacent thereto with pipe size and location shown.

(2) Source of water supply.

(3) Provision for sewage disposal, storm water drainage, storm water management facilities, wells, and flood control, if applicable.

H. Location and names of adjoining subdivisions as well as a list of all adjoining property owners within 200 feet of the property to be subdivided.

I. Ground elevations and contours at intervals of not more than two feet, in relation to the North American Vertical Datum of 1988 (NAVD). All existing benchmarks in the area, whether it is State, local, or County.

J. Approximate boundaries of areas of known flood levels or storm water overflow, areas covered by water or wooded areas, established 100-year flood line for areas that have been included in FEMA floodplain reports and studies, and all proposed open channel drainageways.

K. Location of property lines, streets, alleys, easements, buildings, utilities, watercourses, tree masses, single trees with a caliper of over six inches, and other site features affecting the plan.

- L. Location, names and widths of all existing and proposed roads, alleys, streets, pedestrian ways and highways and easements in or adjoining the area being subdivided.
  - M. Proposed grades and alignments on proposed streets.
  - N. Building setback lines (front, side and rear).
  - O. Lots shall be numbered in a way that is acceptable to the County Auditor's office.
  - P. Existing and proposed easements showing widths and purposes of said easements for all public utilities outside the street right of ways and for overland drainage conveyance.
  - Q. Environmental studies may be required if a proposed subdivision is located in, or near, an environmentally sensitive area.
  - R. Plats shall be drawn in sheets not larger than 11 inches by 17 inches. The scale of the plat, preferably one inch equals 100 feet maximum, shall be clearly stated and graphically illustrated by a bar scale on every plat sheet. Larger subdivisions that require more than one sheet shall show match lines and references.
  - S. Areas dedicated for public use, such as schools, parks, playgrounds, recreational trails, or green space. The City's objective is to develop and maintain a functioning park and recreational system that is geographically distributed throughout the community and where a minimum City-wide ratio of at least two acres of open space per 1,000 residents is maintained.
  - T. A signature block for all of the public utility companies including gas, electric, telephone and cable TV companies evidencing their approval of the proposed utility easements shown on the plat.
5. Accompanying Material.
- A. The developer's engineer shall also submit preliminary engineering calculations regarding sizing of the proposed improvements with the preliminary plat.
  - B. The developer's engineer shall include a completed Subdivider Plat Checklist as shown in Attachment A with the preliminary plat.
6. Review by the Planning and Zoning Commission.
- A. Upon receipt of the report of the various offices referred to in subsection 3 of this section, the Planning and Zoning Commission shall review said plat consider said reports, negotiate with the developer on changes deemed advisable and the kind and extent of improvements to be made, and take action upon the preliminary plat as originally submitted or modified. If a subdivision is not recommended for approval, the Planning and Zoning Commission shall give written reasons therefor. A preliminary plat may require more than one Planning and Zoning Commission review and/or meeting. However, the Commission shall take action on the plat and provide their recommendation to the City Council no later than immediately after their second review meeting to maintain the overall review schedule required.

B. Before recommending action on a preliminary plat, the Planning and Zoning Commission may at its discretion hold a public hearing, notice of which shall be given by publication in a local newspaper, at least seven but not more than 20 days, before said public hearing. If not included as part of the fees in Section 170.22, the cost of said hearing, including publication, mailing, postage, copies, will be assessed to the developer.

C. If a public hearing is scheduled, as a courtesy, property owners within 200 feet may be notified of said public hearing.

7. Action by the City Council.

A. The City Council shall then take action upon the preliminary plat not more than 60 days after the initial receipt by the Zoning Administrator. The Council may certify its approval or disapproval of the preliminary plat. If approved, the preliminary plat shall be certified by resolution. If the preliminary plat is disapproved, the Council shall state in writing why the proposed plat is objectionable. The applicant has the right to appeal to district court, within 20 days, the failure of the Council to issue approval of the preliminary plat as provided in this chapter.

B. The approval of the preliminary plat by the City Council does not constitute acceptance of the subdivision, but shall authorize the developer to proceed with creation of the construction plans, specifications, and drainage report completed by a licensed and registered professional civil engineer. Said construction plans and drainage report shall be submitted by the developer to the City Engineer for review and reflect the approved preliminary plat. If the City Engineer deems that said plan and report are consistent with the preliminary plat approved by the City Council, then installation of the improvements may commence upon approval of the City Engineer. Any substantial modifications approved in the plans must be approved by the City Council prior to construction.

C. The approval of a preliminary plat by the City Council shall be valid for a period of one year from the date of such approval, except upon application for and approval of an extension of such period of validity, by the City Council. After one or more lots have been final platted, the preliminary plat is valid until such time that it is replaced by another preliminary plat.

**170.16 FINAL PLAT REQUIREMENTS AND PROCEDURES (MAJOR SUBDIVISION).**

1. Number of Copies. Within one year of approval of the preliminary plat, or extension thereto, by the City Council, the developer shall submit all the required documents, application fee, bonds and 20 copies of the final plat, one of which shall be full size and the remaining may be reduced to a scalable size, to the Zoning Administrator. Final plat review shall not begin until or unless all copies of the final plat and accompanying materials and legal documents have been submitted to the Zoning Administrator. All plats and documents shall be submitted on the schedule outlined in Section 170.08 and Attachment D.

2. Referral of Final Plat. The Zoning Administrator shall refer one copy each to the Mayor and City Council members, City Attorney, City Engineer, Building Inspector, City Clerk, and Planning and Zoning Commission. Final plat review shall



not begin until or unless all copies of the final plat and accompanying materials and legal documents (see Attachment A) have been submitted to the Zoning Administrator. All plats and documents shall be submitted on the schedule outlined in Section 170.08 and Attachment D. Each of the aforementioned offices shall examine the plat as to its compliance with the laws and regulations of the City and submit their findings to the Zoning Administrator according to Attachment D.

3. Contents of Final Plat. Final plats shall contain, include, or show the following requirements.

- A. Name of subdivision in bold letters.
- B. Name of subdivision and name, address, phone number, and email address of the developer.
- C. Scale shall be clearly stated and graphically illustrated by a bar scale on every plat sheet. Larger subdivisions that require more than one sheet shall show match lines and references.
- D. Location of monuments meeting requirements of Chapter 355 of the *Code of Iowa*, as amended.
- E. Legal description of the property being subdivided including a reference bearing and distance to two known section corner monuments, a clearly labeled point of beginning and metes and bounds dimensions for each property boundary line corresponding to those shown on the plat drawing.
- F. Identification of all adjoining properties, owners and addresses.
- G. Curve data including the radius, delta angle, length of arc, degree of curve, and length and direction of the chord for all curvilinear street and right of way lines.
- H. The purpose and location of any easement shown on the plat shall be clearly stated and shall be confined to only those easements pertaining to public utilities including gas, power, telephone, cable TV, water, sewer, and such drainage or access easements as are deemed necessary for the orderly development of the land encompassed within the plat. All such easements relative to their usage and maintenance shall be recommended by the Planning and Zoning Commission and approved by the City Council prior to the recording of the plat.
- I. Exact name, location, width, and designation of all street right-of-ways within the subdivision. Additionally, all proposed alleys, parks, open areas, school property, other areas of public use, or areas within the plat that are set aside for future development shall be assigned a progressive letter and have the proposed use clearly designated and shall be fully dimensioned.
- J. Lot numbers.
- K. Description and location of all permanent monuments set in the subdivision, including ties to original Government corners.
- L. A table that lists coordinate values for all property corners.
- M. Boundary lines of subdivided area with accurate distances, bearings, and boundary angles. The unadjusted error of closure shall not be greater than one in 10,000 for subdivision boundaries and shall not be greater than one in

5,000 for individual lots. The areas of irregular lots within the plat shall be shown and may be expressed in either acres to the nearest one-hundredth acre, or square feet to the nearest 10 square feet.

N. Certificate of surveyor to be signed by a licensed land surveyor once the plat is finalized and ready for the City's final approval.

O. A signature block for the Mayor and Zoning Administrator evidencing the City Council's approval of the plat.

P. A Council-approved complete set of construction plans and specifications for the construction of all required public improvements.

Q. Building setback lines with dimensions (front, side and rear).

R. Plats shall be drawn on paper and mylar not larger than 24 inches by 36 inches. The scale of the plat, maximum one inch equals 100 feet, unless approval received from City Council for a smaller scale. An electronic copy of all plats shall also be provided to the City.

4. Accompanying Material.

A. All documents required by Chapter 354.11 of the *Code of Iowa*, as amended.

B. A copy of any proposed restrictive covenants, which shall be submitted for the purpose of review and recommendation by the City Attorney.

C. Any dedication to the City for any property intended for public use.

D. A Subdivision Agreement setting forth the responsibilities of both the developer and the City in the development of the property and related public improvements.

E. A maintenance bond, four years on pavement, two years on utilities.

F. The developer's engineer shall include a completed Plat Checklist for Subdivisions as shown in Attachment B with the final plat.

5. Review by the Planning and Zoning Commission. The Planning and Zoning Commission shall review the final plat in the same manner that they addressed preliminary plats, Section 170.15(6), and forward its recommendation to the City Council on a similar schedule.

6. Action by the City Council.

A. Upon receipt of the final plat and the required documents from the Planning and Zoning Commission, the City Council will consider the recommendations from the reviewing offices. The City Council shall take action on the final plat not more than 60 days after the initial receipt by the Zoning Administrator. The City Council shall approve or disapprove of the final plat. If approved, the final plat shall be certified by resolution. If the final plat is not approved, the Council shall state in writing how the proposed plat is objectionable. The applicant has the right to appeal to district court, within 20 days, the failure of the Council to issue approval of the final plat as provided in this chapter.

B. The City Council may refuse to approve a plat for a proposed subdivision, which includes improvements or facilities that are subject to

regulations and ordinances of the County Board of Health, until such time as the improvements or facilities are approved by said Board. The City Council may deny approval of a final plat where the lots have an area less than the minimum area required by such applicable regulations and ordinances.

C. The passage of a resolution by the City Council accepting the plat shall constitute final platting approval for the area shown on the final plat. The developer shall cause such plat to be recorded as required by Chapter 354, *Code of Iowa*, before the County shall recognize the plat as being in full force and effect. The developer shall record the plat within 60 days after Council approval and shall be responsible for all recording costs. In addition, eight copies of the approved final plat and adopting resolution as well as one copy of the completed plat proceedings with restrictive covenants shall be submitted to the Zoning Administrator by the developer.

7. Improvements, Phasing, Development Agreements and Assurances.

A. All public improvements described in this chapter shall be installed at the cost of the developer, unless otherwise stated in this chapter, in accordance with the approved plans and specifications before approval of the final plat by the City Council. The Council, through Section 170.23, may consider increasing the size or capacity of improvements, the cost of said size or capacity increases would be borne by the City. All improvements shall be inspected by the developer's engineer and by the City Engineer, who will conduct the final inspection. The developer's engineer shall certify to the City Council that the improvements were constructed in compliance with the City-approved construction plans and specifications and these regulations, as well as provide "as-built" drawings and certificates of testing thereof. The cost of said City Engineer inspection shall be paid by the City and reimbursed by the developer.

B. Subdivisions may be developed in phases, provided that the proposed phasing of public improvements is acceptable to the City Council and City Engineer.

C. If the developer wishes to secure approval of the final plat prior to completing the construction of all public improvements and acceptance of the improvements by the City Council, the developer shall enter into an agreement with the City Council at the City Council's discretion to ensure the completion of the improvements within a specified time period. The agreement shall specify the improvements to be constructed, the schedule for completion of the construction and shall be accompanied with a performance bond, corporate surety bond, cash, or other surety or instrument approved by the City Attorney in an amount equal to 110 percent of the estimated cost of said improvements. If said construction plans, final plat, agreements and bond are approved by the City, the developer may proceed to record the final plat and begin to sell lots. Under this procedure, building permits may be secured and building construction started prior to the completion and dedication of public improvements to the City. However, under this procedure no connections may be made to water and sewer services until the systems have been properly tested and inspected, furthermore, no occupancy permits will be issued for any buildings until the requisite public improvements are constructed, accepted, and dedicated.

D. The developer of the land being platted shall be required to provide to the City public improvement maintenance bonds, or other means satisfactory to the City Engineer and City Attorney, so as to insure that for a period of four years from the date of acceptance and completion of any improvement, two years for utilities, the developer shall be responsible for reconstructing any defective public improvements, previously accepted by the City Council.

**170.17 MINOR SUBDIVISION REQUIREMENTS AND PROCEDURES.** In lieu of a Major Subdivision (preliminary and final plats), a developer may be allowed to utilize a “Minor Subdivision” procedure, provided that the request conforms to the definition contained herein and the classification process outlined in Section 170.06. Minor platting procedures are as follows:

1. The developer shall prepare the proposed minor subdivision plat and shall submit 20 copies, one of which shall be full-size and the remaining may be reduced in size, to the Zoning Administrator on the schedule outlined in Section 170.08 and Attachment D. Said plat shall contain such information as required by this chapter, specifically the requirements in Sections 170.16(3) and (4) and Attachment B, or as may be specified by the *Code of Iowa* or the Zoning Administrator.
2. The Zoning Administrator shall place the plat on the upcoming Council meeting agenda and immediately thereafter forward copies of the submitted plat to the Mayor and City Council members, City Engineer, Building Inspector, City Attorney and to such other agencies or persons as may be deemed appropriate and necessary.
3. Review by Agencies. By the first of the following month, the following reviews shall be completed:
  - A. The City Engineer shall notify the Zoning Administrator that access onto the City street can, or cannot, be provided and that other required public improvements are, or are not, present.
  - B. The City Engineer and/or the Public Works personnel shall notify the City Clerk that the land so proposed to be subdivided will comply with all applicable Parkersburg, Butler or Grundy County, and State of Iowa standards, and that the proposed or existing system of public improvements complies with applicable Parkersburg, Butler or Grundy County, and State of Iowa standards.
  - C. Other agencies or persons shall inform the Zoning Administrator on factors deemed appropriate and necessary.
4. Within 20 working days following the date of receipt of an application, or such additional period as the developer may authorize, the Zoning Administrator may schedule a public hearing on the subdivision request with the City Council. The City Council shall act upon the Minor Plat not more than 60 days after the initial receipt by the Zoning Administrator.
5. The City Council may approve or disapprove of the subdivision request, or they may refer the request to the Planning and Zoning Commission for their recommendation prior to considering the minor plat. If approved by the Council, the minor plat shall be certified by resolution. In the event that a minor subdivision plat is not approved, the City Council shall state in writing how the proposed plat is objectionable. The applicant has the right to appeal, within 20 days, to district court, the failure of the Council to issue final approval of the minor plat as provided in this chapter.

6. The passage of a resolution by the City Council accepting the plat shall constitute final approval for the area shown on the minor plat. The developer shall cause such plat to be recorded as required by Chapter 354, *Code of Iowa*, before the County shall recognize the plat as being in full force and effect. The developer shall record the plat within 60 days after Council approval and shall be responsible for all recording costs. In addition, eight copies of the approved minor plat and adopting resolution as well as one copy of the completed plat proceedings with restrictive covenants shall be submitted to the Zoning Administrator by the developer.

7. This section shall not be applicable to a parcel of land of any size which has previously had a subdivision severed from it. For definition purposes of this section only, a parcel of land shall mean any sized contiguous piece of property under same ownership as shown on the Butler or Grundy County Auditor's plat books as on the effective date of this chapter.

**170.18 PROPERTY LINE ADJUSTMENTS.** Following a review of the plat of survey for a property line adjustment, the City Clerk shall refer the plat to the City Engineer and City Attorney and Building Inspector. The Zoning Administrator shall subsequently either approve the plat, with or without specified conditions, or disapprove of the plat. Any conditions specified for plat approval by the Zoning Administrator, shall be accepted by the developer as a requirement for said approval. The Zoning Administrator shall notify the developer of the decision. The following also apply:

1. Approval of the plat shall signify the general acceptability of the proposed property line adjustment with respect to the Zoning Ordinance and this chapter and shall be deemed authorization to proceed with the preparation of necessary instruments for conveyance of one lot or parcel to the owner of an adjoining lot or parcel. A plat of survey shall be prepared for the division. A copy of the plat of survey shall be prepared by a licensed land surveyor and filed with the Zoning Administrator before approval may be given on a plat application. A copy of the Zoning Administrator's decision shall be recorded simultaneously with any and all instruments filed with the County Recorder that transfer ownership of said property being adjusted. Said instruments shall contain a deed restriction directing the County Auditor to combine the portion of land described in the instrument with the adjoining tract or parcel to create a single parcel. A copy of all instruments shall be submitted to the City Clerk for review before being recorded in order to ensure that said deed restriction is included.

2. Disapproval of a plat shall signify the general unacceptability of the proposed property line adjustment with respect to the Zoning Ordinance and/or this chapter. However, the developer may appeal the decision of the Zoning Administrator to the City Council for final determination.

3. The Zoning Administrator may seek the review and input of the City Engineer and City Attorney prior to ruling on a plat of survey.

**170.19 PLACES.** Where it is desired to subdivide a parcel of land that, because of its size or location, does not permit a normal lot or street area, there may be established a "place." Such a place may be in the form of a court, non-connecting street or other arrangement; provided, however, proper access shall be given to all lots from a dedicated place (street or court). If any dead-end place, court, or cul-de-sac is more than 250 feet in length, it shall terminate in an open space, preferably circular having a minimum radius of 60 feet. Except in unusual instances, no dead-end street or place shall exceed 600 feet in length. All site improvements for places or planned area developments shall meet City standards for public improvements where possible

to assure adequate protection of the public's health, safety, and welfare. To this extent all access drives shall be paved to a minimum width of 24 feet and have geometric layout characteristics to provide for adequate parking areas and access by emergency vehicles. Sanitary sewer mains and manholes shall be provided so that each building is connected by means of an appropriate sized service line to the main that will be dedicated to the City along with appropriate access and maintenance easements. The water supply system shall likewise be constructed to public standards and dedicated to the City with appropriate easements to assure adequate domestic flow and metering as well as fire protection.

**170.20 ISSUANCE OF BUILDING PERMITS AND OCCUPANCY PERMITS.**

1. No occupancy permit for any building in a subdivision shall be issued prior to the completion of the improvements in a manner which shall be adequate for vehicular access by the prospective occupant and by law enforcement and fire equipment.
2. No building permits shall be issued in the subdivision prior to the time that the streets and easements affecting such lot are brought to the grade established in the construction plans.
3. No building permit shall be issued for the final 10 percent of lots, or the final five lots of a subdivision, whichever is greater, until all public improvements required by the City Council for the plat have been fully completed, approved by the City Council and dedicated to and accepted by the City.

**170.21 VACATION OF PLATS, STREETS, AND OTHER PUBLIC LANDS.** This section is intended to be consistent with Sections 354.22 and 354.23 of the *Code of Iowa*, as amended, and any changes to the Code shall automatically be assumed to be part of this chapter. Prior to consideration by the City Council, vacations of plats, streets, and/or other public lands shall be reviewed by the Planning and Zoning Commission. A recommendation from the Planning and Zoning Commission shall be forwarded to the City Council with copies being provided to the City Engineer.

1. Vacation of Plats. The developers of lots within an official plat who wish to vacate any portion of the official plat shall file a petition with the Planning and Zoning Commission for review and recommendation. After review by the Commission, the petition and recommendation are filed with the City Council, and they shall set a time and place for a public hearing on the petition. Written notice of the public hearing shall be provided by the petitioner to developers and mortgagees within 300 feet of the area to be vacated. If a portion of the official plat adjoins a river or State-owned lake, the Iowa Department of Natural Resources shall be served written notice of the proposed vacation. Notice of the proposed vacation shall be published twice, with 14 days between publications, stating the date, time, and place of the public hearing. The official plat or portion of the official plat shall be vacated upon recording of all the following documents:

A. An instrument signed, executed, and acknowledged by all the developers and mortgagees within the area of the official plat to be vacated, declaring the plat to be vacated. The instrument shall state the existing lot description for each property along with an accurate description to be used to describe the land after the lots are vacated.

B. A resolution by the City Council approving the vacation and providing for the conveyance of those areas included in the vacation that were previously set aside for dedicated public use.

- C. A certificate of the County Auditor that the vacated part of the plat can be adequately described for assessment and taxation purposes without reference to the vacated lots.

No part of this section authorizes the closing or obstructing of public highways. The vacation of a portion of an official plat shall not remove or otherwise affect a recorded restrictive covenant, protective covenant, building restriction, or use restriction. Recorded restrictions on the use of property within an official plat shall be modified or revoked by recording consent to the modification or removal, signed and acknowledged by the developers and mortgagees within the official plat.

2. Vacation of Streets and Other Public Lands. The City may vacate a part of an official plat that had been conveyed to the City or dedicated to public which is deemed by the Planning and Zoning Commission and City Council to be of no benefit to the public. The City Council shall vacate by resolution following a public hearing or by ordinance and the vacating instrument shall be recorded. The City may convey the vacated property by deed and/or may convey the property to adjoining developers through the vacation instrument. If the vacating instrument is used to convey property then the instrument shall include a list of adjoining developers to whom the vacated property is being conveyed along with the corresponding legal description of each parcel being conveyed. A recorded vacation instrument that conforms to this section is equivalent to a deed of conveyance and the instrument shall be filed and indexed as a conveyance by the County Recorder and County Auditor. A vacation instrument recorded pursuant to this subsection shall not operate to annul any part of an official plat except as provided for in subsection 1 of this section.

**170.22 FEES.** Non-refundable fees pertaining to permits or applications and actions required by this chapter shall be established by City resolution. The developer shall be responsible for all fees required by this chapter. Fees shall be submitted to the City with each plat, process, or requested action regulated by this chapter. Said fees shall include, but not be limited to, the following actions.

1. Major Subdivision (Preliminary and Final Plat) Review and Consideration. Preliminary and final plats will have separate fees under this chapter.
2. Minor Subdivision Review and Consideration.
3. Vacation of Plats, Street, and Other Public Lands. This fee shall not be administered and collected if the dedication or vacation is processed in the form of a plat and either minor or major subdivision fees are paid in lieu thereof.
4. Property Line Adjustments.
5. Recording Fees (paid to the County Recorder), per a schedule on file in the County Recorder's Office.

**170.23 WAIVERS AND EXCEPTIONS.** Whenever the tract proposed to be subdivided is of such unusual topography, size, or shape, or is surrounded by such development or unique conditions that the strict application of the requirements contained in these regulations would result in substantial hardships or injustices, the City Council, upon recommendation of the Planning and Zoning Commission, may vary or modify such requirements to allow the developer to develop in a reasonable manner with due regard for the public health, welfare, and safety so that the interests of the City and surrounding area are protected and the general intent and spirit of this chapter is preserved.

**170.24 ENFORCEMENT.**

1. On or after the effective date of this chapter, no proposed plat or any subdivision in, or within two (2) miles of, the corporate limits of the City in Butler or Grundy Counties, shall be recorded in the County Recorder's office or have any validity until it has been approved in the manner prescribed herein.
2. No street hereafter created in the incorporated area of Parkersburg shall become a part of any street system as defined in the *Code of Iowa*; and no improvements shall be made by the City, nor shall the City incur any expense for maintenance or repair of roads or other facilities on land that had been subdivided after the date of adoption of the ordinance codified in this chapter unless such road or other facility shall have been first approved and accepted by the City Council in accordance with the provisions of this chapter and the dedication thereof accepted as a public road or improvement.
3. The City shall not issue building, occupancy, or repair permits for any structure located on a lot in any subdivision developed after the date of adoption of the ordinance codified in this chapter that is located within the City unless the plat of such subdivision has been first approved in accordance with the provisions contained herein.
4. Violations of the provisions of this chapter or failure to comply with any of its requirements shall constitute a municipal infraction, punishable under the provisions of Chapter 3 of this Code of Ordinances. Each day such violation continues shall be considered a separate offense. Nothing contained herein shall prevent the City from taking such other lawful action as is necessary to prevent or remedy any violation.

**170.25 CHANGES AND AMENDMENTS.** Any provisions of these regulations may be changed and amended from time to time by the City Council; provided, however, such changes and amendments shall not become effective until after study and recommendation by the Planning and Zoning Commission and approval by the City Council, in accordance with the regulations and provisions of the City and the *Code of Iowa*. As a part of the Commission and Council's recommendation and approval processes, each body will conduct a properly noticed public hearing, notice of which shall be published in a newspaper of general circulation in the community not less than seven days or more than 20 days prior to each public hearing.



Attachment A

PRELIMINARY PLAT CHECKLIST FOR SUBDIVISIONS

	Pre-Preliminary Plat Conference with City officials.                      Date held: _____
	Concept Plan _____ Location of subdivision _____ Vicinity map _____ Street and block layout _____ Drainage courses and key size features _____ Proposed land uses
	Date of Filing of Preliminary Plat: _____ 45-Day Planning Commission action time limit _____ 60-Day Time Limit for Further Study and Action _____
	20 copies of preliminary plat, containing or accompanied by:
	1. Name of subdivision, date, compass point, scale and legal description and acreage of the property being platted.
	2. Names, addresses, telephone number, and email address of the recorded owner, subdivider and engineer or land surveyor, and attorney.
	3. Boundaries of the proposed subdivision labeled and indicated by a heavy black line.
	4. Vicinity map at a legible scale showing relationship of subdivision to surrounding area.
	5. Existing and proposed zoning district classification of all land within and surrounding the proposed subdivision.
	6. Location, width and name of each existing or platted street, highway, railroad or other utility right-of-way, parks and other public open spaces within or adjacent to the proposed subdivision and existing buildings.
	7. All existing and proposed storm and sanitary sewer mains, water mains, gas mains, culverts, storm water management facilities, water lines and/or well, and other underground installations within the proposed subdivision or immediately adjacent thereto with pipe size and location shown.
	8. Names and locations of all adjoining subdivisions and owners of adjacent parcels of unsubdivided land within 200 feet of the proposed subdivision, and all other property owners.
	9. Ground elevations and contours at intervals of not more than two (2) feet in relation to the North American Vertical Datum of 1988 (NAVD).
	10. Approximate boundaries of areas of known flood levels or storm water overflow, areas covered by water or wooded areas, projected 100 year flood line for areas that have been included in engineering floodplain reports and studies, and all proposed open channel drainage ways.
	11. Location of property lines, streets, alleys, easements, buildings, utilities, watercourses, tree masses, single trees with a caliper of over 6 inches, and other site features affecting the plan.
	12. Location, names and widths of existing and proposed streets, roadways, alleys, pedestrian ways, highways and easements.
	13. Proposed grades and alignment of proposed streets.
	14. Building set back lines.
	15. Lots shall be numbered, dimensioned and have lot area and lot lines shown.
	16. Existing and proposed easements showing widths and purposes of said easements
	17. Environmental studies as needed or requested.
	18. Signature blocks for all public utility companies.
	19. Plat sheet sizes conform. Scale of plats as stated in ordinance.
	20. Areas dedicated for public use.
	21. Nonrefundable fee payment.

o o o o o o o o o o

**Attachment B**

**FINAL OR MINOR PLAT CHECKLIST FOR SUBDIVISIONS**

	Preliminary plat approval, if not a minor plat _____ Date: _____
	Date of filing of preliminary plat, if not a minor plat _____ 45 Day Planning Commission action time limit _____ 60 Day time limit for further study and action _____
	20 copies of final or minor plat, containing:
	1. Name of subdivision, in bold letters inside the margin at the top of each sheet included in the plat.
	2. Name of subdivision and name and address of owner.
	3. Scale used shall be clearly stated, and graphically illustrated by a bar scale drawn on ever sheet showing any portion of the land subdivided, along with the compass point. Larger subdivisions that require more than one sheet shall show match lines and references.
	4. Location of all monuments meeting requirements of Chapter 355, <i>Code of Iowa</i> .
	5. Legal description of the platted area.
	6. Identification of all adjoining properties.
	7. All distance bearing, street centerline, curve, and other information as required by the ordinance and Chapter 355 of the <i>Code of Iowa</i> .
	8. Designation and labeling of easements for public utilities, drainage facilities, and other purposes.
	9. Names, location, width and designation of all street right of ways for all streets and alley within or abutting the plat including accurate dimensions and purpose of any land dedicated to the public.
	10. Numbering of all lots and blocks.
	11. Description and location of all permanent monuments set in the subdivision.
	12. A table that lists coordinate values of all property corners.
	13. Outside boundaries of the subdivided land shall be shown as well as sufficient survey data to positively describe the bounds of every lot, block, street, easement, or other areas shown on the plat including all interior excepted parcels.
	14. Certificate of Surveyor, signature and seal.
	15. A signature block for the Mayor and City Clerk.
	16. Council approved complete set of construction plans and specifications.
	17. Building setback lines with dimensions.
	18. Scale of the plat.
	<b>ATTACHMENTS</b> , including, but not necessarily limited to:
	Legal description
	Owner's certification
	Attorney's opinion
	County Treasurer's Certificate
	Clerk of Court's Certificate
	County Recorder's Certificate
	Restrictive Covenants
	Engineer's Certificate of completion of improvements
	Performance bond if improvements are incomplete, or other performance guarantee acceptable to City Attorney.
	Subdivider's or Development Agreement including all required attachments as set forth in the agreement.
	Non-refundable fee payment

o o o o o o o o o o

**Attachment C****PROCEDURAL GUIDELINES FOR SUBDIVISION PLATTING**

The following Procedural Guidelines are a summary of the Parkersburg Subdivision Ordinance for use by the public. However, they are not to be substituted for the Ordinance itself. In the event that questions or conflicts between the Ordinance and these Procedural Guidelines arise, the Ordinance shall prevail.

**Major Subdivision Procedure:** The division of any lot or parcel of land classified by the Zoning Administrator as a “major subdivision,” as defined in the Parkersburg Subdivision Ordinance, shall follow this procedure.

1. Check with Zoning Administrator for current zoning ordinances, subdivision regulations, land use classifications, and other code applicability. The property must be correctly zoned before a subdivision will be considered by the City.
2. Check with Public Works Department for water and water pollution control standards and systems availability.
3. Discuss development concepts and explore alternative solutions with the City.
4. Bring abstract up to date.
5. Get clear title to the property, becoming legal developer.
6. Hire a licensed engineer or land surveyor to make a survey, prepare a base map, and to set out the lots. The developer may also want to consult a landscape architect or land planner for design considerations and site planning aspects.
7. The developer must prepare a pre-preliminary plat or sketch plan and request review by the Zoning Administrator, City Engineer, and Zoning Administrator prior to drafting the preliminary plat. A conference will be held with City officials to review the plat.
8. Have a preliminary plat prepared by a licensed engineer and/or land surveyor.
9. Submit 20 copies of the preliminary plat, one of which shall be full size and the remaining may be reduced in size, to the Zoning Administrator. The Zoning Administrator will date the plat and issue a receipt for filing fees. The developer may be asked to sign a release authorizing the Zoning Administrator, Planning and Zoning Commissioners and/or the City Council to inspect the property.
10. The preliminary plat copies are reviewed by:
  - a. Mayor and City Council.
  - b. City Attorney.
  - c. City Engineer.
  - d. City Clerk.
  - e. Planning and Zoning Commission.
  - f. Building Inspector.
  - g. Zoning Administrator.
11. All copies are to be studied and written recommendations sent to the Zoning Administrator. An environmental impact analysis prepared by a qualified professional may be required.
12. The Zoning Administrator refers the preliminary plat with review comments to the Planning and Zoning Commission for review and recommendations. The preliminary plat may require more than one Planning and Zoning Commission review.

13. The preliminary plat may be returned to the petitioner with any requirements for amendment.
14. After Commission recommendation, the Zoning Administrator forwards the preliminary plat to the City Council.
15. A construction plan for the proposed property is submitted.
16. After the preliminary plat is approved by the City Council, the petitioner shall submit 20 copies of the final plat, one of which shall be full size and the remaining may be reduced in size, to the Zoning Administrator. At the same time, the developer shall submit a proposed resolution for the City Council approval, as well as all required legal documents, certificates and subdivision agreements for the City Attorney's review and public improvement plans and specifications for the City Engineer's review.
17. The final plat shall be reviewed by:
  - a. Mayor and City Council.
  - b. City Attorney.
  - c. City Engineer.
  - d. City Clerk.
  - e. Planning and Zoning Commission.
  - f. Building Inspector.
  - g. Zoning Administrator.
18. The final plat and all associated legal documents are referred by the Zoning Administrator to the City Council after final recommendation by the Planning and Zoning Commission. If the subdivision is approved by the Council, the resolution will be signed by the Mayor and the Zoning Administrator. A copy of the final plat, along with a copy of the City Council resolution, will be sent to each of the following offices:
  - a. Mayor and City Council.
  - b. City Attorney.
  - c. City Clerk.
  - d. Building Inspector.
  - e. Zoning Administrator.
  - f. City Engineer.
  - g. County Recorder, Auditor, and Assessor
  - h. Petitioner.
19. After approval of the final plat by the City Council and acceptance of the public improvements, the final plat is filed in the County Recorder's Office by the developer.
20. The following information may be required by the County Recorder, per *Code of Iowa*, Section 354.11:
  - a. Plat.
  - b. Abstract.
  - c. Survey.
  - d. Deed of Dedication.
  - e. Attorney's Opinion.
  - f. Treasurer's Certificate.

- g. Restrictive Covenants, if not included in the Deed of Dedication.
- h. Resolution(s) from the appropriate governing body or bodies.
- i. Bond or security to guarantee the completion of the public improvements if the developer is requesting final plat approval, prior to the construction and acceptance of public improvements.

**Minor Subdivision Procedure:** The division of any lot or parcel of land classified by the Zoning Administrator as a “minor subdivision,” as defined in the Subdivision Ordinance, shall follow this procedure.

1. Check with Zoning Administrator for current zoning ordinances, subdivision regulations, land use classifications, and other code applicability. The property must be correctly zoned before subdivision will be considered by the City.
2. Check with City for water and water pollution control standards and systems availability.
3. Submit 20 copies of the plat, one of which shall be full size and the remaining may be reduced in size, to the City Clerk, along with the minor subdivision application form and fee payment.
4. The plat will be reviewed by the following departments:
  - a. Mayor and City Council.
  - b. City Attorney.
  - c. City Engineer.
  - d. Zoning Administrator and Building Inspector.
  - e. City Clerk.
  - f. Planning and Zoning Commission, if requested by the City Council.
5. All aforementioned departments will submit their findings to the Zoning Administrator who will refer all review comments to the City Council, who will either approve or disapprove the request.

o o o o o o o o o o



**Attachment D**

**SUBDIVISION SUBMITTAL AND REVIEW PROCESS AND TIMELINE**

	<b>PROCESS</b>	<b>MONTHLY DEADLINE</b>
1.	Schedule and conduct pre-preliminary plat conference with the City	As can be scheduled
2.	Initial subdivision and documentation submittal to Zoning Administrator. The Administrator shall distribute the plat and documentation to the appropriate officials according to Subdivision Ordinance.	Ten days prior to consideration by the Planning and Zoning Commission (1 <sup>st</sup> Tuesday of each month)
3.	City Engineer and City Attorney review the subdivision and submit their report to the Zoning Administrator and developer. Other officials receiving the information may also review and comment on the proposed subdivision during this timeframe. The developer may have to amend the plat and/or documentation according to said reports, which may delay consideration by the Planning and Zoning Commission until the following month.	The Friday prior to consideration by the Planning and Zoning Commission (1 <sup>st</sup> Tuesday of each month)
4.	City Engineer and City Attorney Status Report to City Officials	1 <sup>st</sup> Tuesday of the month
5.	Planning and Zoning Commission Meeting: review and recommendation consideration of the plat	1 <sup>st</sup> Tuesday of each month
6.	City Council Meeting: review and consideration of the plat	1 <sup>st</sup> Monday of each month
	<b>If the Plat is denied by the City Council the following process and deadlines will be utilized:</b>	
1.	The developer shall submit the revised plat and necessary attachments.	1 <sup>st</sup> of the month
2.	City Engineer and City Attorney review and submit report for the revised subdivision to the City Clerk and developer.	The Friday prior to consideration of the revised plat by the Planning and Zoning Commission (1 <sup>st</sup> Tuesday of each month)
3.	Planning and Zoning Commission Meeting: review and recommendation consideration of the revised plat	1 <sup>st</sup> Tuesday of each month
4.	City Council Meeting: review and consideration of the revised plat	1 <sup>st</sup> Monday of each month

**NOTES:**

1. This schedule provides a process that will allow for review and approval of non-controversial subdivisions in a one-month period of time.
2. However, if a plat or its documentation require amendment as a result of the City Engineer and/or City Attorney’s Report; or the Planning and Zoning Commission tables action of a submitted plat; or if there is some controversy with the plat, then this schedule will allow for review and approval in a two-month, or 60-day, period of time.

o o o o o o o o o o

