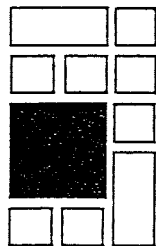


# SUBDIVISION REGULATIONS

FOR THE  
VILLAGE OF BELLWOOD, NEBRASKA

PREPARED BY:

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# ARTICLE 1 - GENERAL PROVISIONS

## SECTION 101 TITLE

This ordinance may be known and may be cited and referred to as "Subdivision Regulation Ordinance of the Village of Bellwood, Nebraska" to the same effect as if the full title were stated.

## SECTION 102 APPLICATION

These regulations shall apply to all land located within the corporate limits of the Village of Bellwood, Nebraska and within one (1) mile of said corporate limits as indicated on the Official Zoning Map of the Village of Bellwood, Nebraska, as same may be amended from time to time.

## SECTION 103 PURPOSE

The purpose and intent of these regulations is:

- A. To establish uniform rules, procedures and standards governing the subdivision of land,
- B. To assure the public that necessary public facilities will be provided in any subdivision in an amount and size commensurate with the size of the subdivision and the uses which will occur in the subdivision,
- C. To secure suitable sites for building purposes and protect the property values thereof,
- D. To provide the public with assurance that all subdivisions will be improved in accordance with established public policy,
- E. To coordinate land development with the Comprehensive Plan in the laying out of public ways, places, structures, utilities and services,
- F. To supply proper land records for the convenience of the public and for appropriate identification and permanent location of real estate boundaries, all in accordance with applicable statutes.

## ARTICLE 2 - APPLICATION

### SECTION 201 APPLICATION AND AUTHORITY

This requirements of this Ordinance shall be applied to any and all divisions of a lot, tract or parcel of land into Two (2) or more lots, sites or other divisions of land for the purpose, whether immediate or future, of ownership or building development, including the re-subdivision of land or lots, except that the division of land in which the smallest parcel created is more than Ten (10) acres, such division shall not be considered a subdivision and the provisions of this Ordinance shall not apply to the subdivision of burial lots in cemeteries. Further, the regulations set forth in this Ordinance shall apply as follows:

- A. Each separate principal use / building within the jurisdiction of this Ordinance shall be situated on a single and separate lot of record unless otherwise provided in the Zoning Ordinance of the Village of Bellwood, Nebraska.
- B. No subdivision of land shall be permitted within the jurisdiction of this Ordinance unless a plat of such subdivision is approved in accordance with the provisions of this Ordinance. Further, no lot in a subdivision may be sold, transferred or negotiated to sell, no permit to erect, alter, or repair any building upon land in a subdivision, and no building may be erected in a subdivision unless a final plat has been approved by the Planning Commission and Village Board and recorded in the Office of Butler County Register of Deeds.
- D. No officer, employee, of agent of the Village of Bellwood, Nebraska shall issue any zoning permit, make any water or sewer connection for any building or buildings constructed or proposed to be constructed on land subdivided contrary to the provisions of this Ordinance. No officer, employee or agent of the Village shall perform or cause to be performed any construction or maintenance upon any street or public way purported to be dedicated as a public street or public way by virtue of being shown on a plat, unless such plat shall have been approved as provided for in this Ordinance. These prohibitions shall not apply to any plat of dedication legally recorded prior to the enactment of this Ordinance.
- E. No excavation of land or construction of any public or private improvements which require a permit shall take place or be commenced on any parcel of land which was created by subdivision after the effective date of this Ordinance except in conformity with the requirements and regulations of this Ordinance.

### SECTION 203 INTERPRETATION

Under the authority to regulation subdivision of land set forth in Nebraska statutes and in their interpretation and application, the provisions of this Ordinance shall:

- A. be held to be minimum requirements, adopted for the promotion of public health, safety, morals, or general welfare. Wherever the requirements of the Ordinance are at variance with any other lawfully adopted rules, regulations, ordinances, the most restrictive or that imposing the higher standards shall govern.
- B. not be intended to abrogate any easement, covenant or any other private agreement or restriction, provided that where the provisions of this Ordinance are more restrictive or impose higher standards than such easement, covenant or other private agreement or restriction, the requirements of this Ordinance shall apply.

## SECTION 204 VACATION OF PLATS

Any plat or any part of a plat of a subdivision may be vacated in accordance with the following:

- A. Any plat or any part of plat may be vacated by the owner(s) of record of the property affected, at any time prior to the sale of any lot therein, by a written instrument, duly executed, acknowledged and approved, to which a copy of such plat shall be attached, declaring the same to be vacated.
- B. Such written instrument for vacation of a plat shall be reviewed by the Planning Commission and referred for action by the Village Board in the same manner as subdivision plat approvals. The Village Board may reject any such plat vacation instrument which abridges or destroys any public rights-of-way in any of its public uses, improvements, streets or alleys.
- C. Such written instrument, when executed, acknowledged and approved, shall be recorded in like manner as plats of subdivisions and being duly recorded shall operate to destroy the force and effect of the recording of the plat so vacated, and to divest all public right in the streets, alleys, and public grounds laid out or described in such plat being vacated.
- D. In cases where any lots have been sold, the plat may be vacated, as herein provided, only by all owners of the lots in such plat joining in the execution of the written instrument and only if such vacation will not result in a defacto subdivision of land where a re-plat of the land is needed and required by this Ordinance.

## SECTION 205 SAVING PROVISION

These regulations shall not be construed as abating any action now pending under, or by virtue of prior existing subdivision regulations, or as discontinuing, abating, modifying, or altering any penalty accruing or about to accrue, or as affecting the liability of any person, firm or corporation, or as waiving any right of the Village under any section or provision existing at effective date of these regulations, or as vacating or annulling any rights obtained by any person, firm or corporation, by lawful action of the Village, except as shall be expressly provided for in these regulations.

# ARTICLE 3            RULES AND DEFINITIONS

## SECTION 301            INTERPRETATION

For the purposes of this Ordinance, certain terms or words used herein shall be interpreted according to the rules and definitions set forth in this Article, except when the context clearly indicates otherwise.

## SECTION 302            RULES

- A. The word person includes firm, association, corporation, organization, partnership, trust, company, as well as the individual.
- B. The present tense includes the future tense; the singular number includes the plural, and the plural number includes the singular.
- C. The words "shall" and "will" are mandatory while the word "may" is permissive.
- D. The words "used" or "occupied" include the words intended, designed, or arranged to be used or occupied.
- E. The word "lot" includes the words plot or parcel.

## SECTION 303            DEFINITIONS

- 303.01 **Alley:** a public way which affords only a secondary means of vehicular access to the back or side of property otherwise abutting a street.
- 303.02 **Block:** an area of land bounded by streets, railroad rights-of-way, waterways, parks, undeveloped land, or a combination thereof.
- 303.03 **Bond:** any form of security, including cash deposit, security bond, collateral, property, or instrument of credit in an amount and form satisfactory to the Village Board which meets the intent of such security required by this Ordinance.
- 303.04 **Building Setback Line:** lines with a lot which run parallel to the front, side and rear lot lines and set back from said lot lines a distance as prescribed by the applicable zoning regulations, thus delineating the buildable lot area.
- 303.05 **Commission:** the Bellwood, Nebraska Planning Commission.
- 303.06 **Common Open Space:** an area of land or water or combination thereof, planned for passive or active recreation use, which does not include areas for streets, alleys, driveways or private roads, off-street parking or loading areas, or required front yards. Such area may include recreational facilities such as swimming pools, tennis courts and other such outdoor recreational facilities.
- 303.07 **Common Sewer System:** a sanitary sewerage system in public ownership which provides for the collection and treatment of domestic and other effluent in one or more centralized treatment plants which meet the minimum requirements of the Nebraska Department of Environmental Quality.
- 303.08 **Common Water System:** a publicly owned water system which provides for the supply, storage and distribution of potable water on an uninterrupted basis
- 303.09 **Comprehensive Plan:** the Comprehensive Plan of the Village of Bellwood, Nebraska, adopted by the Village Board as a guide for the development and improvement of the Village .

- 303.10 **Covenant:** a binding agreement made between a subdivider of land and the purchaser(s) of such subdivided land to do or keep from doing specified things.
- 303.11 **Cul-de-sac:** a vehicular turnaround area which is located at the closed end of dead-end street or alley.
- 303.12 **Culvert:** a transverse drain that channels water under a street, driveway or other improvement.
- 303.13 **Density:** the number of lots per gross acre of land area in a subdivision computed by dividing the gross acreage of the subdivision into the total number of lots in the subdivision.
- 303.14 **Easement:** a grant by the property owner for the use of a strip of land for a specific purpose by a specific person, a public utility or the general public.
- 303.15 **Engineer:** any person registered to practice professional engineering by the State of Nebraska.
- 303.16 **Final Plat:** a map, prepared in accordance with the provisions of this Ordinance, indicating the subdivision of land which is intended to be recorded for public record in the Register of Deeds of Butler County, Nebraska.
- 303.17 **Flood Plain:** those lands within the jurisdiction of this Ordinance which are subject to a One percent (1%) or greater chance of flooding in any given year, as determined on an Official Flood Hazard Boundary Map or Flood Insurance Rate Map issued by the Federal Insurance Administration, U.S. Department of Housing and Urban Development and any revisions thereto, or as determined by the Upper Big Blue Natural Resources District, whichever is determined by the Commission to be a more accurate determination of such flood plain.
- 303.18 **Frontage:** the length of the property abutting one side of a street, measured along the dividing line between the street and the property.
- 303.19 **Full Control of Access:** the condition where vehicular access to an arterial street or roadway, including its location, is fully controlled in connection with streets to give preference to through traffic by providing access connections to such arterial street or roadway only from selected streets and by prohibiting crossing at grade and direct driveway connections to such arterial street or roadway.
- 303.20 **Governing Body:** the Village Board of Trustees of the Village of Bellwood, Nebraska.
- 303.21 **Improvements:** street pavement or resurfacing, curbs, gutters, sidewalks, water lines, sewer lines, storm drains, street lights, flood control and drainage structures, utility lines, landscaping, grading and other facilities and changes normally associated with the development of land for building sites.
- 303.22 **Land Area:** the entire area within a subdivision, including lots, open space, and streets and alleys. Where streets and alleys occur on the perimeter of a subdivision the land area shall include the land area to the centerline of such perimeter streets or alleys.
- 303.23 **Lot:** a parcel of land identified and intended as a unit of transfer of ownership or development.
- 303.24 **Lot Area:** the horizontal area of a lot computed exclusive of any portion of a street or alley.
- 303.25 **Lot Depth:** the distance between the front lot line and the rear lot line. For irregular shaped lots, the depth shall be the distance from the front lot line and the rear lot line between the midpoints of straight lines connecting the front-most and rear-most points of the side lot lines.

- 303.26 Lot of Record:** a tract or land described as in integral portion of a subdivision plat or a parcel of land described by metes and bounds which has been properly and legally recorded in the Office of the Register of Deeds of Butler County, Nebraska.
- 303.27 Major Street Plan:** a written component of the duly adopted Comprehensive Plan which indicates and delineates the classification of existing and proposed streets or roads within the jurisdiction of this Ordinance.
- 303.28 Marginal Access Street:** a minor street which run parallel and adjacent to an arterial street and which serves to limit and control the number of vehicular access points to such arterial street. A marginal access street is commonly referred to as a frontage road.
- 303.29 Monuments:** permanent concrete or iron markers used to establish definitely all corners and lines of the plat of a subdivision on the ground, including all lot corners, boundary lines, corners, and points of change in street alignment.
- 303.30 Off-site:** any premises not located within the property being subdivided, whether or not such premises is in the same ownership and control as the subdivision.
- 303.31 Out Lot:** a parcel of land shown on a subdivision plat outside of the boundaries of the land which is being subdivided and which is to be excluded from the subdivision.
- 303.32 Owner:** Any person, group of persons, firm or firms, corporation or corporations or any legal entity having legal title to or sufficient proprietary interest in the land proposed to be subdivided.
- 303.28 Partial Control of Access:** The condition where vehicular access including its location is partially controlled in connection with arterial streets or roadways to give preference to through traffic on such arterial streets or roadways to a degree that in addition to selected streets, there may be permitted some crossings of such arterial streets or roadways at grade and some direct driveway connections, with the design and location approved by public authority, including the Village Board.
- 303.29 Pedestrian Way:** A right-of-way dedicated to public use, which cuts across a block to facilitate pedestrian access to adjacent streets or properties.
- 303.30 Preliminary Plat:** a map, prepared in accordance with the requirements of this Ordinance, indicating a tentative subdivision of land, intended for guidance in the preparation of a final plat.
- 303.31 Private Street:** an approved privately-owned open and unoccupied space, other than a public street or alley, reserved as the principal means of vehicular access to abutting property.
- 303.32 Public Improvements:** any drainage ditch, roadway, parkway, sidewalk, pedestrian way, landscaping, parking area, lot improvement, utility line, or other facility for which the local government may ultimately assume the responsibility for maintenance and/or operation, or which may affect an improvement for which local government responsibility is established.
- 303.33 Public Way:** an alley, avenue, boulevard, bridge, channel, ditch, easement, expressway, freeway, highway, land, parkway, right-of-way, road sidewalk, street, tunnel, viaduct, overpass or other ways in which the general public or a public entity has a right or which is dedicated for public use, whether improved on not.
- 303.34 Re-subdivision:** a change in the plat of an approved or recorded subdivision if such change affects any street layout, area reserved for public use, easement, or any lot line or if it affects any plat legally recorded prior to the effective date of this Ordinance.

- 303.35 **Right-of-Way:** a strip of land used or intended to be used for pedestrian, vehicular, and utility line circulation and access for the general public. Said strip of land is that total area between the boundary lines of the street, alley or easement which is not reserved for the exclusive right of any individual property owner.
- 303.36 **Sale or Lease:** any immediate or future transfer of ownership or any possessory interest in land, including contract for sale, lease, devise, intestate succession, or transfer of any interest in a subdivision or part thereof, whether by metes and bounds description, deed, contract, plat, map, lease device, intestate succession or other written means.
- 303.37 **Screen Planting / Buffer Strip:** an area of land devoted to fences, walls, hedges, shrubs, trees, grass and other landscape materials for the purpose of obstructing view, absorbing sound and providing desirable delineation of property.
- 303.38 **Street:** a right-of-way, dedicated to public use, or a private roadway, which provides the principal means of vehicular access to abutting property. Streets shall be classified in accordance with the Village 's Major Street Plan and shall include:
- A. **Local (Minor) Street / Road:** a street or road which is used primarily for access to properties abutting on such street and which carries relatively small volumes of vehicular traffic.
  - B. **Collector Street / Road:** a street or road designed to accept vehicular traffic from local streets / roads and link such traffic to employment centers, public facilities and other points of attraction and to link such traffic with arterial streets or roads. Collector streets or roads may also provide access to properties abutting such streets or roads and carry higher volumes of traffic than do local streets or roads.
  - C. **Arterial Street / Road:** a street or road designed to accept traffic from local and arterial streets and transport such traffic at higher volumes and higher speeds into, through or out of a community or county.
- 303.39 **Subdivider:** The owner or owners of land, legal and equitable, who causes land to be divided into a subdivision.
- 303.40 **Subdivision:** the division of a lot, tract or parcel of land into Two (2) or more lots, sites or other division of land for the purpose, whether immediate or future, of transfer of ownership or building development, including the re-subdivision of land or lots and the lease of any land for building development, except that the division of land in which the smallest parcel created is more than Ten (10) acres, such division shall not be considered a subdivision and the provisions of this Ordinance shall not apply to the subdivision of burial lots in cemeteries. For purposes of this definition and to classify the types of subdivisions with regard to the review and approval processes established in this Ordinance, the following sub-definitions shall apply:
- Major Subdivision:** any subdivision not classified herein as a minor or administrative subdivision.
- Minor Subdivision:** any subdivision of land containing not more than three (3) lots fronting on an existing improved street, not involving any new street, street extension, or extension of public utilities, or any other public improvements, and not adversely affecting the remainder of the parcel or adjoining properties and not in conflict with any provision of the Major Street Plan, the Comprehensive Plan, the Zoning Ordinance or these regulations..
- 303.41 **Surveyor:** any person registered to practice land surveying in the State of Nebraska.



## **ARTICLE 4 AUTHORITIES AND DUTIES**

### **SECTION 401 AUTHORITIES AND DUTIES OF THE PLANNING COMMISSION:**

- A. Review and recommend approval, denial or conditional approval of preliminary and final plats and transmit preliminary and final plats together with appropriate recommendations to the Governing Body for action.
- B. Make other determinations and decisions as may be required of the Planning Commission from time to time by this Ordinance, and by the applicable sections of the Nebraska Statutes related to subdivision of land.
- C. Make recommendations to the Village Board regarding exceptions to the terms of this Ordinance relative to approval of particular subdivisions.

### **SECTION 402 AUTHORITIES AND DUTIES OF THE SECRETARY OF THE PLANNING COMMISSION**

The Secretary of the Planning Commission shall have the following duties with regard to this Ordinance, provided that all or part of the duties herein listed may be assigned and performed by other Village Officials including the Zoning Administrator or the Village Clerk:

- A. Maintain permanent and current records with respect to these regulations including amendments thereto. Keep minutes and agendas of all meetings and hearings.
- B. File copies of all subdivision applications together with applicable filing fees, with the Village Clerk.
- C. Transmit final plats and related subdivision improvements plans and specifications together with Planning Commission recommendations to the Governing Body for its action.
- D. Send notice of intent to subdivide to owners of record of land within 200 feet of property being considered for subdivision or re-subdivision.

### **SECTION 403 AUTHORITIES AND DUTIES OF THE GOVERNING BODY**

- A. Consider Planning Commission recommendations on final plats and approve, approve conditionally, or disapprove preliminary and final plats and subdivision improvements plans and specifications.
- B. Consider and provide for financial guarantees regarding installation of approved subdivision improvements.
- C. Cause inspections of all subdivision improvements to be made to assure compliance of such improvements with the approved plans and specifications.
- D. Take other actions as required from time to time including the consideration of amendments to this Ordinance.

# ARTICLE 5 PROCEDURES

Any person desiring to subdivide land within the jurisdiction of this Ordinance shall comply with the procedures set forth herein and in the sequence specified.

## SECTION 501 PRELIMINARY CONSULTATION

Prior to the filing of an application for approval of a preliminary plat or other subdivision, the subdivider shall consult with the Zoning Administrator and/or the Planning Commission and shall present an indication of the proposed subdivision in the form of an approximate sketch showing all contiguous land holdings of the subdivider, together with information regarding physical conditions on the property involved, the type of development proposed, proposed improvements, including layout of streets and lots, methods of providing for water supply, sewage disposal and other public utilities and surface drainage, and any legal encumbrances. The purpose of this preliminary consultation is to afford the subdivider an occasion to avail himself / herself of the advice and assistance of the Administrator and/or Commission before the preparation of a preliminary or final plat of a subdivision in order to conserve time and expense for the subdivider.

The Administrator shall advise the subdivider regarding the type of subdivision procedure applicable to such proposed subdivision and indicate the type of plat (preliminary, final, or minor), that is required along with the provisions of applicable laws and regulations, including the provisions of the zoning regulations and this Ordinance, the desirability and acceptability of the proposed subdivision design and improvements and the degree of conformity or non-conformity of the proposed subdivision with the Comprehensive Plan.

The Administrator shall also indicate to the subdivider that the Village Engineer shall be responsible for the preliminary engineering related to any preliminary plat that may be prepared by the subdivider and that the fees charged by the Village Engineer shall be paid by the Village, provided that such fees shall be assessed against the property in the proposed first phase of the subdivision, when developed, and that such fees shall be assessed against all property contained in the preliminary plat or shall be billed to the subdivider in the event the subdivider does not proceed with development of the subdivision. If such assessment or billing is not paid by the subdivider in accordance with the terms established by the Village Board, any amount due shall become a lien against the property included in the preliminary plat. If the subdivider chooses to utilize an engineer other than the Village Engineer, the subdivider shall be responsible for all engineering fees related to the preparation of the preliminary plat and supporting information as required to be provided as set forth in Section 402.04 of this Ordinance.

The pre-application process shall not require formal application or any payment of fees, but if the subdivider wishes to proceed with preparation of a preliminary plat, such subdivider shall sign a written agreement with the Village Board in which the subdivider agrees to one of the following methods of paying for such engineering fees charged by the Village Engineer for the preliminary engineering on a preliminary plat:

1. Such fees shall be assessed against the property contained in the first phase of such plat that is developed. This agreement shall also assure that the subdivider shall pay the engineering fees should the subdivider decide not to proceed with the development of said subdivision.
2. Such fees shall be paid by the subdivider immediately upon completion of the preliminary engineering by the Village Engineer.

## SECTION 502 PRELIMINARY PLAT APPLICATION

### 502.01 SUBMISSION

The subdivider shall take into consideration the advice offered by the Zoning Administrator and the Village Engineer in preparing and submitting an application for preliminary plat approval. The subdivider shall submit to the Zoning Administrator, ten (10) copies of the preliminary plat and four (4) copies of the supplemental material specified in Section 502.04 herein, together with one (1) written application on a form specified by the Village. The

land area to be included in any preliminary plat shall include all contiguous land holdings of the subdivider (owner), even if the subdivider plans to only subdivide a portion of the contiguous land holdings. The subdivider shall submit a complete application at least fifteen (15) days prior to the date of the next regularly scheduled meeting of the Planning Commission at which the subdivision request is to be heard.

**502.02 CHECKING OF APPLICATION**

Upon submission of a subdivision application, the Zoning Administrator shall check it for completeness. If complete the application shall be docketed for public hearing at the next Planning Commission meetings. If the application is incomplete, the Administrator shall not docket the application for hearing and shall notify the subdivider that the application is incomplete and specify what additional data is needed. The Zoning Administrator shall notify the subdivider of any incompleteness within five (5) days of the date of filing of the application. If the application has not been filed in time to cause public notice of the proposed subdivision to be published at least ten (10) days prior to the next Planning Commission meeting, such application shall be docketed for hearing at the following meeting of the Commission.

**502.03 FEES**

A preliminary plat review fee shall be paid by the subdivider and shall accompany the application submitted. The amount of such fee shall be in accordance with the schedule of fees adopted by the Village Board, as may be amended from time to time.

**502.04 SCALE AND PRELIMINARY PLAT CONTENTS**

Preliminary plats shall be drawn at a scale of one (1) inch to fifty (50) feet or one (1) inch to one hundred (100) feet on a maximum sheet size of twenty-four (24) inches by thirty-six (36) inches, and shall include the following information:

- A. The name of the proposed subdivision, the acreage of the land in the proposed subdivision and the location of the subdivision by specific legal description;
- B. The name(s) of the owner(s) of the land within the subdivision and the name of the land planner, surveyor or engineer, if other than the Village Engineer, who prepared the preliminary plat;
- C. Date, north point and graphic scale of the plat map;
- D. The names of adjoining property owners or subdivisions;
- E. The location and dimensions in feet of the property lines and the locations and dimensions in feet of lot lines, and building setback lines, if such building setback lines are to be in excess of those required by the applicable zoning regulations;
- F. The location(s) of any existing building(s) or structure(s) to be retained;
- G. The names and dimensions of all existing streets and the proposed names and dimensions of all proposed street rights-of-way with approximate grades and curve radii and pavement widths;
- H. The location of existing and proposed water and sewer lines;
- I. For all of that portion of the contiguous land holdings that the subdivider proposes to subdivide for sale or development, existing and proposed topographic contours at two (2) foot intervals if the average slope is less than five (5) percent and at five (5) foot intervals if the average slope is five (5) percent or more and an indication of any areas within the proposed subdivision which are subject to flooding. Topographic information

for the portion of the contiguous land holdings which the subdivider is proposes not to the subdivided for sale or development shall be provided and shall be in the form of a readable copy of a United States Geological Survey topography map or other similar information.

- J. The location of existing trees which trunks twelve (12) inches in diameter or greater, measured two (2) feet above the ground. Clumps of trees may be identified as a group of trees without precisely locating each tree;
- K. A clear indication of the proposed course of surface water drainage from the point(s) where the water enters and leaves the subdivision together with the courses of all surface drainage within the subdivision and outside of the subdivision to the point where such water enters a water course or existing recognized storm drain and the locations of proposed storm sewers, culverts and related drainage facilities:
- L. A summary of an analysis of the amount of surface water which will flow into the proposed subdivision and out of the subdivision and the capacity or lack of capacity of existing drainage facilities downstream of the subdivision to the point where such water will enter a water course to allow the Commission to evaluate the impacts of such subdivision on downstream surface drainage storm sewers, culverts, swales and related drainage facilities. (Refer to drainage requirements of Section 710 of this Ordinance.)
- M. The location and size of proposed easements, dedications and reservations of land, including any proposed park or common open space sites reserved for common or public use;
- N. An indication of the proposed phasing of the subdivision development.
- O. An indication of how the proposed subdivision improvements are to be financed. Such improvements shall be financed by the subdivider unless the Village Board shall agree to finance a portion of the improvements and assess all or a portion of the cost of such improvements and the engineering thereof against the property contained in the subdivision.

#### **502.05 NOTIFICATION OF SCHOOL BOARD**

At least ten (10) calendar days prior to the Planning Commission meeting at which the preliminary plat is to be considered, the Zoning Administrator shall submit a copy of the proposed preliminary plat to each school district which the proposed subdivision may affect, and shall notify the School Board(s) of the Planning Commission meeting, date, time and location.

#### **502.06 NOTIFICATION OF AND REVIEW BY OTHERS**

At least seven (7) working days prior to the Planning Commission meeting at which the preliminary plat is to be considered, the Zoning Administrator shall submit one (1) copy of the proposed preliminary plat to the Village Board, the Village Engineer (if the Village Engineer was not involved in the engineering of the preliminary plat), the Village Utilities Superintendent, the fire department, the electric, natural gas, and telephone companies which will serve the proposed subdivision and any cable television company serving the area together with a communication requesting review and comment by these entities with regard to proper design of the subdivision, easement locations and ability to serve the proposed subdivision. All comments received shall be summarized in writing by the Zoning Administrator or such other Village official as determined by the Village Board and submitted to the Planning Commission at the meeting at which the proposed preliminary plat is to be considered.

**502.07 NOTICE OF PUBLIC HEARING**

The Zoning Administrator or other Village official designated by the Village Board shall cause a notice of public hearing regarding the preliminary plat to be published at least ten (10) days prior to such public hearing. Such notice shall be published in the designated newspaper in general circulation in the Village and shall contain the legal description of the proposed subdivision together with the name of the subdivider and the date, time and location of the public hearing of the Planning Commission. The Zoning Administrator shall also cause copies of such public notice to be mailed to all record owners of property that abuts the proposed subdivision at least ten (10) days prior to such public hearing.

**502.08 PLANNING COMMISSION ACTION ON A PRELIMINARY PLAT APPLICATION**

Following the public hearing and during consideration of the preliminary plat. The Planning Commission shall determine if the preliminary plat is consistent with the Comprehensive Plan, the Major Street Plan, the requirements of the applicable zoning regulations and is consistent with the requirements of this Ordinance. In its deliberations, the Commission shall consider all comments and recommendations of the Zoning Administrator, the Village Engineer, the Village Utilities Superintendent, the Fire Department, the School Board and the public utilities involved. The Planning Commission shall, within Forty Five (45) days, recommend approval, conditional approval or denial of the preliminary plat.

The Commission shall also consider what phasing in final platting and development is proposed to determine if such phasing is reasonably consistent with market demand and the ability for the subdivider to market all lots created in each phase within Five (5) years from the date of final plat approval. The Commission shall provide recommendations regarding appropriate phasing of the subdivision development to the Village Board for its consideration.

The Commission may, as a condition of recommendation of approval, attach any reasonable condition to bring the subdivision or plat into conformance with the requirements of this Ordinance and the Comprehensive Plan of the Village. If a recommendation of denial is forwarded to the Village Board, the Commission shall state the specific reason(s) for such recommendation. The Commission shall cause the subdivider to be notified in writing of its action within thirty (30) days of such public hearing and such notification shall state any conditions of approval or any reasons for rejection as specified in Section 402.09 below.

**502.09 RECORDING OF ACTION BY THE COMMISSION**

The action of the Commission shall be recorded and attached to three (3) copies of the preliminary plat together with a listing of any recommended conditions of approval or reason(s) for rejection. One (1) copy shall be provided to the subdivider, one (1) copy shall be forwarded to the Village Board and one (1) copy shall be retained by the Commission.

**502.10 VILLAGE BOARD ACTION ON PRELIMINARY PLAT APPLICATION**

Following a public hearing, advertised in the same manner as set forth in Section 502.07 of this Ordinance, and consideration of the recommendations of the Planning Commission, the Village Board shall approve, approve conditionally, or deny a preliminary plat. The Village Board shall impose any conditions or requirements to assure that the preliminary plat is in conformance with the requirements of this Ordinance, the Major Street Plan and the Comprehensive Plan and may impose any other condition to assure that the development of the subdivision will not result in any harm to adjoining property or the Village in general.

The Village Board shall also indicate to the subdivider which portions of the subdivision improvements will be engineered and provided by the Village and which, if any, costs for such improvements shall be paid by the Village and/or be assessed against the property in the subdivision. The subdivider shall be instructed by the Village Board to sign an agreement with the Village in which the agreed upon financing is set forth in writing prior to the initiation of a final plat for all or part of the property contained in the preliminary plat.

Said agreement shall indicate to the subdivider that the Village Engineer shall be responsible for the engineering plans and specifications related to any final plat that may be prepared by the subdivider and that the fees charged by the Village Engineer shall be paid by the Village, provided that such fees shall be assessed against the property in the proposed first phase of the subdivision, when developed, or shall be billed to the subdivider in the event the subdivider does not proceed with development of the subdivision. If such assessment or billing is not paid by the subdivider in accordance with the terms established by the Village Board, any amount due shall become a lien against the property included in the preliminary plat. If the subdivider chooses to utilize an engineer other than the Village Engineer, the subdivider shall be responsible for all engineering fees related to the preparation of the final plat engineering and specifications as required by this Ordinance.

**502.11 PRELIMINARY PLAT APPROVAL IS CONDITIONAL**

Village Board approval of a preliminary plat shall not constitute approval of a final plat for all or any part of the subdivision contained in the preliminary plat. Rather, such approval shall be deemed an expression of approval to the layout and preliminary design of the subdivision to be used as a guide in the preparation of any final plat or all or part of the subdivision contained in the preliminary plat which shall be subject to further consideration by the Commission and consideration and approval by the Village Board.

**502.12 EXPIRATION OF AN APPROVED PRELIMINARY PLAT**

Unless a final plat for all or part of the subdivision proposed in an approved preliminary plat has been submitted for consideration by the Planning Commission and Village Board, the approval of the preliminary plat shall expire two (2) years from the date of the original preliminary plat approval by the Village Board unless the subdivider formally requests an extension of such expiration and can show good cause why the Village Board should grant an extension. Upon such a request and upon showing of good cause, the Village Board may grant an extension for any length of time it determines to be appropriate for the proper planning and development of the Village .

**SECTION 503 FINAL PLAT APPLICATION**

**503.01 SUBMISSION REQUIREMENTS**

All final plat applications for review and approval shall conform to the approved preliminary plat and any conditions of approval of such preliminary plat, as well as all applicable standards set forth in this Ordinance and other applicable laws and regulations. If desired by the subdivider, a final plat may constitute only a portion of the land area contained in the approved preliminary plat to facilitate phasing of the subdivision development. Such phasing shall be in a manner as agreed by the Village Board in the approval of the applicable preliminary plat.

The subdivider shall submit to the Zoning Administrator, Ten (10) copies of the proposed final plat and Four (4) copies of the supplemental material and subdivision improvement plans and specifications specified in Sections 503.04 and 503.05 herein, together with one (1) written application on a form specified by the Village . If the Village Engineer is providing the subdivision improvement plans and specifications, the subdivider shall be required to submit only such supplemental material listed in Section 503.04 herein which is not provided by the Village Engineer. The subdivider shall submit a complete application at least fifteen (15) days prior to the date of the next regularly scheduled meeting of the Planning Commission at which the subdivision request is to be heard.

**503.02 CHECKING OF APPLICATION**

Upon submission of a subdivision application, the Zoning Administrator shall check it for completeness. If complete the application shall be docketed for public hearing at the next

Planning Commission meetings. If the application is incomplete, the Administrator shall not docket the application for hearing and shall notify the subdivider that the application is incomplete and specify what additional data is needed. The Zoning Administrator shall notify the subdivider of any incompleteness within five (5) days of the date of filing of the application. If the application has not been filed in time to cause public notice of the proposed subdivision to be published at least ten (10) days prior to the next Planning Commission meeting, such application shall be docketed for hearing at the following meeting of the Commission.

**503.03 FEES**

A final plat review fee shall be paid by the subdivider and shall accompany the application submitted. The amount of such fee shall be in accordance with the schedule of fees adopted by the Village Board, as may be amended from time to time.

**503.04 SCALE AND FINAL PLAT CONTENTS**

Final plats shall be drawn in ink on tracing cloth or dimensionally stable and reproducible plastic film at a scale of one (1) inch to fifty (50) feet or one (1) inch to one hundred (100) feet on a maximum sheet size of Eighteen (18) inches by Twenty Four (24) inches, and shall include the following information:

- A. The name of the proposed subdivision, the acreage of the land in the final plat and the location of the land within the subdivision final plat by specific legal description indicating boundary lines with accurate lengths, angles and bearings based upon an accurate traverse. Said boundary lines shall be determined by a balanced and closed survey conducted in the field. (See Section 602).
- B. The name(s) of the owner(s) of the land within the subdivision (See Owner's Certification, Item N below).
- C. Date, north point and graphic scale of the plat map;
- D. The name of the surveyor and/or engineer who prepared the final plat (See Surveyor's Certificate, Item M below).
- E. The name, location and dimensions in feet and hundredths of feet with bearings or deflection angles, radii, arcs and central angles of all curves of the rights-of-way of all streets, alleys and other rights-of-way, all lot lines and other sites, and building setback lines, if such building setback lines are to be in excess of those required by the applicable zoning regulations;
- F. The radii, central angles, tangents, lengths of arcs, curvature angles at street intersections and a complete traverse of each street within and on the perimeter of the plat.
- G. The location, dimensions in feet and hundredths of feet of all easements, together with an indication of the purpose or purposes of each easement.
- H. All lake, pond, stream or river shore meander lines established by the surveyor indicating the high and low water marks. If any area within the plat is subject to flooding, the minimum floor elevation for each lot which is subject to flooding shall be indicated.
- I. All lot and block numbers.

- J. Accurate location, size, type and material of all monuments, an indication of whether such monuments were found or set and the elevation of at least one (1) such monument.
- K. Accurate locations of any area to be dedicated or reserved for public use or acquisition with the purpose(s) indicated thereon. Any area to be reserved by covenant or deed restriction for the common use by the owners in the subdivision shall also be located and noted.
- L. Restrictive covenants or deed restrictions applicable to the land contained in the plat, either placed directly on the plat or attached thereto. Such covenants or restrictions shall clearly indicate the disposition of all land within the plat with respect to liability, maintenance and other responsibility, and shall provide for the following items:
  - 1. Provisions for the prohibiting maintaining of nuisances.
  - 2. Provisions with reference to utility and drainage easements including the specific provision that any tree, shrub, fence or other structure or installation placed or allowed to grow in any easement shall be subject to the paramount right of the utility or Village to install, repair, replace and maintain its installations and the utility and Village shall not be liable for replacement or reinstallation of such trees, shrubs, fences or other installation placed or allowed to grow in such easement.
  - 3. Provisions for maintaining proper site distances at street and alley intersections, as required by the Zoning Ordinance and this Ordinance.
  - 4. Such other provisions as may be consistent with the use and protection of the subdivision, including provisions for the amendment and enforcement of the covenants or restrictions by any aggrieved property owner in the subdivision.
- M. Certification and signature of the surveyor certifying to the effect that the final plat accurately represents a survey made by him/her or under his/her direct supervision, that any changes from the description appearing in the last record transfer of the land contained in the final plat are so indicated, that all monuments shown on the plat actually exist on the ground or will be installed and their position and description is correctly shown and that all dimensional and geodetic data are correct. The following surveyor's certificate shall be used on all final plats:

SURVEYOR'S CERTIFICATION

I \_\_\_\_ (name) \_\_\_\_ hereby certify that I am a professional land surveyor, registered in compliance with the laws of the State of Nebraska, that this plat correctly represents a survey conducted by me or under my direct supervision on \_\_\_\_ (date) \_\_\_\_, that any changes from the description appearing in the last record transfer of the land contained in this plat are so indicated, that all monuments shown hereon actually exist as described on the ground or will be installed and their position is correctly shown, and that all dimensional and geodetic data are correct.

\_\_\_\_\_ (Signature) \_\_\_\_\_

\_\_\_\_\_ (Date) \_\_\_\_\_

- N. Certification signed and notarized by all parties holding title or having a title interest in the land contained in the final plat and consenting to the preparation and recording of the plat as submitted and consenting to all dedications noted thereon. The certification shall also indicate that the title to all land contained in the plat is free and unencumbered. The following owner's certification shall be used on all final plats:



OWNER'S CERTIFICATION

I / We the undersigned, \_\_\_\_\_ (names) \_\_\_\_\_ owner(s) of the real estate shown and described herein, do hereby certify that I / we have laid off, platted and subdivided, and do hereby lay off, plat and subdivide, said real estate in accordance with the plat.

This subdivision shall be known and designated as \_\_\_\_\_ (name) \_\_\_\_\_, an addition to the Village of Bellwood, Nebraska. *(delete this last sentence if the subdivision is located outside of the corporate limits and will not be annexed to the Village .)*

All streets and alleys shown and not heretofore dedicated are hereby dedicated to the public unless specifically noted hereon. Any other public lands shown hereon and not heretofore dedicated are hereby reserved for public use.

Clear title to the land contained in this plat is guaranteed. Any encumbrances or special assessments are explained as follows: \_\_\_\_\_

There are strips of land shown on this plat and marked easement, reserved for the use of public utilities or other entity so indicated and such easements are subject to the paramount right of the utility or other entity so indicated to install, repair, replace and maintain its installations.

*(Additional covenants or restrictions and enforcement provisions thereof may be inserted here or attached to the plat.)*

Witness our hands on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

STATE OF NEBRASKA

COUNTY OF BUTLER

Before me, the undersigned Notary Public, in and for the County and State, personally appeared and each separately and severally acknowledged the execution of the foregoing instrument as his or her voluntary act and deed for the purposes therein expressed. Witness my hand and Notarial Seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Notarial  
Seal

O. Each final plat shall also contain the following approval certifications:

PLANNING COMMISSION CERTIFICATION

The foregoing plat was reviewed at public hearing by the Planning Commission of Bellwood, Nebraska on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. This plat is void unless recorded before the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Planning Commission Chairperson

ACCEPTANCE CERTIFICATE

The foregoing plat and dedications are approved and accepted by the Village Board of the Village of Bellwood, Nebraska on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Attest: Village Clerk

- P. Customary recording notations for transfer and recording, indicating the date and time of recording, the plat book location thereof, the instrument number and the date and time duly entered for taxation including the following certification:

REGISTRAR OF DEEDS CERTIFICATION

This instrument was filed for record on \_\_\_\_\_, \_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_ M. and duly recorded and entered for taxation in Vol. \_\_\_\_ of Book \_\_\_\_, Page \_\_\_\_ . A recording fee of \$ \_\_\_\_\_ was paid. Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_

\_\_\_\_\_  
Butler County Registrar of Deeds

**503.05 SUPPLEMENTAL DATA REQUIRED FOR FINAL PLATS**

- 1. **Construction Plans and Specifications:** The Village Engineer, or in the event the subdivider utilizes a different engineer, the subdivider's engineer shall submit construction plans and specifications in accordance with the following requirements for all improvements and installations required by this Ordinance. The construction plans and specifications shall consist of all cross-sections, profiles and all other engineering data necessary for the proper design and construction of all improvements and installations required by this Ordinance including, but not limited to, the following:
  - A. Streets;
  - B. Storm Sewers and Other Elements of the Drainage System;
  - C. Sanitary Sewer System;
  - D. Water System;
  - E. Monuments and Markers;
  - F. Sidewalks and Pedestrian Ways;
  - G. Any Construction Elements Peculiar to the Subdivision.

**503.06 NOTICE OF PUBLIC HEARING:**

The Zoning Administrator shall cause a notice of public hearing regarding the final plat to be published at least ten (10) days prior to such hearing. Such notice shall be published in a newspaper in general circulation in the Village of Bellwood and shall contain the legal description of the

proposed subdivision together with the date, time and place of the public hearing by the Planning Commission.

**503.07 PLANNING COMMISSION ACTION ON THE FINAL PLAT APPLICATION**

Following the public hearing and during consideration of the final plat. The Planning Commission shall determine if the final plat and subdivision improvement plans and specifications are consistent with the approved preliminary plat, the Comprehensive Plan, the Major Street Plan, the requirements of the applicable zoning regulations and is consistent with the requirements of this Ordinance and any conditions established by the Village Board in its approval of the preliminary plat. In its deliberations, the Commission shall consider all comments and recommendations of the Zoning Administrator, the Village Engineer, the Village Utilities Superintendent, the Fire Department, the School Board and the public utilities involved. The Planning Commission shall, within Forty Five (45) days, recommend approval, conditional approval or denial of the final plat.

The Commission shall also consider if any phasing in final platting and development is consistent with the phasing approved by the Village Board. The Commission shall provide recommendations regarding any inconsistencies in phasing of the subdivision development to the Village Board for its consideration.

The Commission may, as a condition of recommendation of approval, attach any reasonable condition to bring the subdivision or plat into conformance with the requirements of this Ordinance and the Comprehensive Plan of the Village. If a recommendation of denial is forwarded to the Village Board, the Commission shall state the specific reason(s) for such recommendation. The Commission shall cause the subdivider to be notified in writing of its action within thirty (30) days of such public hearing and such notification shall state any conditions of approval or any reasons for rejection as specified in Section 402.09 below.

**503.08 RECORDING OF ACTION BY THE PLANNING COMMISSION**

The action of the Commission shall be noted in the minutes of the Commission together with any recommended conditions of approval or reasons for rejection. If no changes are required on the final plat the Chairman of the Commission shall date and sign the plat. If changes are recommended on the final plat, the Chairman shall not sign such final plat until such changes have been completed.

**503.09 ACCEPTANCE BY THE VILLAGE BOARD**

Upon signing the final plat, the Chairman of the Planning Commission shall forward such approval recommendation regarding such final plat and related construction plans and specifications, if applicable, to the Village Board. The Village Board shall approve or reject such plat and plans and specifications and accept or reject any dedications indicated thereon. If rejected, the Village Board shall state the specific reason(s) for the rejection. The Village Board shall notify the subdivider of the action of the Village Board within thirty (30) days of its meeting and shall state all reasons for rejection.

**503.10 RECORDING OF FINAL PLATS**

After final approval of the plat for the record by the Village Board, the subdivider shall make any necessary revisions in the final plat and any necessary revisions in the subdivision improvement plans and specifications and file with the Zoning Administrator the original and three (3) copies of the final plat and three (3) copies of any revised construction plans and specifications, if applicable. Until such copies have been filed no building permit or other permit shall be issued for any lot therein.

The Zoning Administrator shall retain the original of the final plat until released for recording in the Office of Butler County Registrar of Deeds. The Subdivider shall record the final plat, pay all recording fees and provide one (1) copy of such recorded final plat to the Zoning Administrator.

If the subdivision improvements are to be designed and installed by the Village and an assessment district is to be utilized to finance such improvements, such approved final plat shall be retained by

the Zoning Administrator until such time as the plans and specifications for such improvements have been prepared and approved by the Village Board and the assessment district as been created. Upon such approval and assessment district creation, the final plat shall be released to the subdivider for recordation. Construction on such improvements shall not be initiated unless and until the final plat has been recorded.

**503.11 GENERAL REQUIREMENTS**

1. The recording of any plat shall be without legal effect unless said plat bears the signature of the Chairperson of the Planning Commission and the signatures of the Chairperson of the Village Board and Village Clerk.
2. Every final plat reviewed by the Planning Commission and approved by the Village Board after the effective date of this Ordinance shall be recorded within two (2) years after the date of the Commission's meeting at which said plat was approved or such final plat shall become void and shall only be recorded after re-review by the Commission and re-approval by the Village Board.
3. Every final plat which has been reviewed by the Commission and approved by the Village Board before the effective date of this Ordinance, but which has not been recorded, shall be recorded within two (2) years after the effective date of this Ordinance or such final plat shall become void and shall only be recorded after re-review by the Commission and re-approval by the Village Board.

# ARTICLE 6 SUBDIVISION DESIGN STANDARDS

## SECTION 601 GENERAL REQUIREMENTS

Land to be subdivided shall be of such character that it can be used safely for building purposes without danger to health or peril from fire, flood, erosion or other menace. If, following investigation, conducted by all public agencies concerned, it is determined that land to be subdivided cannot be used without endangering the health, safety, welfare or would necessitate an excessive expenditure of public financial resources for streets, water and sewer facilities, storm sewers or other facility, the subdivision shall not be approved unless the subdivider formulates adequate methods for meeting such problems.

All subdivision designs shall conform to the standards of the Comprehensive Plan of current adoption and the Zoning Ordinance of the Village. And all required improvements and installations shall be constructed or installed to conform with the provisions of this Ordinance and the standard specifications of the Village.

## SECTION 602 STREETS

The arrangement, character, extent, width, grade, and location of all streets shall conform to the Major Street Plan, a component of the Comprehensive Plan and shall be considered in their relation to existing and planned streets, to topographic conditions, to public convenience and safety, and in their appropriate relation to the proposed uses of the land to be served by such streets.

### 602.01 STREET EXTENSIONS

The street layout in the proposed subdivision shall provide for the continuation or appropriate projection of streets and alleys already existing in areas adjacent to the area being subdivided. Where, at the recommendation of the Planning Commission and agreement by the Village Board, it is desirable to provide street access to adjoining properties, proposed streets shall be extended by dedication to the boundaries of the subdivision. Where the Planning Commission and Village Board deems it necessary, such dead-end streets shall be provided with a temporary turnaround having a radius of at least twenty-five (25) feet. The street system for the proposed subdivision shall provide for extending existing streets at the same or greater width, but in no case shall a street extension be of less width than the minimum width required for the classification of such street by this Ordinance.

### 602.02 DEDICATION OF RIGHTS-OF-WAY FOR NEW STREETS

The dedication of rights-of-way for new streets, measured from lot line to lot line, shall be as shown on the Major Street Plan, a component of the Comprehensive Plan, and shall meet the right-of-way width requirements as set forth in Schedule A of this Ordinance. All streets classified as arterial streets in the Major Street Plan shall have all points of access approved by the Village Board. Dedication of one-half (1/2) rights-of-way for a proposed street along the boundaries of the land being subdivided shall be prohibited, except where essential to the reasonable development of the subdivision and where it is found to be practical and reasonable to require dedication of the other one-half (1/2) of the right-of-way when the adjoining property is subdivided.

Marginal access streets (frontage roads) shall be required by the Village Board for subdivisions fronting on a street classified in the Village's Major Street Plan as a major arterial street where existing development would not prohibit the extension of a marginal access street for at least a distance of one hundred fifty (150) feet from either side of the side lot line of the lot or lots being subdivided or if the frontage of the subdivision in question on such major arterial street is three hundred (300) feet or more. If lots back up to a major arterial street and such lots have access other than the arterial street frontage, a marginal access street may not be required. (Refer to Section 502.07).

**602.03 DEDICATION OF RIGHTS-OF-WAY FOR EXISTING STREETS**

Subdivisions platted along existing streets shall dedicate additional right-of-way if necessary to meet the minimum street right-of-way standards set forth in the Ordinance. The entire minimum right-of-way shall be dedicated where the subdivision is on both sides of an existing street. When the subdivision is located on only one side of an existing street, one half (1/2) of the required right-of-way, measured from the centerline of the existing street shall be dedicated.

In the development of residential subdivisions utilizing zero-lot line and clustered development housing styles, the Village Board may grant a right-of-way variance to reduce the right-of-way dedication to the width of the street pavement for streets classified as local streets with the provision that utility and sidewalk easements not less than ten (10) feet in width shall be provided on either side of said reduced right-of-way and that the housing be set back a minimum of twenty (20) feet from the easement line furthest from the street.

**602.04 INTERSECTIONS**

Streets shall intersect as nearly as possible at an angle of ninety (90) degrees and no intersection shall be at an angle of less than sixty (60) degrees. Street curb intersections shall be rounded by radii or at least twenty (20) feet. When the smallest angle of a street intersection is less than seventy-five (75) degrees, the Village Board may require greater curb radii. Wherever necessary to permit the construction of a curb having a desirable radius without reducing the sidewalk at such street corner to less than nominal width, the property line at such street corner shall be rounded or otherwise set back sufficiently to permit such construction.

**602.05 HORIZONTAL AND VERTICAL STREET CURVES**

A tangent at least one hundred (100) feet long shall be introduced between reversed curves on arterial and collector streets. Where there is a deflection angle of more than ten (10) degrees in the alignment of a street, a curve with a radius adequate to insure safe site distance shall be provided. The minimum radii of street curves shall be as set forth in Schedule A of this Ordinance.

All changes of grade shall be connected by vertical curves of a minimum length equivalent to eighty-five (85) times the algebraic difference in the rate of grade, expressed in feet per hundred for arterial streets, fifty-five (55) times the algebraic difference for collector streets, thirty-five (35) times the algebraic difference for local and other minor streets.

**602.06 STREET GRADES AND ELEVATIONS**

All streets shall be designed so as to provide for the discharge of surface water from the pavement and from the right-of-way by grading and drainage. For adequate drainage, the minimum street grade shall not be less than three tenths (0.3) of one (1) percent. Minimum grades for gutters and ditches shall be four-tenths (0.4) of one (1) percent and five-tenths (0.5) of one (1) percent respectively. Storm sewer construction shall be required where necessary to meet these minimum grade requirements.

The Village Board shall not approve streets which will be subject to inundation or flooding. All streets must be located at elevations which will make them flood-free in order that portions of the subdivisions will not be isolated by floods. Where flood conditions exist, the Village Board shall require profiles or elevations of streets in order to determine the advisability of permitting the proposed subdivision activity. Fill may be used in areas subject to flooding in order to provide flood-free streets if such fill does not increase flood heights. Drainage openings shall be designed so as not to restrict the flow of water and thereby increase flood heights. Street grades shall conform to the minimum requirements provided in Schedule A of this Ordinance.

**602.07 MARGINAL ACCESS STREETS**

Where a subdivision abuts or contains an existing or proposed major arterial street, the Village Board shall require marginal access streets, reverse frontage lots with screen planting contained in a no-access reservation along the rear property line, deep lots with rear service alleys, or such other treatment as may be necessary for adequate protection of the platted properties and to afford separation of through and local traffic.

Where the proposed subdivision abuts upon or contains an existing or proposed major arterial street or highway on which traffic volumes and vehicular speeds warrant special safety considerations, the Village Board shall require that marginal access streets be provided in order that no new lots shall front on such existing or proposed arterial street or highway.

Where a subdivision borders on or contains a railroad right-of-way or limited access highway right-of-way, the Village Board may require a street approximately parallel to and on each side of such right-of-way, at a distance suitable for the appropriate use of the intervening land, such as for park purposes in residential districts, or for commercial or industrial purposes in appropriate districts. Such distances shall also be determined with due regard for the requirements of approach grades and future grade separations.

**602.08 STREET JOGS**

Street jogs with center line offsets of less than one hundred twenty five (125) feet shall be prohibited.

**602.09 DEAD END STREETS**

Minor terminal or dead-end streets or courts which are designed so as to have one end permanently closed shall not be longer than six hundred (600) feet and shall be provided at the closed end with a turn-around having a radius at the outside of the pavement of at least forty (40) feet and a outside right-of-way radius of at least fifty (50) feet.

**602.10 STREET NAMES**

Proposed streets which are in alignment with other already existing and named streets shall bear the names of such existing streets. The name of a proposed street which is not in alignment with an existing street, shall not duplicate the name of any existing street, irrespective of the use of the suffix street, avenue, boulevard, drive, place, court, lane, road, pike, highway, parkway, or similar suffix.

Whenever a street alignment changes direction more than forty-five (45) degrees without a return to the original alignment within a distance of five hundred (500) feet, then the name of the street shall be changed at the point of curvature.

Whenever a cul-de-sac street serves not more than three (3) lots, the name of the intersecting street shall apply to the cul-de-sac.

To avoid duplication and confusion, the proposed names of all streets shall be approved by Village Board as part of its approval of the final plat prior to such names being assigned or used.

**602.11 PRIVATE STREETS AND RESERVE STRIPS**

New private streets may be created provided such streets are specifically authorized by the Village Board as an exception to the terms of this Ordinance. There shall be no reserve strips for private streets in a subdivision, except where their control is definitely vested in the municipality under conditions approved by the Village Board, as authorized in these regulations.

**602.12 SITE DISTANCE AT INTERSECTIONS**

The following shall be required as part of the restrictive covenants on all final plats.

- A. No fence, wall, hedge, tree or shrub planting which obstructs sight lines at elevations between 2.5 and 8 feet above the street, shall be placed or permitted to remain on any corner lot within the triangular area formed by the street right-of-way lines and a line connecting points 25 feet from the intersection of said street lines (25 feet for local streets and 50 feet for arterial streets), or in the case of a rounded property corner, from the intersection of the street right-of-way lines extended.

**602.13 VISIBILITY REQUIREMENTS**

Minimum horizontal visibility measured on inside travel lane center line shall be three hundred fifty (350) feet on arterial streets, two hundred seventy five (275) feet on collector streets, and two hundred (200) feet on local and other minor streets.

**SECTION 603 ALLEYS**

Alleys shall be provided to give access to the rear of all lots used for commercial and industrial purposes, only in the event that private service drives cannot be provided. Alleys shall not be provided in residential subdivisions except in cases where the subdivider produces evidence of the need for such alley or alleys which is acceptable to the Village Board. The minimum width of an alley shall be twenty (20) feet. Alley intersections and sharp changes in alignment shall be avoided, but where necessary, corners shall be cut off sufficiently to permit safe vehicular movement. Dead-end alleys shall be avoided and if such dead-end alleys occur, such shall be equipped with a turnaround with a minimum radius of twenty-five (25) feet.

**SECTION 604 BLOCKS**

The lengths, widths and shapes of blocks shall be determined with due regard to the provision of adequate access and circulation, building sizes suitable to the needs of the use contemplated, zoning requirements regarding minimum lot sizes, widths and frontages and the limitations of opportunities presented by the topography. Block lengths, except in unusual circumstances, shall not exceed one thousand two hundred (1,200) feet.

**SECTION 605 LOTS**

**605.01 GENERAL**

The lot size, width, depth, shape and orientation shall be appropriate for the location of the subdivision and for the type of development and use contemplated.

**605.02 LOT DIMENSIONS**

Lot dimensions shall conform to the requirements of the applicable zoning district. Residential lots not served by a public sewer may be required to be larger to protect against health hazards of on-site sewage disposal and potential contamination of nearby domestic wells.

**605.03 CORNER LOTS**

Corner lots for residential use shall have additional width to permit front yard building setback distances on both frontages, adequate buildable area and orientation of the residential structure to one or both streets.

**605.04 ACCESS TO LOTS**

The subdividing of land shall be such as to provide each lot with satisfactory vehicular access by means of a public street or approved private street.

**605.05 DOUBLE FRONTAGE AND REVERSE FRONTAGE LOTS**

Double frontage and reverse frontage lots, shall be avoided, except where essential to provide separation of residential development from arterial streets or to overcome specific



disadvantages of topography. Where such lots are used in relation to an arterial street, a landscape screen easement of at least ten (10) feet in width shall be provided along the line of lots abutting such arterial street and the subdivider shall install trees, shrubbery or fences or a combination thereof to screen the residential development from the arterial street and dampen the noise generated by traffic on the arterial streets

**605.06 ANGLE OF SIDE LOT LINES**

Side lot lines shall be substantially at right angles or radial to street lines, except in cases, determined by the Village Board, where odd land configuration or topography would dictate creation of lots with side lot lines at substantial variation with this limitation.

**605.07 SETBACK LINES**

Minimum building setback lines on lots shall be as regulated by the yard provisions of the applicable zoning district. Where the subdivider desires setback distances in excess of the minimum setback stipulated in the zoning district, such shall be indicated on the final plat.

**SECTION 606 SIDEWALKS**

**606.01 GENERAL**

Sidewalks shall be labeled upon the improvement plans and installed by the subdivider (or Village in the event of an assessment district) in every subdivision, except where unusual conditions exist which eliminate the need for sidewalks and an exception to eliminate all or a portion of the sidewalk construction requirement is recommended by the Planning Commission and approved by the Village Board as part of the final plat approval process.

**606.02 STANDARDS:**

Sidewalks shall be installed in all subdivisions within the boundaries of a plat regardless of the use of land in the subdivision and such sidewalks shall be installed according to the following standards:

- A. Along both sides of all streets within the subdivision, in which case the edge of the sidewalk farthest from the street shall normally be placed within the street right-of-way, but not closer than four (4) feet to back of curb or edge of street paving.
- B. All sidewalks shall extend to the street pavement at all intersections and at mid-block crossing where appropriate and shall be equipped with handicap access ramps.
- C. In neighborhoods planned as cluster developments, sidewalk locations may be adjusted to accommodate the most efficient pedestrian circulation through and to and from the development, including sidewalks in rear yards and elsewhere to accomplish such efficiency in pedestrian movement.
- D. The Planning Commission may recommend modifications to and the Village Board may modify the requirements of this Section, but only in instances where park, railroads, extreme topographical conditions or other unusual conditions, excluding use of the property, make sidewalk installation non-essential or unnecessary on both sides of the street. In any subdivisions under the jurisdiction of the Village where lot sizes equal or exceed one acre and average lot frontages exceed two hundred (200) feet, the Planning Commission may recommend and the Village Board may grant an exception to all or some of this sidewalk installation requirement.
- E. The minimum sidewalk width shall be four (4) feet, provided however, that in multiple family residential developments and non-residential subdivisions said sidewalks shall be of a width suitable for the anticipated pedestrian traffic, but not less than four (4) feet, as determined by the Village Board.

## **SECTION 607 FLOOD AND TOPOGRAPHIC HAZARD AREAS**

Land subject to flooding and land deemed to be topographically unsuitable for residential or other development shall not be platted for such purposes. Such land may be included in a subdivision and be set aside on the plat for such uses as will be compatible with the hazards associated with the flooding or erosion. The Village Board shall require that any building lot situated in a flood prone area be elevated a minimum of one (1) foot above the 100 year flood elevation in accordance with the requirements of the Zoning Ordinance and the Federal Flood Hazard Insurance Program.

## **SECTION 608 EASEMENTS**

Easements across lots or centered on rear or side lot lines shall be provided for utilities where necessary and shall be at least ten (10) feet in width. Where a subdivision is traversed by a water course or drainageway, a drainage easement shall be provided and such easement shall conform substantially with the lines of such water course or drainageway and shall have such additional width as will be adequate for the purpose of retaining the water handling capacity of the water course or drainageway.

## **SECTION 609 COMMUNITY ASSETS**

In all subdivisions, due regard shall be shown for natural features such as trees, unusual rock or topographic formations, water courses, and any sites having historic significance, which if preserved, would add attractiveness and value to the area. The Village Board shall have the authority to require preservation of such natural or historic features as it deems reasonable.

## **SECTION 610 RESERVATION AND DEDICATION OF PUBLIC LAND AND OPEN SPACE**

Before preliminary or final plat approval is given, the Planning Commission may recommend and the Village Board may require the subdivider to reserve sites for parks, playgrounds, open space, schools and other public uses consistent with the Comprehensive Plan of the Village, as recommended by the Planning Commission and determined by the Village Board. Reservation of land for public acquisition and/or use shall be for a period of time not to exceed two (2) years from the date the final plat wherein such reserved area is located is recorded unless otherwise provided in this Ordinance. If such reserved site is not acquired by the Village or other governmental entity within said two (2) year period, the subdivider may then re-subdivide the site or alternative purposes and sell any or all of such site.

Where a park, playground, school, or other site for public use, indicated in the Comprehensive Plan, is located in whole or in part in a area proposed to be subdivided the Village Board may require immediate acquisition of such site by the Village or other governmental entity or accept the dedication of such area.

## **SECTION 612 DEDICATION**

Before final plat approval is given, the subdivider shall agree to dedicate to the public all streets and alleys as may be required by the Village Board. If such streets and alleys are not to be dedicated and are to be developed as private streets, the subdivider shall make adequate provision, as determined by the Village Board, for an owner's association with direct responsibility to and control by the property owners of the subdivision to provide for the proper maintenance of all such private streets and alleys, the removal of debris and the timely removal of snow therefrom so as to maintain adequate access at all times for fire, police, sanitation, utility and emergency vehicles. Legal assurances shall be provided which show that the association shall be self-perpetuating and has the authority to collect assessments upon owners of land in the subdivision to accomplish the required street and alley maintenance.

Such provisions shall also provide for agreement of the property owners within the subdivision, that if the Village or other government entity is requested or required to perform any maintenance or snow removal from such private streets or alleys in order to maintain adequate access, said owners shall pay the costs thereof to the Village and that if not paid within ninety (90) days of billing by the Village, the same shall become a lien upon all properties within the subdivision until such costs are paid in full.

# ARTICLE 7                      REQUIRED IMPROVEMENTS

## SECTION 701                      GENERAL REQUIREMENTS

The subdivider, or in the event the Village Board has agreed to the creation of an assessment district, the Village shall design and construct improvements using standards not less than the standards outlined in this Ordinance. All plans and specifications for such improvements shall be reviewed and recommended to the Village Board by the Planning Commission and be approved by the Village Board upon recommendation of the Village Engineer.

If the subdivider is to install such improvements, all construction work shall be done under the supervision of the Village and shall be completed within the time limitations set forth herein. The minimum requirements for materials shall be in accordance with the standard specifications of the Village which are currently in force or as approved by the Village Engineer. Standards applicable to health and sanitation as promulgated by the Nebraska Departments of Environmental Quality and Health shall be minimum standards unless higher standards are required by the Village .

All inspection costs and costs for required tests shall be the responsibility of the subdivider unless the Village Board has agreed to the creation of an assessment district in which case these costs shall be borne by the Village and become part of the assessments on the property within the subdivision.

## SECTION 702                      MONUMENTS AND MARKERS

The subdivider shall be responsible for and monuments and markers shall be installed by the subdivider's surveyor so that the top thereof is level with the proposed finished grade adjoining it, and the center, cross mark or other designation thereon shall coincide exactly with the intersecting or other lines so marked and designated.

### 702.01      MONUMENT LOCATIONS

- A. Iron rod monuments shall be located at all quarter section points or other reference points tied to the federal land survey on the boundaries or within the area being platted.
  
- B. Iron rod monuments shall be installed at:
  - 1. The intersection of all angles in the boundary line of the subdivision
  - 2. The intersection of all street and alley right-of-way lines within and on the perimeter of the subdivision.
  - 3. The beginning and ending of all curves in street and alley right-of-way lines, except corner easements having a radius of fifty (50) feet or less.
  - 4. All points where lot lines intersect street or alley right-of-way lines.
  - 5. All points where curves begin and end.
  - 6. All angles formed by intersections of lot lines.
  - 7. All other lot corners not established by monument.
  - 8. All points required to delineate the location or extent of reservations, easements, or dedications not otherwise defined.
  - 9. Such other points as are necessary to definitely establish all major plat lines.

### 702.02      MONUMENT CONSTRUCTION

Iron rod monuments shall consist of an iron rod at least five eighths (5/8) inch in diameter and twenty four (24) inches in length.

### 702.03      REMOVAL AND REPLACEMENT OF MONUMENTS

The removal, replacement or installation of monuments at points designated as A through Z in the Federal Land Survey System as indicated by the Butler County Surveyor shall be accomplished in accordance with the standards and requirements of the Butler County Surveyor.

**702.04 TEMPORARY MONUMENTS AND MARKERS**

Temporary monuments may be installed during construction of subdivision improvements, provided however, that permanent monuments shall be a part of the physical improvements covered under the subdivider financial guarantees required in this Ordinance and such monuments shall be installed in accordance with the requirements of this Ordinance.

**SECTION 703 STREET GRADING**

All streets, except arterial and collector streets, shall be graded to a minimum of nine (9) feet back of the curb or edge of pavement to within six (6) inches of the street grade established in the plans and specifications of the approved final plat. All arterial and collector streets shall be graded to a width of at least twenty (20) feet beyond the curbs or edge of pavement to within six (6) inches of the street grade established in the plans and specification of the approved final plat, all in accordance with the following:

**703.01 PREPARATION OF SUBGRADE**

Before grading is initiated, the entire right-of-way areas shall first be cleared of all tree stumps, roots, brush and other objectionable material. The subgrades shall then be properly shaped, rolled and uniformly compacted to conform with the specified cross-section and grades.

**703.02 CUTS AND FILLS**

In all cuts and fills, all tree stumps, boulders, organic material, soft clay, spongy material and other objectionable material shall be removed to a depth of two (2) feet below the graded surface. Rock, when encountered, shall be scarified to a depth of at least twelve (12) inches below the graded surface. In fills, no objectionable material shall be incorporated.

**SECTION 704 STREET CONSTRUCTION**

**704.01 PAVEMENT**

Minimum requirements for pavement construction shall be in accordance with the standard specifications of the Village or as recommended by the Planning Commission and approved by the Village Board. Higher design standards may be recommended by the Commission and required by the Village Board to provide adequately for unusual soil conditions or extraordinary traffic volumes, axle loads or other abnormal characteristic.

All streets shall be paved in accordance with the standard specification of the Village, except in the case of a residential subdivision outside of the corporate limits of the Village, but within the jurisdiction of this Ordinance wherein all lots in the subdivision have a minimum frontage of two hundred (200) feet, the paving requirements may be waived and streets in such subdivision shall be provided with a four (4) inch crushed rock or gravel surface not less than twenty (20) feet in width.

The subgrade for rigid and flexible pavements shall be prepared in compliance with the standard specifications of the Village or in accordance with the requirements established by the Village Board.

**704.02 SHOULDERS, SIDE SLOPES AND DITCHES**

All shoulders, side slopes and ditches shall be prepared in compliance with the standard specifications of the Village. All shoulders, side slopes and ditches shall be protected from erosion by either sodding or seeded as set forth in the standard specifications. Plans for erosion control shall be part of the required improvement plans to be submitted and approved as part of the final plat approval.

Ditches having a grade of three (3) to five (5) percent shall have a gutter consisting of sod. If the grade of any ditch is in excess of five (5) percent, the gutter shall consist of concrete or small sodded dams or such other erosion control devices as may be approved by the Village Engineer.

**704.03 MINIMUM PAVEMENT WIDTHS**

Pavement widths shall be measured between the curbs and shall have a minimum width for the classification of the street as set forth in Schedule A of this Ordinance.

**704.04 CURBS AND GUTTERS**

Curbs and gutters shall be required for all streets within the boundaries of the subdivision unless specifically excepted by recommendation of the Planning Commission and approved by the Village Board. Curbs shall be constructed in accordance with specifications approved by the Village Board and shall not be less than six (6) inches in height and the backfill shall be higher than the curb and shall slope to the curb to assure proper surface drainage.

**SECTION 705 STREET NAME SIGNS**

At least one (1) street name sign shall be installed by the Village at each street intersection within or on the perimeter of the subdivision and shall be located on the northeast corner thereof, whenever possible, and on the park strip between the street and the sidewalk at a point approximately six (6) inches from said sidewalk or its intended location. The subdivider shall pay all costs associated with the purchase and installation of such signs unless other payment responsibility is approved by the Village Board.

**SECTION 706 CULVERTS**

Culverts shall be constructed and installed whenever necessary to provide adequate surface drainage, as determined by the Village Engineer and approved by the Village Board in their review and approval of the subdivision plat and associated improvement plans and specifications.

**SECTION 707 SIDEWALKS**

Sidewalks shall be constructed in conformance with the requirements of Section 506 of this Ordinance and shall be constructed of Portland cement concrete or other acceptable material as approved by the Planning Commission and Village Board in the approval of the subdivision plat and associated improvement plans and specifications. Sidewalk thickness shall not be less than four (4) inches. The subdivider, or in the case of the creation of an assessment district, the Village, need not install such sidewalks until building construction is completed on a lot by lot basis to avoid damage by heavy construction equipment. If sidewalks are to be installed by the subdivider, appropriate financial assurances, as set forth in this Ordinance, shall be retained until all sidewalks have been constructed. In no event shall sidewalk construction on an undeveloped lot be postponed longer than three (3) years after approval of the final plat for the subdivision by the Village Board.

**SECTION 708 DRIVEWAYS**

Driveways shall have a maximum grade of ten (10) percent. Driveways and curb cuts shall not be closer than three (3) feet from a side lot line. Curb cuts shall be three (3) feet wider than the driveway and each side to provide for a radius on the driveway pavement.

**SECTION 709 STREET AND WALKWAY LIGHTING**

The Subdivider shall install street lights at each entrance (street or sidewalk) into the subdivision and at each street intersection within the subdivision and at such intermediate points so that street or walkway light spacing does not exceed three hundred (300) feet between such lighting fixtures. In residential areas such lighting in new subdivisions shall utilize underground wiring and appropriate easements for such wiring as indicated on the approved final plat. The subdivider shall pay all costs associated with the purchase and installation of such signs unless other payment responsibility is approved by the Village Board.

**SECTION 710 DRAINAGE**

A drainage system shall be designed and constructed by the subdivider to provide for proper drainage of surface water into, within and through the subdivision for which preliminary plat approval is sought. The drainage system shall comply with the following requirements.

**710.01 Drainage Report**

A preliminary subdivision plat, other than a minor or administrative subdivision, as herein defined, shall not be considered for final approval until the subdivider shall submit a

drainage report prepared by the Village Engineer or the Subdivider's Engineer regarding the existing and proposed drainage conditions. The report may be included on the preliminary plat or attached to the final plat and shall include an evaluation of the ability of the proposed water courses, drainage tiles, storm sewers, culverts and other improvements pertaining to drainage or flood control within the subdivision to handle the run-off which would be generated by the development of the land within and above the subdivision and the impacts of such drainage on downstream drainage systems. The report shall include:

1. Estimates of the quantity of storm water entering the subdivision naturally and estimates of such storm water when the upper watershed shall be developed in a manner in which it is zoned.
2. Existing conditions of the watershed that may affect the proposed subdivision, such as soil type, drainage channels, obstructions and the like.
3. Quantities of flow at each pick-up point.
4. Estimates of temporary erosions control measures necessary to control erosion during construction.
5. A description of an adequate drainage system within the subdivision and its design capacities based on a fifty (50) year storm.
6. A description of the impacts that the proposed drainage system will have on property downstream until such water drains into a recognized water course.

#### **710.02 DRAINAGE REQUIREMENTS**

The subdivider shall provide adequate drainage facilities within the subdivision including storm sewers determined to be necessary by the Village Board upon recommendation of the Village's Engineer. If storm sewers are not necessary all open ditches shall be graded and all pipes, culverts, intersectional drains, drop inlets, bridges, headwalls, gutters and similar or related installations necessary to provide adequate surface water drainage shall be constructed and installed in accordance with plans approved by the Village Board upon recommendation by the Village's Engineer.

#### **710.03 DRAINAGE SYSTEM STANDARDS**

1. All streets shall be provided with an adequate storm drainage system of curbs, gutters and storm sewers or side ditches.
2. Curb drainage inlets shall be provided at appropriate intervals along streets with curbs and gutter drainage. Where inlets connect to storm sewers a drain inlet structure and a protective grating shall be installed.
3. All streets having curb and gutter on which storm water flows across intersections shall be provided with concrete cross gutters at such intersections.
4. All off-street drainage swales and ditches shall be protected by drainage easements noted on the final plat. Where water courses would cross lots diagonally, the subdivider shall straighten such course and shall substantially follow lot lines.

### **SECTION 711 UTILITY INSTALLATION**

Utilities shall be designed and constructed for all lots in the proposed subdivision. Utilities shall be provided in rear lot easements wherever possible. When it is necessary to install such utility in a street right-of-way, such shall be installed after grading is completed and approved and before any pavement base is applied. All in-street underground construction - water mains, sewer mains, gas mains, electrical power, cable television, etc, and all service connections shall be completely installed through and across the street. Where the utility

mains and lines are outside of the area to be paved, installations of service connections may be omitted, provided that at such time as these connections are needed, they may be jacked across the street without breaking or weakening of the street pavement.

Where rock is known to exist beneath the street pavement is at such depth as to interfere with the jacking of service connections, the complete installation of the service connections before paving of the street shall be required. In cases where underground utilities must be provided within a street right-of-way, such shall not be installed under the street paving unless specifically authorized by the Village .

#### **711.01 SANITARY SEWERS**

A sanitary sewer system shall be designed and constructed for all lots proposed in a subdivision. The following types of sanitary sewage system and the requirements for same shall apply:

##### **A. Within the Corporate Limits**

Within the corporate limits of the Village of Bellwood, a sanitary sewer collection system, including all pipes and manholes, shall be provided and said collection system shall be connected to the public sewage system in accordance with plans reviewed by the Planning Commission and approved by the Village Board.

##### **B. Within Jurisdictional Area of the Village**

Within the planning and zoning jurisdictional area outside of the corporate limits of the Village of Bellwood, as indicated on the Official Zoning Map of the Village , a sanitary sewer collection system, including all pipes and manholes, shall be provided and said collection system shall be connected to a public sewer of the Village in accordance with plans reviewed by the Planning Commission and approved by the Village Board if:

1. the proposed subdivision is so located with regard to an adequate public sewer, either existing or to be installed within one (1) year from the date of application for final plat approval and,
2. said public sewer is located within five hundred (500) feet of the proposed subdivision or, a public sewer is located at a greater distance from the proposed subdivision, but the cost of installing the lateral and connecting sewers from all lots shown upon the final plat of the subdivision, exclusive of connections from individual structures, is equal to or less than one hundred fifty (150) percent of the cost of installing a privately operated sewage collection, treatment and disposal system to serve all lots shown on such final plat.

If a proposed subdivision is not so located relative to a public sewer, a privately operated sewer collection, treatment and disposal system acceptable to the Village Board or individual on-site sewage disposal systems, such as a septic tank and tile field, may be used. If individual on-site sewage disposal systems are to be used, the minimum lot size in the subdivision shall be one (1) acre and the subdivider shall provide proof of percolation rates on each lot which will adequately support such systems.

##### **3. Standards**

When applicable, improvement plans for a sewage collection system shall be provided showing pipe sizes, gradients, type of pipe, invert and finished grade elevations, location and type of manholes, the type and capacities of treatment facilities, if applicable, and the location, type and size of all lift or pumping stations. The design of such sewage system shall be subject to approval of the Village Board in accordance with the following standards:

1. All sewer lines shall be a minimum of eight (8) diameter, except for service lines from the sewer main to the property line of each lot shall be at least six (6) inches in

diameter. The location of each service line shall be marked.

2. Manholes shall be provided at all interceptor and lateral junctions, at the end of each line and at all changes in direction, grade and size.

#### 711.02 WATER DISTRIBUTION SYSTEM

A water distribution system shall be designed and constructed to provide adequate water service to all lots in a proposed subdivision. The following types of water supply / distribution system and the requirements for same shall apply:

##### A. Within the Corporate Limits

Within the corporate limits of the Village of Bellwood, a water distribution system, including all pipes, fire hydrants, valves and other appurtenances, shall be provided and said distribution system shall be connected to the public water supply system in accordance with plans reviewed by the Planning Commission and approved by the Village Board.

##### B. Within Jurisdictional Area of the Village

Within the planning and zoning jurisdictional area outside of the corporate limits of the Village of Bellwood, as indicated on the Official Zoning Map of the Village, a water distribution system, including all pipes, fire hydrants, valves and other appurtenances, shall be provided and said distribution system shall be connected to a public water supply system of the Village in accordance with plan approved by the Village Board if:

1. the proposed subdivision is so located with regard to an adequate public water main, either existing or to be installed within one (1) year from the date of application for final plat approval and,
2. said water main is located within five hundred (500) feet of the proposed subdivision or, said water main is located at a greater distance from the proposed subdivision, but the cost of installing a public water distribution system serving all lots shown upon the final plat of the subdivision, exclusive of connections from individual structures, and connecting such system to an adequate public water main, is equal to or less than one hundred fifty (150) percent of the cost of installing private wells on each lot shown on such final plat.

If a proposed subdivision is not so located relative to a public water main, individual water supply wells may be used, provided that if on-site sewage disposal systems are also to be used, the minimum lot size in the subdivision shall be one (1) acre and the subdivider shall provide documentation of percolation rates on each lot which will adequately support such individual on-site systems.

##### 3. Standards

When applicable, improvement plans for a public water distribution system shall be provided showing main sizes, types of pipe, locations of fire hydrants, locations and types of valves and, if applicable, booster pumps and other appurtenances. The design of the water distribution system shall be subject to approval of the Village Board and shall be designed in accordance with the following standards:

1. The minimum water main or pipe size shall be determined by the type of use(s) to be served and the provision of adequate fire flow capacities within the subdivision. Generally, water lines shall be at least six (6) inches in diameter.
2. The maximum distance between fire hydrants shall be determined by the Village Board, but generally any portion of the proposed subdivision shall be within three hundred (300) feet of a fire hydrant.



3. Gate valves on cross-connecting water lines shall be so located that no single break in the water distribution system within the subdivision shall require more than five hundred (500) feet of such line to be out of service in commercial and industrial use areas and eight hundred (800) feet of such line in residential areas. Valves on cross connecting mains shall be so located that a break in the secondary distribution system will not necessitate shutting down major distribution mains.
4. The design and testing of all water lines shall be in accordance with applicable standards of the Village and the Nebraska Department of Health.

## **SECTION 713 SHARED IMPROVEMENT COSTS**

### **713.01 Oversize and Off-site Improvements**

The utilities, street pavement and other improvements required for the proposed subdivision may be required by Village Board to be oversized or extended to serve nearby land or anticipated future development. This determination shall be made at the sole discretion of the Village Board, upon recommendation by the Planning Commission and in consultation with the Village Engineer.

### **713.02 Cost of Oversize Improvements**

Minimum street pavement widths for all streets in a subdivision shall conform to the standards established in Schedule A of this Ordinance. Minimum utility sizes shall be determined by the standards of the Village and this Ordinance with regard to providing service to the subdivision in question. Where pavement widths or larger utility pipe or main sizes are deemed necessary, the Village shall bear the additional cost of providing such greater width or larger main or pipe sizes. The subdivider shall be required to pay for that part of the construction costs for the arterial streets, trunk sewers, or major water distribution mains which would be equivalent to constructing the minimum streets and utilities which would otherwise be required to serve the subdivision in question.

### **713.03 Extensions of Improvement to Boundaries of a Subdivision**

The subdivider may be required to extend streets, utilities, drainage or other improvements in a subdivision to the boundaries of such subdivision at the subdivider's expense to allow for service to future developments on adjoining lands, as recommended by the Planning Commission and required by the Village Board.

### **713.04 Off-site Extensions**

If a subdivision contains lots less than one (1) acre in size and streets or utilities are not available at the boundary of the proposed subdivision or within the distances or costs established in Sections 611 and 612 of this Ordinance and Village Board determines that extensions of public water and/or sewer mains across undeveloped land are not warranted, the subdivider, if he/she wishes to proceed, shall pay the cost of such off-site improvements and provide for appropriate off-site easements prior to approval of the final plat for such subdivision. Such improvements shall be available for use by subdividers of adjoining lands, except that such subdividers shall pay to the Village an amount equivalent to the cost of construction such off-site improvements and the Village shall pay such amount to the subdivider who installed such off-site improvements.

### **713.05 Village Participation**

If the Village Board determines that it is advisable that a proposed subdivision be accepted and that the expenditure of public funds in addition to those normally required by this Ordinance would be in the best interest of the development of the Village and the tax and rate payers of the Village, it may waive all or part of the requirements of this Ordinance that the subdivider provide or pay for the following:

- A. Grading of streets, roads and any permitted alleys within the subdivision,

- B. Reimbursing the Village for engineering costs and the costs of materials utilized in constructing a water distribution system which will serve the subdivision,
- C. Providing the drainage system, including necessary open ditches and swales, pipes, culverts, intersectional drains, drop inlets, bridges, etc., for the proper drainage of the surface water into, through and out of the subdivision,
- D. Construction of sidewalks to serve all areas within the subdivision, and

the Village may pay for, finance or provide for the same or any part thereof. In determining if any part or all of such improvements should be paid for, financed or provided for by the Village, it shall consider the following factors:

- A. The reasonable of the costs of such improvements and the prospect of the Village recovering the costs of any such improvements and the engineering cost thereof through assessment districts, taxes, service fees, or other legal means within a reasonable period of time, with a maximum time frame being fifteen (15) years.
- B. The benefit to surrounding subdivisions in existence or proposed.
- C. The probability of future development in the general vicinity of the subdivision.
- D. The overall effect of the development on the budget of the Village, the Village financial ability to pay such costs and the general tax base of the Village.
- E. The Village's general need for the type of development being proposed in the subdivision with regard to maintaining and improving the economic strength of the Village's economy.

## **SECTION 714 SUBDIVISION IMPROVEMENT GUARANTEES**

Prior to final plat approval, but after approval of all subdivision improvement plans and specifications, the subdivider shall complete all improvements required for the subdivision. Final plat approval shall not be given until all improvements have been inspected and determined to be in accordance with the approved plans and specifications and until dedication of all appropriate improvements and acceptance thereof by the Village Board. In lieu completion of construction of all improvements prior to final plat approval, the Village Board may enter into an agreement with the subdivider whereby the subdivider shall guarantee to complete all improvements required by the Village and this Ordinance. To secure such an agreement, the subdivider shall provide, subject to approval and acceptance of the Village Board, one (1) or more of the guarantees set forth below:

### **714.01 Surety Performance Bond**

The subdivider shall obtain a performance bond from a bonding company authorized to do business in the State of Nebraska and acceptable to the Village Board. The bond shall be payable to the Village and shall be in an amount of one hundred ten (110) percent of the estimated cost of all improvements required to be installed by the subdivider. The estimated cost of such improvements shall be subject to review of the Village Engineer, Village Attorney and approval of the Village Board. The duration of the bond shall be until such time as the improvements required to be installed by the subdivider have been installed, inspected and accepted by the Village Board in accordance with Section 714.07 of this Ordinance.

#### **714.02 Escrow Account**

The subdivider shall deposit cash or other instrument readily convertible to cash at face value, either with the Village or in escrow at a bank. The use of any instrument other than cash and the bank to hold such escrow shall be subject to approval by the Village Board. The amount of the escrow shall be equal to one hundred ten (110) percent of the estimated cost of all improvements required to be installed by the subdivider. The estimated cost of such improvements shall be subject to review of the Village Engineer and approval of the Village Board. The subdivider shall file with the Village Board an escrow agreement between the bank and himself / herself guaranteeing the following:

1. That the funds in such escrow account shall be held in trust until released by the Village and may not be used or pledged by the subdivider as security for any other matter during the period such funds are held in escrow.
2. That in the event of failure of the subdivider to satisfactorily install all improvements required of him / her, the bank shall immediately make the funds of such escrow account available to the Village for use in completion of such improvements.
3. As improvements are made by the subdivider and inspected and approved by the Village, the amount of escrow may be reduced accordingly, provided that at no time shall the amount held in escrow be less than one hundred ten (110) percent of the estimated cost of improvements which have not been installed or accepted.

#### **714.03 Improvement (Assessment) District**

Due to the fact that the Village wishes to encourage new subdivision development in the Village, but that it does not wish to place or assume unnecessary financial risks for the taxpayers of the Village which would result from direct payment for improvements, the creation of such improvement (assessment) districts for new subdivisions shall be utilized whenever the Village Board shall determine that the resulting assessments would be consistent with the Village Board's findings in Section 713.05 herein. Further to minimize the Village's financial risk associated with a subdivider's default on the assessment payments, the use of such improvement (assessment) districts in relation to new subdivision development shall be limited as follows:

1. The subdivider and the Village Board shall agree on the number of lots to be included in each final plat phase of the subdivision to relate the number of lots to be developed with a reasonable expectation that such lots can be sold within a period not exceeding five (5) years, or,
2. The subdivider shall provide a personal financial guarantee for the cost of subdivision improvements for which he / she shall be responsible and provide such documentation regarding the financial ability of the subdivider in association with said guarantee that is acceptable to the Village Board.

#### **714.04 Time Limits**

Prior to granting of a final plat approval, the subdivider and the Village Board shall agree upon a deadline for the completion of all subdivision improvements to be installed. Such deadline shall not exceed two (2) years from the date of final plat approval, provided however, the Village Board may extend that deadline for one (1) additional year when the subdivider presents good cause for such extension and provides any additional surety made necessary due to inflation or increased cost of completing such improvements.

The Village, when agreeing to the establishment of an assessment district for street paving and sidewalk construction and related improvements, may delay the actual street, sidewalk and related improvement construction for up to a period of Five (5) years from the date of final plat approval by the Village Board in an effort to reduce such street paving and

sidewalk and related improvements construction cost by potentially combining a number of assessment districts resulting in a larger construction project. In the event such street paving, sidewalk construction and related improvements in an assessment district is to be delayed, the subdivider shall place, on the final plat document, a restriction on all lots within the subdivision included in said assessment district which states that all lots, by prior agreement of the subdivider, are subject to assessments for street paving, construction of sidewalks and any other improvements included in such assessment district and that the owner's of lots within the subdivision shall at the time of construction and assessment of the improvements, agree to such assessments and shall not have any right to petition against the said assessments.

**714.05 Failure to Complete Improvements**

If any portion of the improvements required to be installed by the subdivider shall fail to be completed and accepted for dedication in compliance with Section 714.07 below within the required time period, either for reason of non-completion or for reason of substandard and unacceptable construction, the Village Board shall take one (1) of the following actions:

1. Where improvements have been guaranteed under Section 714.01 of this Ordinance, the guarantee shall be forfeited to the Village and the Village shall use the proceeds from such guarantee to complete all improvements remaining to be installed.
2. Where improvements have been guaranteed under Section 714.02 of this Ordinance, the Village shall declare whatever security that has been pledged as a guarantee to be forfeited and the Village shall use the proceeds from such guarantee to complete all improvements remaining to be installed.

**714.06 Default on Improvement (Assessment) District Payments**

Should the subdivider have provided a personal guarantee in association with an improvement (assessment) district and should the subdivider than default on payment of such assessments, the Village shall initiate action to attach and collect such personal guarantee and use all proceeds therefrom to complete all improvements remaining to be installed.

**714.07 Inspection and Acceptance of Improvements**

The Utilities Superintendent, the Village's Engineer or other authorized official of the Village shall regularly inspect construction of the required improvements. Upon completion of improvements, the Superintendent, the Village's Engineer or such other authorized official shall file with the Village Board a statement either certifying that the improvements have been satisfactorily completed or that defects in such improvements exist and the statement shall list all specific defects and actions appropriate to eliminate such defects. If defects exist, the Village Board shall require the subdivider to eliminate all such defects within the time limits established for such improvements set forth in this Ordinance.

Upon satisfactory completion of all improvements, the subdivider shall file with the Village Board, a signed statement stipulating the following:

1. That all required improvements have been installed and are complete and that all required improvements are in compliance with the minimum standards specified by the Village.
2. That the subdivider knows of no defect in any improvement and that all required improvements are free and clear from any encumbrance or lien.

If the Village Utilities Superintendent, the Village's Engineer or other authorized official has certified that all required improvements are complete and free from defect, the Village Board shall accept any dedication of such improvements. The Village Board may, at its discretion,

accept the dedication of any portion of the improvements provided that all statements and agreements specified above shall have been received for the affected portion of the improvements.

**714.08 Release of Guarantees**

Upon acceptance, in accordance with Section 714.07 above, the Village Board shall authorize the release of any outstanding surety or guarantee provided by the subdivider.

**SECTION 715 OPERATION AND MAINTENANCE OF IMPROVEMENTS**

Unless specifically agreed by the Village Board, it is the intention of the Village to provide no services other than planning, zoning and subdivision regulation administration to the land area within the jurisdictional area of the Village, but outside the corporate limits of the Village of Bellwood, Nebraska. It shall therefore be the responsibility of the subdivider to present to the Planning Commission and Village Board a precise approach for the operation and maintenance of streets and other subdivision improvements within a subdivision so located outside of the corporate limits of the Village at the time of request for final plat approval that annexation to the Village is not feasible. Such approach shall include the formation and perpetuation of an owner's association or other method for generating the finances necessary for the proper maintenance and operation of the streets and other improvements within the subdivision. Such approach shall be binding on the subdivider in a form, agreement or contract acceptable to the Village Board.

**ARTICLE 8 VARIANCES AND EXCEPTIONS**

**SECTION 801 GRANTING OF VARIANCES TO THIS ORDINANCE**

In addition to the exceptions contained in this Ordinance, the Planning Commission may recommend and the Village Board may authorize variances from the requirements of this Ordinance in addition to those variances authorized in Section 713.05, but only after determining that:

1. There are unique circumstances or conditions affecting the land being subdivided, that are not the result of action by the subdivider, which can be best addressed through varying the requirements of this Ordinance.
2. The variance(s) proposed are necessary for the reasonable and acceptable development of the land being subdivided.
3. The granting of the variance(s) will not be detrimental to the public or injurious to adjacent or nearby properties.

**SECTION 802 MINOR SUBDIVISIONS**

**802.01 Determination**

Upon request by the subdivider and determination by the Zoning Administrator, a subdivision may be deemed an exception to a portion of the requirements of this Ordinance and may be processed as a minor plat when it meets all of the following requirements:

1. Said subdivision contains three (3) or fewer lots all fronting on an existing street.
2. Said subdivision does not involve any new street, extension of public utilities or creation of the need for other public improvements.
3. Said subdivision will not adversely affect the remainder of the parcel from which it is being subdivided or adjoining property and is deemed by the Planning Commission to be a one-time occurrence and not a means of avoiding a preliminary plat on the whole of the contiguous property owned by the subdivider.

4. Said subdivision is not in conflict with any provision of the Comprehensive Plan, the Village 's Major Street Plan or the zoning regulations of the Village or any other applicable section of this Ordinance.

**802.02 Information Waiver**

In making a request for minor subdivision approval, the subdivider may propose that the normal requirements of the provision of platting information such as topographic data and other data normally required for final plat approval be waived. The Zoning Administrator may waive the requirements for such information unless he / she determines that any part of such information is needed to determine the appropriateness of said minor subdivision.

**802.03 Planning Commission and Village Board Review**

A minor subdivision application shall be deemed an application for final plat approval. The Planning Commission and Village Board shall review said final plat for at least the following minimum requirements:

1. Conformity with the Comprehensive Plan, the Major Street Plan and the requirements of the applicable zoning regulations.
2. Correctness of the legal description, certifications, computations, lot data, monuments, adequate drainage and such other information as may be deemed necessary by the Planning Commission or Village Board.

**802.04 Planning Commission and Village Board Action**

The Planning Commission may recommend approval, approval with conditions, or rejection of a minor subdivision final plat, and forward its recommendation to the Village Board action and acceptance of any dedication and recordation in accordance with the requirements of this Ordinance.

## **ARTICLE 9 ADMINISTRATION**

### **SECTION 901 GENERAL**

**901.01 Authority**

It shall be the responsibility of the Zoning Administrator to administer and enforce this Ordinance and to bring to the attention of the Planning Commission and Village Board any violation or lack of compliance with this Ordinance with regard to any subdivision within the jurisdiction of this Ordinance.

**901.02 Limitation on Transfer of Real Estate**

No owner, or agent of an owner of any parcel of land resulting from a subdivision of land within the jurisdiction of this Ordinance shall transfer or sell and parcel of land unless a plat of such subdivision has been approved by the Planning Commission and Village Board in accordance with the provisions of this Ordinance and filed for record with the Butler County Register of Deeds. Further any subdivision of land by use of metes and bounds description, including re-subdivision of platted lots, for the purpose of sale, transfer or lease which would evade the requirements of this Ordinance shall not be permitted. All such subdivisions shall be subject to the requirements of this Ordinance.

**901.03 Limitation on Zoning Permits**

No permit shall be issued for construction of any building or structure located on a lot or parcel subdivided, sold, transferred or leased in violation of the provisions of this Ordinance.

## **SECTION 902           OBJECTION PERIOD**

Whenever any conveyance, in any manner purporting to subdivide real estate, has been or is hereafter recorded in the Office of the Butler County Register of Deeds and the conveyance, or the recording thereof, has failed to comply with any requirement of this Ordinance, any party claiming in interest in such conveyance may file an affidavit with the Register of Deeds asserting that written notice of the defect in approval has been received by the Village Board. Upon filing such affidavit, the Village Board shall have one hundred twenty (120) days from the receipt of such notice of defect to record an objection in the Office of the Register of Deeds or such conveyance shall be fully valid. If an objection is filed, the conveyance shall not be validated. The objection shall be in the form of a resolution adopted after public hearing. Notwithstanding the validity of such conveyance, the subdivider shall not thus be relieved of any penalty imposed by this Ordinance for failure to comply with all the requirements of this Ordinance. Any conveyance of real estate under the jurisdiction of this Ordinance for public use shall be valid only upon express approval of the Village Board.

## **SECTION 903           VIOLATIONS AND PENALTIES**

Any person who shall dispose of, or offer for sale or lease, any lot or parcel of land under the jurisdiction of this Ordinance, until a plat thereof has been duly approved, acknowledged and recorded as provided in this Ordinance shall forfeit and pay fifty dollars (\$50.00) for each lot and part of a lot sold or disposed of, leased or offered for sale and/or shall be punishable in any other manner provided under applicable statutes of the State of Nebraska.

# **ARTICLE 10 AMENDMENTS**

## **SECTION 1001        AMENDMENTS**

Any provision of this Ordinance may be amended, supplemented, changed, modified, or repealed from time to time by the Village Board according to law, provided however, that such amendments, supplements, changes, modifications or repealed provisions shall not become effective until a study conducted by the Planning Commission and a written recommendation of the Planning Commission is provided to the Village Board.

# **ARTICLE 11        LEGAL STATUS PROVISIONS**

## **SECTION 1101        REPEAL OF CONFLICTING ORDINANCES**

All other ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect.

## **SECTION 1102        SEVERABILITY**

Should any Article, Section or provision of this Ordinance be declared by a Court having jurisdiction to be unconstitutional or invalid, such decision shall no affect the validity of this Ordinance as a whole, or any part thereof other than that part so declared to be unconstitutional or invalid.

## **SECTION 1103        ADDITIONS**

All additions to the Village of Bellwood, Nebraska which have heretofore been approved and accepted, and which may hereafter be laid out in accordance with the provisions of this Ordinance and accepted and approved, shall be and become incorporated into this Village of Bellwood, Nebraska for all purposes whatsoever, and the inhabitants of such additions shall be entitled to all the rights and privileges and be subject to all laws and regulations of the Village of Bellwood, Nebraska, unless such incorporation into the corporate limits of the Village is specifically exempted by the Village Board.

**SECTION 1103      EFFECTIVE DATE**

This Ordinance shall take effect and be in force from and after its passage and publication according to law.

PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature of Village Board  
Chairperson

\_\_\_\_\_  
Attest: Village Clerk



# SCHEDULE A

## MINIMUM STREET STANDARDS

Village of Bellwood, Nebraska

<u>STREET CLASSIFICATION</u>	<u>MINIMUM RIGHT-OF-WAY (Feet)</u>	<u>MINIMUM PAVEMENT WIDTH (Feet)*</u>	<u>MINIMUM NUMBER OF LANES</u>	<u>MINIMUM SHOULDER WIDTH (Feet)</u>	<u>MAXIMUM GRADE (%)</u>	<u>MINIMUM CENTERLINE RADIUS (Feet)</u>
Arterial Street	80 -100	**	2	4	7	775
Collector Street	80	40	2	4	7	300
Local Street	50***	30	2	4	10	200
Cul-de-sac or Loop Street	50****	30****	2	3	10	200
Marginal Access (Frontage Road - No Parking)	40	22	2	3	10	200

\* Measured from back to back of curb

\*\* Minimum pavement width for arterial streets shall be as determined by the Village Board upon recommendation by the Planning Commission, but in no case shall said minimum pavement width be less than eleven (11) feet per driving lane.

\*\*\* Minimum right-of-way shall be increased to contain the full extent of any required cuts or fills.

\*\*\*\* Minimum right-of-way radius for the cul-de-sac turnaround shall be fifty (50) feet. Minimum pavement radius for the cul-de-sac turnaround shall be forty (40) feet.

## PRELIMINARY PLAT CHECKLIST

Name of Subdivision: \_\_\_\_\_

Location: \_\_\_\_\_ Applicable Zoning District(s) \_\_\_\_\_

Owner: \_\_\_\_\_ Owner's Address: \_\_\_\_\_

Owner's Telephone: \_\_\_\_\_

Surveyor: \_\_\_\_\_ Surveyor's Telephone: \_\_\_\_\_

Engineer: \_\_\_\_\_ Engineer's Telephone: \_\_\_\_\_

Date Submitted for Preliminary Plat Approval: \_\_\_\_\_

### ADMINISTRATOR CHECKLIST:

- 10 copies of preliminary plat submitted 15 days prior to Planning Commission meeting
- 4 copies of supplemental information on preliminary plat submitted 15 days prior to Planning Commission meeting
- Preliminary plat filing fee is paid by subdivider
- Agreement regarding the use of Village Engineer in design of preliminary plat is signed by subdivider (if applicable)
- Preliminary plat legal description is indicated
- Preliminary plat includes all contiguous land holdings of subdivider
- Preliminary plat drawn to scale not exceeding 100' per inch
- Locations of existing building(s) and trees indicated
- Names and locations of applicable existing street rights-of-way, proposed street rights-of-way, proposed street names, dimensions of street rights-of-way and approximate grades, curve radii and pavement widths proposed are indicated
- Existing and proposed sewers, water mains and appurtenances and proposed pipe sizes and approximate grades to serve the subdivision are indicated
- The location of all existing and proposed utility and other easements are indicated
- Topography at proper scale is indicated on plat and drainage plan and report submitted
- Proposed phasing of development indicated
- Notice of Planning Commission Public hearing to newspaper and notice has been published
- Copies of Preliminary Plat distributed to all review entities
- Comments and recommendations received from review entities and Administrator recommendations ready for Planning Commission review

PLANNING COMMISSION PLAT REVIEW CHECKLIST

- Preliminary Plat is consistent with Comprehensive Plan with regard to land use, land use intensity, and public use (land reservation) recommendations of the Plan
- Preliminary Plat is consistent with the regulations of the applicable zoning district(s)
- Preliminary Plat is consistent with the Major Street Plan with regard to extension of major streets
- Preliminary Plat indicates areas subject to flooding and provisions for building site and street elevations are in accordance with the requirements of the Subdivision Ordinance (if applicable)
- Preliminary Plat provides for proper sizing of lots and blocks, particularly appropriate sizing of corner lots
- Preliminary Plat includes all contiguous land holdings of the subdivider and makes adequate provision for future access and utility service to all portions of such contiguous holdings
- Preliminary Plat provides proper extension of existing streets and extensions of proposed streets for access to abutting properties and proper marginal access streets (frontage roads), if applicable
- Preliminary Plat makes proper provision for adequate surface drainage into, through and out of the subdivision
- Preliminary Plat provides easements which are adequate in location and width for intended uses
- Preliminary Plat provides proposed utility locations and capacities acceptable in accordance with the requirements of the Subdivision Ordinance
- Preliminary Plat provides sidewalks as required by the Subdivision Ordinance
- Preliminary Plat proposes the development of common open space and adequate provisions for creation of Owner's association or other owner entity for assessment of owners to maintain such common open space in accordance with the requirements of the Subdivision Ordinance is proposed
- Preliminary Plat provides development phasing consistent with the requirements of the Subdivision Ordinance

PLANNING COMMISSION ACTION RECORD

Planning Commission voted on \_\_\_\_\_ to recommend to the Village Board:  
(date)

- Approval of Preliminary Plat and supplemental information as submitted
- Approval of Preliminary Plat and supplemental information subject to the following changes or conditions: List Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Approval of the following variance(s) from the requirements of the Subdivision Ordinance is/are recommended \_\_\_\_\_
- Rejection of Preliminary Plat is recommended for the following reason(s) \_\_\_\_\_  
\_\_\_\_\_

VILLAGE BOARD PRELIMINARY PLAT REVIEW CHECKLIST

## FINAL PLAT CHECKLIST

Name of Subdivision: \_\_\_\_\_

Location: \_\_\_\_\_ Applicable Zoning District(s) \_\_\_\_\_

Owner: \_\_\_\_\_ Owner's Address: \_\_\_\_\_

Owner's Telephone: \_\_\_\_\_

Surveyor: \_\_\_\_\_ Surveyor's Address: \_\_\_\_\_

Surveyor's Telephone: \_\_\_\_\_

Engineer: \_\_\_\_\_ Engineer's Address: \_\_\_\_\_

Engineer's Telephone: \_\_\_\_\_ Date Submitted for Preliminary Plat Approval: \_\_\_\_\_

### ADMINISTRATOR CHECKLIST:

- \_\_\_ Final plat submitted for approval within 2 years of preliminary plat approval
- \_\_\_ 10 copies of final plat submitted 15 days prior to Planning Commission meeting
- \_\_\_ 4 copies of final plat supplemental information, construction plans and specifications for improvements submitted 15 days prior to Planning Commission meeting
- \_\_\_ Final plat filing fee is paid by subdivider
- \_\_\_ Final plat is consistent with phasing approved by Village Board (if applicable)
- \_\_\_ Final plat is drawn to scale not exceeding 100' per inch and is on sheet size not exceeding eighteen (18) inches by twenty four (24) inches and accurately contains the following information:
  - \_\_\_ The name of the proposed subdivision, the acreage of the land in the final plat and the location of the land within the subdivision final plat by specific legal description indicating boundary lines with accurate lengths, angles and bearings based upon an accurate traverse. Said boundary lines shall be determined by a balanced and closed survey conducted in the field. (See Section 602).
  - \_\_\_ The name(s) of the owner(s) of the land within the subdivision
  - \_\_\_ Date, north point and graphic scale of the plat map
  - \_\_\_ The name of the surveyor and/or engineer who prepared the final plat
  - \_\_\_ The name, location and dimensions in feet and hundredths of feet with bearings or deflection angles, radii, arcs and central angles of all curves of the rights-of-way of all streets, alleys and other rights of-way, all lot lines and other sites, and building setback lines, if such building setback lines are to be in excess of these required by the applicable zoning regulations
  - \_\_\_ The radii, central angles, tangents, lengths of arcs, curvature angles at street intersections and a complete traverse of each street within and on the perimeter of the plat
  - \_\_\_ The location, dimensions in feet and hundredths of feet of all easements, together with an indication of the purpose or purposes of each easement

- \_\_\_ All lake, pond, stream or river shore meander lines established by the surveyor indicating the high and low water marks. If any area within the plat is subject to flooding, the minimum floor elevation for each lot which is subject to flooding shall be indicated
- \_\_\_ All lot and block numbers
- \_\_\_ Accurate location, size, type and material of all monuments, an indication of whether such monuments were found or set and the elevation of at least one (1) such monument
- \_\_\_ Accurate locations of any area to be dedicated or reserved for public use or acquisition with the purpose(s) indicated thereon. Any area to be reserved by covenant or deed restriction for the common use by the owners in the subdivision shall also be located and noted and provisions have been made for assessment of owners for the maintenance of such common open space
- \_\_\_ Restrictive covenants or deed restrictions applicable to the land contained in the plat, either placed directly on the plat or attached thereto. Such covenants or restrictions shall clearly indicate the disposition of all land within the plat with respect to liability, maintenance and other responsibility, and shall provide for the following items:
  - \_\_\_ All required certifications appear on the final plat and are properly worded
  - \_\_\_ Construction plans and specifications for all proposed streets, storm sewers, culverts, drainageways, sanitary sewers, water mains, sidewalks and other applicable improvements are complete
- \_\_\_ Notice of Planning Commission Public hearing to newspaper and notice has been published
- \_\_\_ Copies of final plat, supplemental information and construction plans and specifications distributed to all review entities
- \_\_\_ Comments and recommendations received from review entities and Administrator recommendations ready for Planning Commission review

PLANNING COMMISSION PLAT REVIEW CHECKLIST

- \_\_\_ Final Plat is consistent with the approved preliminary plat
- \_\_\_ Final Plat is consistent with the phasing approved by the Village Board, if applicable
- \_\_\_ Final Plat is consistent with Comprehensive Plan with regard to land use, land use intensity, and public use (land reservation) recommendations of the Plan
- \_\_\_ Final Plat is consistent with the regulations of the applicable zoning district(s)
- \_\_\_ Final Plat is consistent with the Major Street Plan with regard to extension of major streets
- \_\_\_ Final Plat meets all requirements of a final plat set forth in the Subdivision Ordinance

PLANNING COMMISSION ACTION RECORD

Planning Commission voted on \_\_\_\_\_ to recommend to the Village Board:  
(date)

\_\_\_ Approval of Final Plat and supplemental information as submitted

\_\_\_ Approval of Final Plat and supplemental information subject to the following changes or conditions: List Conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Approval of the following variance(s) from the requirements of the Subdivision Ordinance is/are recommended \_\_\_\_\_

\_\_\_ Rejection of Final Plat is recommended for the following reason(s) \_\_\_\_\_

\_\_\_\_\_