



**APPLICATION FOR
SUBDIVISION – FINAL PLAT**
DES MOINES COUNTY, IOWA

APPLICATION #: _____ DATE OF SUBMITTAL: _____

NAME OF SUBDIVISION	TOWNSHIP
STREET ADDRESS (OR TWP, RANGE, SECT.)	
Within 2 miles of a city (Burlington, Mediapolis, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
PRESENT USE OF PROPERTY	PROPOSED USE OF PROPERTY

NAME OF SUBDIVIDER	STREET ADDRESS
PHONE NUMBER	E-MAIL ADDRESS <i>(optional)</i>

NAME OF ENGINEER / SURVEYOR	STREET ADDRESS
PHONE NUMBER	E-MAIL ADDRESS <i>(optional)</i>

NAME OF ATTORNEY	STREET ADDRESS
PHONE NUMBER	E-MAIL ADDRESS <i>(optional)</i>

PLEASE ATTACH THE FOLLOWING WITH THE APPLICATION:

☐ 8 copies of the Final Plat (*Must have surveyor's original signature*)

☐ Fee (non-refundable)

☐ Minor Subdivision – **\$150**

☐ Standard or Major Subdivision – **\$200**

*****Please make all checks payable to "Des Moines County".**

PLEASE SUBMIT THE FOLLOWING PRIOR TO BOARD OF SUPERVISORS APPROVAL:

☐ City Council Resolution approving the Final Plat (*if subdivision is within 2 miles of a City*)

☐ Fence Waiver or Other Fencing Agreement (*See attached for a template*)

☐ Certificate from County Auditor, approving the subdivision name

☐ Departmental Sign-Offs (*Minor Subdivisions only*)

LEGAL DOCUMENTS REQUIRED FOR RECORDING OF SUBDIVISION:

- Owner's Certificate of Dedication
- County Treasurer's Certificate
- Attorney's opinion
- A statement from the Mortgage holders or lien holder (if applicable)
- Any restrictive covenants, easements or CRP agreements (if applicable)
- Performance Bond for completion of improvements (if applicable)

An application is hereby made for the approval of a Final Plat.

Applicant Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

Note: For the specific regulations, please refer to the Des Moines County Subdivision Ordinance. Submittal of an application does not guarantee approval.



RETURN COMPLETED FORM TO
Des Moines County Land Use Administrator
c/o SEIRPC
211 North Gear Avenue, Suite 100
West Burlington, IA 52655

Questions? Call (319) 753-4313 or 753-4321

IMPORTANT ITEMS TO CONSIDER WHEN SUBMITTING A SUBDIVISION PLAT

County Health Department Approval. The Land Use Administrator will share a copy of the Final Plat with the Des Moines County Health Department. If a residential or commercial building already exists on the property, they will review the present on-site waste treatment system and may require you to install a new system if one is not found or no record is available.

County Secondary Roads Department Approval. The Land Use Administrator will share a copy of the Final Plat with the Des Moines County Secondary Roads Department. If a new private roadway or driveway is necessary to access a County road, you will need to request a permit application from their office. You are advised to consult with them prior to submitting the subdivision application, to ensure that it is feasible for them to allow an entrance at your preferred location.

Two-Mile Zoning Ordinance. If the subdivision is located with the designated jurisdiction of the Two-Mile Zoning Ordinance (covering the area just outside the City of Burlington), a zoning permit must be obtained prior to the construction of any new building, or an addition to any existing building. A Floodplain Development Permit may also be required, depending on the located in relation to any 100-year floodplains.

Timeframe for Recording a Subdivision. The final plat and accompanying material shall be considered null and void unless it is recorded within 6 months of approval by the Board of Supervisors.

Information Disclosed during Subdivision Review. The process of developing a subdivision may disclose certain conditions that exist on the property. If these conditions violate state or county ordinances, then the owner/developer may be required to correct these conditions regardless of the outcome of the attempt to subdivide.

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FENCE WAIVER AGREEMENT

Subdivision Name: _____

Name of Subdivider (Printed): _____

Signature of Subdivider: _____ Date: _____

The undersigned (the adjacent landowners of the proposed Subdivision), by their signatures hereto, agree to exempt the subdivider from any responsibility to install a new fence along the mutual property line (as provided in Article VI, Section I(2) of the Des Moines County Subdivision Ordinance #29. The undersigned further acknowledge that this waiver does not conflict with State and federal law and regulations regarding fencing and acknowledge that the applicability of any and all such laws/regulations is not affected by this waiver.

Adjoining Landowner 1

Address / Parcel ID: _____

Direction from Subdivision (*i.e. west or south/west*): _____

Landowner Name (*Printed*): _____

Signature of Landowner: _____ Date: _____

Adjoining Landowner 2

Address / Parcel ID: _____

Direction from Subdivision (*i.e. west or south/west*): _____

Landowner Name (*Printed*): _____

Signature of Landowner: _____ Date: _____

Adjoining Landowner 3

Address / Parcel ID: _____

Direction from Subdivision (*i.e. west or south/west*): _____

Landowner Name (*Printed*): _____

Signature of Landowner: _____ Date: _____

SUBDIVISION FENCING - INSTRUCTIONS

As noted in Article VI, Section J of the Des Moines County Subdivision Ordinance, a subdivider must construct a fence along the shared property line, whenever all of the following apply:

- The subdivision will create one or more lots for the development of new homes.
- One or more properties adjoining the subdivision are currently used for agricultural purposes (crops, orchards, livestock, etc.).
- The owner(s) of the adjoining agricultural land is different from the subdivider/developer or the owner of the land being subdivided.

The primary purpose of this requirement is to prevent the straying of animals across the property line after new homes are developed (i.e. livestock into the residential area, or residential pets into the farming area).

The fence to be constructed must comply with the specific requirements of the Subdivision Ordinance. However, the neighboring landowners may agree to exempt the subdivider from the standard fencing requirement, by choosing one of several alternatives provided in Article VI, Section J(2) of the Subdivision Ordinance:

- If a neighboring landowner agrees to either require a 'lawful fence' (instead of a 'tight fence') or share in the cost of the fence with the subdivider, a written agreement must be prepared, signed and submitted to the Land Use Department.
- If one or more neighboring landowners agree to allow the subdivision to proceed without any new or replacement fencing installed along the shared property line, the subdivider must complete and submit the attached 'Fence Waiver Agreement'

When filling out the 'Fence Waiver Agreement', the following instructions apply:

- For each of the neighboring agricultural properties, a signature must be provided by one person representing the owner of the property (i.e. either husband or wife, or the representative of a family trust). Please have that provide their signature and the date. To ensure that the specific property they own is identifiable for future reference, the official deed holder name and either a legal description or Parcel ID for the property must be provided. The Land Use Department may furnish this information.
- For 'Direction from Subdivision', please identify where each landowner's property is located, in relation to the adjoining subdivision. If that person's land borders the subdivision on more than one side, you should list both (i.e. south/west).