



**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 within 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 location 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

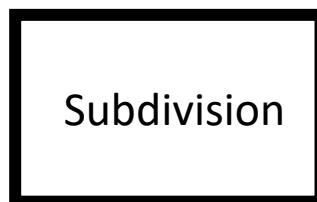
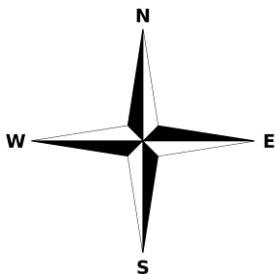
Subdivision Name: \_\_\_\_\_

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.

	Address / Parcel ID	Owner Name (Printed)	Signature and Date
1			
2			
3			
4			
5			



## 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 of the properties adjacent to the proposed residential lot(s) is currently used for agricultural purposes.
- The owner(s) of the adjoining agricultural land is different from the subdivider/developer or the owner of the land being subdivided.

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 person print their name, and then provide a signature and 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.
- At the bottom of the agreement, the box labeled 'subdivision' represents a rough approximation of the specific subdivision involved, with the directional arrows indicating that 'north' faces the top of the page. Please enter the corresponding numbers from the list of landowners at their approximate physical location outside the subdivision. The Land Use Department may furnish this information.