

Subdivision Preliminary Plat Approval Process & Application Packet

Application packet includes the following:

- Preliminary Plat application form (*must be complete*)
- Preliminary Plat drawing checklist

Application process & submittal requirements:



Pre-Application Conference

The purpose for this conference with the City Planning staff is to acquaint the applicant with the subdivision regulations and related requirements of the City of Ankeny and outline the requirements that the applicant must comply with prior to the submission of the Preliminary Plat. Street widths for the subdivision under the provision of Section 200.31 will be established and a determination will be made for waivers of the subdivision regulations pursuant to the provisions of Chapter 200.40 that the developer may wish to request. The meeting should be attended by the applicant & their consultant. The following must be provided:

- ✓ Sketch Plan

To schedule a pre-application conference, contact the Community Development Department at (515-963-3550) or planning@ankenyiowa.gov. Prior to meeting, the applicant is encouraged to meet with the local utility companies.

Technical Review Committee

This committee consisting of representatives from all city departments reviews the submittal and generates comments regarding regulations affecting the proposed subdivision development. The applicant is notified by the project manager within 5 working days following the meeting of any required and recommended revisions. The applicant must submit the following materials for a technical review committee meeting:

- ✓ Preliminary Plat Application Form with completed checklist
- ✓ Eight (8) folded copies of the Preliminary Plat Drawing containing the required information
- ✓ Letter of intent
- ✓ Filing fee
- ✓ Waiver request(s)
- ✓ Electronic PDF copy of all submittal items. Please request a City file share to planning@ankenyiowa.gov for documents and/or emails that exceed 25 MB

Plan & Zoning Commission (Section 200.15)

The Commission shall study the Preliminary Plat and other materials for conformity to regulations. The Commission may confer with the subdivider on changes deemed advisable and the kind and extent of such improvements proposed. The Commission shall approve or reject such plat within forty-five days after the date of submission to the Commission. If the Commission does not act within forty-five days, the Preliminary Plat shall be deemed to be approved. An applicant must include the following materials for a Plan and Zoning Commission meeting at least fifteen days prior to the meeting at which it is to be considered:

- ✓ Six (6) folded copies of the updated Preliminary Plat drawing(s)
- ✓ Two (2) copies of supplementary material
- ✓ Electronic PDF copy of all submittal items. Please request a City file share to planning@ankenyiowa.gov for documents and/or emails that exceed 25 MB
- ✓ Letter of request including cost sharing & waiver requests (if applicable)

City Council (Section 200.16)

Following approval of the Preliminary Plat by the Plan and Zoning Commission, the Preliminary Plat recommendations will be sent to the City Council. If the Plan & Zoning Commission does not approve the Preliminary Plat, a four-fifths vote of the entire membership for the Council is required for approval.

Waiver of subdivision regulations (Section 200.06)

Whenever the tract to be subdivided is of such unusual topography, size or shape that the strict application of the subdivision requirements would result in substantial hardship or whenever the strict application of the subdivision requirements would be contrary to the public interest, the Council, upon recommendation of the Commission, may vary or modify such requirements so that the subdivider is allowed to develop their property in a reasonable manner provided, such variance or modification will not have the effect of nullifying the intent and purpose of the subdivision regulations for the City or of interfering with carrying out the comprehensive plan.

- Waivers of the subdivision regulations may only be granted by the affirmative two-thirds vote of the members of the Plan & Zoning Commission.
- The City Council may only approve the requested waivers or variations upon recommendation by the Plan & Zoning Commission.

The following items must be included with any request for a waiver of requirements of the subdivision regulations:

- ✓ A letter requesting a waiver with specific reference to the applicable Code section or sections
- ✓ Any report or items which may be applicable to the waiver request which developer wishes to submit

Submit the completed Preliminary Plat Application Packet to:

Community Development Department
City of Ankeny
1210 NW Prairie Ridge Drive
Ankeny, Iowa 50023

If you have questions, please contact the Community Development Department at:

Phone: (515) 963-3550

E-mail: planning@ankenyiowa.gov

The following links are available on the City of Ankeny website at

<https://www.ankenyiowa.gov/200/Planning-Information>

[Community Development](#)

[Zoning & Subdivision Municipal Codes](#)

[Zoning Map](#)

[Ankeny Comprehensive Plan](#)

[Development Schedule](#)

[Development Fee Schedule](#)

[Polk County Assessor's Site](#)

[Polk County Recorder's Site](#)

[FEMA \(Federal Emergency Management Agency\)](#)

[FIRM \(Flood Insurance Rate Map\)](#)

**No application will be accepted unless it complies with all the submittal requirements.
Applications that are incomplete will be returned to the applicant without further review.**

Updated: February 2023

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Preliminary Plat Application Form

Property Location for preliminary plat (street address and/or boundary description):

Subdivision Name: _____

Gross acreage of subdivision: _____ Total number of proposed lots: _____

Current property zoning: _____

Is subdivision within Ankeny's corporate limits yes no

Is subject property within a 100-year floodplain yes no

Applicant/Contact Person: _____

Full Name: _____ Company: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Cell Phone: _____

E-mail: _____

Property Owner: _____

Full Name: _____ Company: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Cell Phone: _____

E-mail: _____

Attorney _____

Full Name: _____ Firm Name: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Cell Phone: _____

E-mail: _____

Land Surveyor/Engineer: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Cell Phone: _____

E-mail: _____

I (We) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Ankeny, and have submitted all the required information.

Signed by: _____ Date: _____

(Applicant/Contact Person)

Note: No other signature may be substituted for the Property Owner's Signature

and: _____ Date: _____

(Property Owner)

****Original signatures are required****

Preliminary Plat Drawing Application Checklist

Pre-application Conference held on _____ scheduled for _____ not held

The following is the required information as set forth in Section 200.17 of the Ankeny Municipal Zoning Code.
Paper copies on sheets not to exceed 24" x 36".

1. Plat name
2. Name, address, and phone number of the following:
 - Land surveyor
 - Property Owner(s)
 - Developer
3. Date of preparation
4. North Arrow
5. Scale – not to exceed 1"=100'
6. Vicinity sketch showing location of the project and street alignment of existing and proposed subdivisions with a scale less than 1"= 500'
7. I.D. & ownership of adjacent land
8. Zoning
9. Contour intervals of no more than 5 feet and including the 100 year flood plain elevations and base flood elevations data
10. Location of surface features including:
 - property lines buildings railroads watercourses, topography
 - terrain surface water drainage similar items affecting development
11. Location and size of existing & proposed subsurface features including:
 - sanitary sewers storm sewers water mains other utilities
12. Location and dimension of existing & proposed street features including:
 - street width right-of-way width street names adjacent street widths & names
13. Legal description of the property to be platted
14. Boundary lines including dimensions
15. Lot lines
16. Lot dimensions
17. Lot numbers
18. Easements including location, width, and purpose
19. Corner radii
20. Existing addresses
21. Sidewalks & bike paths
22. Site for public lands – schools, parks, playgrounds, or other public uses in accordance with the comprehensive plan
23. Lots to be dedicated or reserved
24. References, location, and description of survey monuments found
25. Sidewalk/street lighting note (rural)

No application can be accepted for filing unless all required information is submitted

For Staff Use: Application complete Fee paid

Received by: _____ Date: _____