



ADMINISTRATIVE PLAT – SUBMITTAL REQUIREMENTS

City of Hastings

Chapter 46-204 of the Zoning Code

46-204 (a): Intent. Administrative plat procedures are intended to provide expedited review and approval for minor adjustments to legal boundaries and title of property for proper recording, where no public infrastructure is anticipated in association with the application or future anticipated development, and the patterns or ownership and development have otherwise been determined in accordance with the City's long-range comprehensive development plan.

The Administrative Plat and application shall include the following information (please check completed boxes). This completed form MUST be submitted with the General Application.

Applicant	City	Submittal Requirement
		Complete Application. A completed application for Administrative plat review using forms supplied by the Planning Department.
		Application Fee. See fee sheet available in City Planning or on City website under Planning/Fee Schedule.
		Warranty Deed or Title Policy. A report of title given by an abstractor or attorney licensed to do business in the State of Nebraska certified to the date of the original consideration of the final plat by the Hastings City Council, specifying the names and addresses of all persons or entities owning or having any interest in the real estate included in the proposed plat, as shown in the records at the Adams County Courthouse. For the purposes of this subsection, the term "owner" shall include any ownership interest arising by virtue of a deed, lease, contract, lien, mortgage, deed of trust, court order, or other similar instrument, or arising by operation of law.
		Reference Chapter 54 Zoning. Any Administrative Plat shall comply with applicable provisions of Chapters 54 and 46 of the Hastings City Code as the City Engineer shall reasonably deem appropriate.
		Chapter 46, Subdivision (make sure it meets definition): Division of lot, tract, parcel or acreage into two (2) or more sites, or other divisions...except land shall not be considered a subdivision when the smallest parcel of land created is more than 10 acres in area or was previously subdivided.
		Plans: Five (5) prints of the plat shall be submitted to the office of the Commission at least fifteen (15) working days before the meeting at which approval is asked. All plats are required to be on mylar, not velum when submitted. <u>NOTE:</u> If applicant can provide pdf to print to Permit Technician via email or thumb drive then only two copies will be necessary (one [1] 11X17 & one [1] 24" x 36" copy folded).
		All figures and letters shown shall be plain, distinct, and of sufficient size to be easily read, and shall be of sufficient density to make a lasting and permanent record.
		When more than one sheet is used, a key map, showing the entire subdivision at smaller scale with block numbers and street names, shall be shown on one of the sheets, or on a separate sheet of the same size.
		Drawn at a scale no smaller than one hundred (100) feet to the inch, unless otherwise specified.

Pre-application Meeting Scheduled (timeslots reserved Wednesdays 9:00 – 10:30 A.M.) (Please call 402-461-2331 to schedule).

		DATE:	TIME:
Administrative Plat. The Administrative Plat shall contain the following information <u>and applicant shall provide this information at Pre-application Meeting:</u>			
		a) Brief narrative either typed up or in an email explaining the reason for the proposed change.	
		b) Is the parcel still zoned appropriate for this change?	
		c) Does the parcel still accommodate allowed zoning uses?	
		d) Does parcel still meet the minimum lot requirements?	
		e) Does the parcel still meet the minimum yard requirements?	
		f) Does the parcel still meet the minimum dwelling size?	
		g) Does the parcel still meet the minimum lot coverage?	
		h) Does the parcel still meet the maximum height for both principal structures and accessory structures?	
The following should be as proposed in the latest Final plat unless it is a part of the described change in your narrative. <u>NOTE:</u> If you are adding infrastructure such as easements or streets we will need to coordinate through zoning approvals instead.			
		i) Proposed subdivision name and names of adjacent subdivisions, and the legal description.	
		j) The names of streets (to conform wherever possible to existing street names), and the numbers of lots and blocks, in accordance with a systematic arrangement.	
		k) An accurate boundary survey of the property with bearings and distances referenced to section or fractional section corner, and showing (in dotted lines) the lines of immediately adjacent streets and alleys with their width and names.	
		l) Location of lots, streets, sidewalks, public highways, alleys, parks, trails and other features, with accurate dimensions in feet and decimals of feet, with the length and radii of all curves, and with all other information necessary to duplicate the plat on the ground.	
		m) Location and dimension of utility or other easements.	
		n) Certification by a registered land surveyor to the effect that the plan represents a survey made by him, and that all the necessary boundary survey monuments are correctly shown thereon.	
		o) All plats when being submitted to the Planning Department shall bear the signatures of the individuals listed in the Warranty Deed or Title Report (submittal requirement). Said plats shall also bear the signatures of the Adams County Treasurer and the Hastings City Treasurer. The applicant shall at the time the plat is submitted advance to the Planning Department, the funds necessary to file the plat with the Adams County Register of Deeds.	

		p) Dedication of all streets, public highways, alleys, parks and other land intended for public use, signed by the owner, and by all other parties who have a mortgage or lien interest in the property, together with any restrictions or protective covenants which are to apply to lots, it being noted that restrictions or protective covenants exceeding zoning or subdividing standards are for the benefit of the subdivision and home owners. Compliance is therefore a responsibility of the subdivision ownership.
		q) North arrow, scale and date
		r) The location of building lines on front and side streets (not required for pre-application meeting but must be on final approved plat)

PLEASE SEE THE NEXT PAGE FOR CONTINUATION OF THE SUBMITTAL
REQUIREMENTS

The below items must be depicted on the submitted plat. All items will be reviewed after submittal for completeness and accuracy. Any items missing or inaccurate will be a requested revision.

Applicant	City	Submittal Requirement
		The description "Administrative Plat" in the Title Block
		Vicinity Map
		North Arrow, Scale, Legend
		Floodplain Statement
		New Plat Outline must be bolder than lot lines
		Bearings and Measurements shall be depicted for all new lots and plat lines
		Plat utilizes State Plan Coordinate (NAD 83) System – Recommend not Required
		Must depict existing platted/recorded measurements and lot numbers, and existing lot lines in a dashed line or different line type than the new lot lines and easements
		Any existing easements must be shown with width, type of easement, instrument number, and the word "Existing". <i>(If the easement does not follow the existing or new lot lines then the measurements/bearings should also be outlined)</i>
		Any adjacent ROW should be outlined with the name and width
		Existing Structures should be depicted
		Immediate adjacent property depicted and labeled
		Consistent Font Style and Sizing across the plat and signature blocks
		Ensure there is adequate spacing for all signatures, dates, and seals to be placed at appropriate locations
		New Plat Name is depicted the same in the following: • Title • Legal Description • Owner's Certificate • Lienholder's Consent • City Engineer's Approval • Any mention on the drawing of the plat
		Owner's Name(s) is depicted as shown on the provided Title Report in the following: • Owner's Certificate & Acknowledgement • Any mention on the drawing of the plat
		Legal Description Block
		Surveyor's Certificate Block
		Owner's Certificate Block – as shown on current Title Report – Per Below Outline • <i>Ensure each owner is listed with the marital status OR Business Member and title</i> • <i>Each person shall have his or her own signature line.</i> • <i>There should be a different acknowledgement for each group of owner(s)</i> <u>OWNER'S CERTIFICATE</u> KNOW ALL MEN BY THESE PRESENT, THAT OWNER NAME(S), OWNER STATUS(S), OWNER(S) OF RECORD OF THE LAND SHOWN ON THE PLAT AND DESCRIBED IN THE LEGAL DESCRIPTION HEREON, HAS CAUSED THE SAME TO BE SURVEYED, SUBDIVIDED, PLATTED, AND DESIGNATED AS PLAT NAME, IN THE CITY OF HASTINGS, ADAMS COUNTY, NEBRASKA, AND THAT SAID SURVEYING, SUBDIVIDING, PLATTING AND DESIGNATION WAS DONE WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES AND WISHES OF THE UNDERSIGNED OWNER(S).

		SIGNED THIS _____ DAY OF _____ 20__ _____ OWNER NAME, OWNER STATUS <u>ACKNOWLEDGEMENT</u> STATE OF NEBRASKA)) SS COUNTY OF ADAMS) THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THE _____ DAY OF _____ 20__ BY OWNER NAME, OWNER STATUS MY COMMISSION EXPIRES THE _____ DAY OF _____ 20__ _____ NOTARY
		Lienholder's Consent Block– as shown on current Title Report – Per Below Outline • <i>If no Lienholder is present then this can be omitted</i> • <i>If Lienholder is not located in Adams County, NE, then update Acknowledgement County and State</i> <u>CONSENT OF LIENHOLDER</u> I, _____ (PRINT NAME), _____ (TITLE) OF LIENHOLDER NAME, BEING LIENHOLDER OF THE DESCRIBED TRACT OF LAND, HEREBY APPROVE AND AGREE TO THE PLATTING OF THE PLAT NAME IN THE CITY OF HASTINGS, ADAMS COUNTY, NEBRASKA, ON THIS _____ DAY OF _____ 20__ ON BEHALF OF LIENHOLDER NAME. _____ (SIGNATURE) _____ (PRINT NAME AND TITLE) <u>ACKNOWLEDGEMENT</u> STATE OF NEBRASKA)) SS COUNTY OF ADAMS) THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THE ____ DAY OF _____ 20__ , BY _____ ON BEHALF OF LIENHOLDER NAME. MY COMMISSION EXPIRES THE ____ DAY OF _____, 20__. _____ NOTARY
		City Treasurer's Certificate Block – Per Below Outline <u>CITY TREASURER'S CERTIFICATE</u> I HEREBY CERTIFY THAT THE RECORDS OF MY OFFICE SHOW NO SPECIAL ASSESSMENTS ARE DUE OR DELINQUENT UPON THE PROPERTY DESCRIBED IN THE LEGAL DESCRIPTION ON THIS PLAT AS OF THIS _____ DAY OF _____, 20__.

