



**PRELIMINARY/FINAL PLAT – SUBMITTAL REQUIREMENTS
CHECK LIST
City of Hastings
Chapter 38-202 & 38-203 of the Zoning Code**

38-202 (1): Intent. Preliminary plat procedures are intended to determine whether the proposed division of land will comply with the long-range comprehensive development plan for the City, will meet the design standards of the subdivision regulations, and will result in buildable lots capable of meeting the existing or proposed zoning standards, and any other policies and laws that may relate to development specific property that are contained in other applicable laws or regulations.

38-203 (1): Intent. Final plat procedures are intended to create an accurate public record for the sale of lots, to guarantee construction of all public improvements according to the standards in the subdivision regulations, and to ensure that all lots are buildable lots according to the appropriate zoning prior to recording.

The Preliminary/Final 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 Preliminary/Final 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 34, Zoning. The Commission shall not recommend the platting of a residential subdivision or an individual lot with a front foot width and square foot land area less than the requirements of Chapter 34, Zoning Ordinance.
		Chapter 38, 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: A PDF submitted online with application
		<ul style="list-style-type: none"> • 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.

		<ul style="list-style-type: none"> 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.
		<ul style="list-style-type: none"> Drawn at a scale no smaller than one hundred (100) feet to the inch, unless otherwise specified. <u>NOTE</u>: Prefer projected in accordance with Nebraska State Plan NAD 88 coordinate system.
Preliminary/Final Plat. The Preliminary/Final Plat shall contain the following information		
		a) Proposed subdivision name and names of adjacent subdivisions, and the legal description.
		b) The names of the owner and the engineer, surveyor responsible for the survey and design.
		c) Planning Commission and City Council approval block / signature block.
		d) 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. <u>NOTE</u> : All public streets should state they are dedicated.
		e) 38-202 - The location of boundary lines and their relation to established section lines and legal description of the parcel to be subdivided or fractional lines
		f) 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.
		g) Location and width of existing & proposed easement 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.
		h) 38-202 - A topographic survey showing physical features of the property, including watercourses, ravines, bridges, culverts, present structures and other features of importance to lot and street layout. The approximate acreage of the property shall be indicated. Topography of the tract may be required if deemed essential to the design of the subdivision and the location, method and system of surface water drainage. Sanitary sewer facilities and water distribution system shall be identified, including sewer and water pipe sizing to be identified on the preliminary plat.
		i) Location and dimension of utility or other easements (new & existing).
		j) 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.
		k) 38-202 - Designation of the proposed uses of land within the subdivision, whether for residential, commercial, industrial or public use, such as parks, schools, fire stations, churches, etc., plus zoning of adjacent tracts.

		l) 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.
		m) 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.
		n) 38-202 - A landscape plan
		o) A waiver of claim by the applicant for damages occasioned by the establishment of grades or the alteration of the surface of any portion of the streets, and alleys to conform to the grades as established.
		p) North arrow, scale and date
		q) Plat shall show an outline of adjacent properties for a distance of at least 200 feet and how streets, alleys, highways with connection to adjacent properties.
		r) The location of building lines on front and side streets (not required for pre-application meeting but must be on final approved plat)
		t) A grading plan identifying: <ul style="list-style-type: none"> • Grades of all lots and improvements in the subdivision. • The internal subdivision drainage and resulting runoff. • The drainage area and resulting runoff from land outside the subdivision area which discharges water into or through the subdivision. • Proposal as to how the computed quantities of surface water runoff will be handled, and detention areas. • A map showing internal drainage areas and resulting runoff. A copy of drainage calculations.
Supplemental Material.		
The Preliminary Plat shall be accompanied by the following supplemental material:		
		A. A letter of intent addressed to the City Council and Planning Commission containing the following:
		1. Purpose of subdivision, be it immediate or future. Is it for ownership reasons or building development?
		2. A brief description of the tract, (i.e., general location, physical features of the land, total acreage). Proposed number of building sites and typical lot size, if applicable.

		3. Proposed structures, if applicable.
		4. A statement detailing how and when the sub-divider proposes to provide and install all required sewers, water mains, pavement, sidewalks, drainage ways, and other utilities, i.e., electric, gas, telephone, as required.
		5. Any proposed variances from the subdivision regulations.
		6. Any additional information deemed necessary by City Staff.
<p>Final Steps. Any plat approved by the Hastings City Council shall be delivered to the Planning Director at the time of approval. The Planning Director shall there upon file the plat with the Adams County Register of Deeds</p>		

PLEASE SEE THE NEXT PAGE FOR CONTINUATION OF THE
SUBMITTAL REQUIREMENTS

Preliminary/Final Plat Checklist

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 "Preliminary/Final Plat" in the Title Block
		Vicinity Map
		North Arrow, Scale, Legend
		Floodplain Statement
		New Plat Outline must be bolder than lot lines
		Location of lots, streets, sidewalks, public highways, alleys, parks, trails and other features, with accurate, bearings, 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
		Street names may be proposed by the applicant. However, all Street Names shall be reviewed and approved by City staff in order to maintain conformity with current streets and to eliminate redundancy or conflicts for Emergency Services.
		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
		Location and dimension of utility or other new easements <i>(If the easement does not follow the existing or new lot lines than the measurements/bearings should also be outlined)</i>
		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 than the measurements/bearings should also be outlined)</i>
		Any existing adjacent ROW should be outlined with the name and width
		Existing Structures should be depicted
		The plat shall show an outline of adjacent properties for a distance of at least 200 feet, and how the streets, alleys, sidewalks or highways in the proposed subdivision will connect with those adjacent, which are of record.
		Consistent Font Style and Sizing across the plat and signature blocks
		Ensure there is adequate spacing for all signatures, dates, seals and stamps to be placed at appropriate locations
		New Plat Name is depicted the same in the following: <ul style="list-style-type: none"> • Title • Legal Description • Owner's Certificate • Lienholder's Consent • City Engineer's Approval • City Planning Commission Recommendation • Mayor and City Council Action • Any mention on the drawing of the plat
		Owner's Name(s) is depicted as shown on the provided Title Report in the following: <ul style="list-style-type: none"> • Owner's Certificate & Acknowledgement • Waiver for Street Grades • 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

- *Ensure each owner is listed with the marital status OR Business Member and title*
- *Each person shall have his or her own signature line.*
- *There should be a different acknowledgement for each group of owner(s)*
- *If outside city limits please update "IN THE CITY OF HASTINGS," to "WITHIN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF HASTINGS,"*

OWNER'S CERTIFICATE

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). BE IT FURTHER KNOWN, THAT SAID OWNER(S) DOES HEREBY DEDICATE ALL STREETS AND EASEMENTS SHOWN ON THIS PLAT TO THE CITY OF HASTINGS, ADAMS COUNTY, NEBRASKA.

SIGNED THIS _____ DAY OF _____ 20__

OWNER NAME, OWNER STATUS

ACKNOWLEDGEMENT

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

Lienholders Consent Block– as shown on current Title Report – Per Below Outline

- *If no Lienholder is present then this can be omitted*
- *If Lienholder is not located in Adams County, NE, then update Acknowledgement County and State*

CONSENT OF LIENHOLDER

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)

ACKNOWLEDGEMENT

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

CITY TREASURER'S CERTIFICATE

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 __.

CITY OF HASTINGS TREASURER

County Treasurer’s Certificate Block – Per Below Outline

COUNTY TREASURER'S CERTIFICATE

I HEREBY CERTIFY THAT THE RECORDS OF MY OFFICE SHOW NO TAXES ARE DUE OR DELINQUENT UPON THE PROPERTY DESCRIBED IN THE LEGAL DESCRIPTION ON THIS PLAT AS OF THIS _____ DAY OF _____, 20 __.

ADAMS COUNTY TREASURER

	<p>Waiver for Street Grades Block – Per Below Outline</p> <ul style="list-style-type: none"> <i>If multiple owners than, each owner shall have a signature line</i> <p><u>WAIVER FOR STREET GRADES</u> APPLICANT(S) HEREBY WAIVE(S) ANY AND ALL CLAIMS FOR DAMAGES OCCASIONED BY THE ESTABLISHMENT OF GRADES OR THE ALTERATION OF THE SURFACE OF ANY PORTION OF THE STREETS AND ALLEYS TO CONFORM TO SAID GRADES AS ESTABLISHED.</p> <p>SIGNED THIS ___ DAY OF _____, 20__.</p> <p>_____</p> <p>OWNER NAME</p>
	<p>City Engineer’s Approval Block – Per Below Outline</p> <ul style="list-style-type: none"> <i>If outside city limits please update “IN THE CITY OF HASTINGS,” to “WITHIN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF HASTINGS,”</i> <p><u>CITY ENGINEER’S APPROVAL</u> THIS PLAT OF PLAT NAME, IN THE CITY OF HASTINGS, ADAMS COUNTY, NEBRASKA HAS BEEN RECEIVED AND REVIEWED BY ME AND IS IN COMPLIANCE WITH THE PROVISIONS OF CHAPTER 38 OF THE CITY CODE FOR THE CITY OF HASTINGS, ADAMS COUNTY, NEBRASKA, PROVIDING FOR THE APPROVAL OF SUBDIVISIONS AND PLATS BY THE CITY ENGINEER UNDER CERTAIN CIRCUMSTANCES.</p> <p>APPROVED THIS _____ DAY OF _____, 20__.</p> <p>_____</p> <p>CITY ENGINEER</p>
	<p>City Planning Commission Recommendation Block – Per Below Outline</p> <ul style="list-style-type: none"> <i>If outside city limits please update “IN THE CITY OF HASTINGS,” to “WITHIN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF HASTINGS,”</i> <p><u>CITY PLANNING COMMISSION RECOMMENDATION</u> THIS PLAT OF PLAT NAME, IN THE CITY OF HASTINGS, ADAMS COUNTY, NEBRASKA, HAS BEEN SUBMITTED TO AND REVIEWED BY THE CITY PLANNING COMMISSION FOR APPROVAL AND IS HEREBY TRANSMITTED TO THE GOVERNING BODY OF THE CITY OF HASTINGS, ADAMS COUNTY, NEBRASKA WITH THE RECOMMENDATION THAT SAID PLAT BE APPROVED THIS _____ DAY OF _____, 20__.</p> <p>_____</p> <p>CHAIRMAN</p> <p>_____</p> <p>DIRECTOR</p>
	<p>Mayor and City Council Action Block – Per Below Outline</p> <ul style="list-style-type: none"> <i>If outside city limits please update “IN THE CITY OF HASTINGS,” to “WITHIN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF HASTINGS,”</i> <p><u>MAYOR AND CITY COUNCIL ACTION</u> THIS PLAT OF PLAT NAME, IN THE CITY OF HASTINGS, ADAMS COUNTY, NEBRASKA IS HEREBY APPROVED THIS _____ DAY OF _____, 20__.</p> <p>_____</p> <p>MAYOR</p> <p>_____</p> <p>CLERK</p>

		<p>Register of Deeds Certificate – Per Below Outline</p> <p><u>REGISTER OF DEEDS CERTIFICATE</u> STATE OF NEBRASKA)) SS COUNTY OF ADAMS) THIS IS TO CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD IN THE REGISTER OF DEEDS OFFICE OF ADAMS COUNTY, NEBRASKA. DATE: _____ TIME: _____ INSTRUMENT NO: _____</p> <p>_____</p> <p>REGISTER OF DEEDS</p>
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APPLICANT SIGNATURE: _____ DATE: _____

PLANNING DIRECTOR SIGNATURE: _____ DATE: _____