

DOUGLAS COUNTY PLANNING AND ZONING

3015 Menke Circle, Omaha, Nebraska 68134

(402) 444-3531

Application for: Replat - (\$300, preliminary plat, \$200, final plat) _____; Administrative Plat - lot and parcel merger (\$150 + \$50 per lot) _____; Administrative Replat - lot line adjustment, lot consolidation (\$150 + \$50 per lot) _____; Plat Vacation (\$200) _____, {NE. Statute 23-110, 111}; Vacation or Abandonment of a Public Road (\$150) _____, {NE. Statute 39-1722 – 1725}; Administrative Boundary Change (no fee) _____.

Owner(s) Name(s): _____

Address(es): _____

City: _____ State: _____ Zip: _____

Telephone Numbers: _____

Surveyor's Name: _____

Surveyor's address & Phone #: _____

Address(es) of Subject Property(ies): _____

Parcel Number(s) of Subject Property: _____

Existing Legal Description of Subject Property(ies): _____

Proposed Legal Description of Subject Property(ies): _____

Size of Parcel(s): _____

Present Zoning: _____

Purpose of Request: _____

Present Use of Subject Property(ies): _____

Proposed Use of Subject Property(ies): _____

Is the property green-belted? Yes ___ No ___ Is the property entirely in the County's jurisdiction? Yes ___ No ___

The Planning & Zoning Coordinator, or authorized representatives of Douglas County are hereby authorized to enter upon the property during normal working hours for the purpose of becoming familiar with the proposal.

Signature of Owner: _____ Date: _____

Owner Name (printed): _____

Signature of Owner: _____ Date: _____

Owner Name (printed): _____

Signature of Authorized Agent: _____ Date: _____

Authorized Agent (printed): _____

Address & phone number: _____

Date Received: _____ Fee Received: _____ Received By: _____

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Procedures for:

Replat - (\$300, preliminary plat, \$200, final plat) _____,
Administrative Plat - lot and parcel merger (\$150 + \$50 per lot) _____,
Administrative Replat - lot line adjustment, lot consolidation (\$150 + \$50 per lot) _____,
Plat Vacation (\$200) _____, {NE. Statute 23-110, 111}
Vacation or Abandonment of a Public Road (\$150) _____, {NE. Statute 39-1722 – 1725}

APPLICATION:

Application shall be submitted to the County Planning Department on forms provided by the Department and with the required application fee (see above).

An electronic version, in addition to three mylar and four paper original surveys signed and sealed by a State of Nebraska Land Surveyor, shall be provided to the County Planning Department at the time of application.

Applicants will be provided with a sample survey format to follow. The survey shall show, but not be limited to, the following:

- a. The location and size of existing structures, including wells, septic tanks and drain fields (if known) and their distances to property lines. Also to be included are buildings on abutting properties within 50' of the new property lines being created.
- b. Signature spaces for: Surveyor's Certification, Owner's Certification (notarized), County Treasurer, County Engineer, County Attorney, and Planning and Zoning Coordinator.
- c. Designation and reference if the property is in the flood plain.
- d. The change to each lot / property resulting from the administrative plat or administrative replat.
- e. Legal description (including a metes and bounds description) of all properties plus the area involved in both square footage and acreage.
- f. A NOTE on the survey stating: New construction shall meet setback requirements of the Zoning Regulation.
- g. All easements of record.

APPROVAL & APPEAL:

Approval is required from the County Engineer, Planning and Zoning Coordinator and County Attorney. In event of disapproval, the County Engineer, Planning and Zoning Coordinator or County Attorney shall provide the applicant a written statement with the reasons for disapproval within 30 days of the application filing with the County Planning Department.

Appeal of the County Engineer, Planning and Zoning Coordinator and / or County Attorney decision shall be taken to the Planning Commission for recommendation and then forwarded to the County Board of Commissioners for final action. Fees for an appeal are as listed for a variance by County Resolution (\$200).

FILING:

An administrative plat or administrative replat shall not be filed until the County Treasurer has certified (by signature on the survey) that there are no regular or special taxes due or delinquent against the properties involved.

Upon filing with the County Register of Deeds, it is the applicant's responsibility to provide three filed copies of the administrative plat or administrative replat to the County Planning Department.

Filing of a survey does not automatically transfer title to property. A deed must also be recorded to complete the transfer. It is the responsibility of the property owner(s) to verify that all relevant legal documents are filed.

Upon filing with the County Register of Deeds, it is the applicant's responsibility to provide one filed copy of the deed to the County Planning Department.

VACATIONS:

All vacations of recorded subdivisions require consideration by the Planning Commission and referral to the Board. A vacation shall have the same requirements for application and consideration as a final plat (submission of preliminary plat is not required).

The vacation of a public road or any portion of a plat containing a public road shall follow the process provided for by State Statute (NE. 39-1722 to 1725) as administered by the Douglas County Engineer's Office.

MINOR SURVEY OR DRAFTING ERRORS:

Minor survey or drafting errors in a recorded plat shall meet the requirements of the Offices of the County Engineer and County Register of Deeds.

REPLAT:

A replat is defined as additional platting taking place within the boundaries of a plat, including the act of increasing the number of lots; changing the boundaries of an approved outlot or green space area; or changing the configuration of a platted street or public right-of-way; to achieve a reconfiguration of an existing subdivision without changing the outer boundaries of a subdivision. A replat cannot be used to expand the outer boundaries of a subdivision.

- a. The necessity of establishing and dedicating easements for utilities shall not bar the utilization of a replat.
- b. A replat shall follow the requirements for application and consideration of preliminary and final plats.