ATTACHMENT A

Pottawattamie County
Planning & Development

227 South 6th Street
Council Bluffs, IA 51501
Ph: 712-328-5792 | Fax: 712-328-4731
PottCounty-ia.gov

TO: Kelly Hassler
20387 Cardinal Ln
Council Bluffs, IA 51503

FROM: Pam Kalstrup, County Planning

DATE: 10/4/2023

RE: Sketch Plat Application
Robert A - Kelly J Hassler

Please find enclosed a sketch plat application. **An "x" in the box means that these items will be required to be submitted before approval of this application can be made by the Planning Department.** EXPLANATIONS TO THE DOCUMENTS OR ISSUES LISTED BELOW CAN BE FOUND ON THE ATTACHED PAGE.

Office Use Only Recd	Required If X Required	
☐	☒	*Application form signed by all current property owners of the involved properties*
☐	☒	*Filing fee in the amount of $150*
☐	☒	*Plat of Survey*
☐	☒	*Entrance Permit for* ☒ *Proposed* Property #1 ☐ *Proposed* Property #2 ☐ *Proposed* Property #3
☐	☐	*Time of Transfer Inspection Report*
☐	☐	*Septic System Clearance*
☐	☒	County Treasurer's Certification that all taxes/assessment are paid current for All Properties The purpose of this certification is to insure that all certified taxes and special assessments are paid in conjunction with a pending Sketch Plat Application before it is approved. In the event this Certification is signed by the County Treasurer for the current tax year and the Sketch Plat Application is not completely processed, approved and recorded with the required deed/contract, any certified taxes/special assessments will be required to be paid current and another Certification will be required to be sign.
☐	☒	Deed(s) or contract for ☒ *Proposed* Property #1 ☒ *Proposed* Property #2 ☐ *Proposed* Property #3 ☐ *Proposed* Property #4 ☐ *Proposed* Property #5 * The deed(s) that is/are joining properties together will need to contain the following statement **"For Zoning, Subdivision, Taxation and Assessment Purposes, the above-described properties shall be considered one parcel."**
☐	☐	NPDES Permit for IDNR
☐	☒	Protective covenants or deed restrictions, either existing or proposed, if applicable
☐	☒	Easements affecting the property, existing or proposed, if applicable
☐	☒	City of Council Bluffs approval

EXPLANATIONS TO THE BOXES CHECKED ABOVE CAN BE FOUND ON THE ATTACHED PAGE.

Once the listed documentation is received, final approval can be given to the application and the appropriate copies forwarded to you. **Please note that a copy of the approved sketch plat application must be recorded with the deed(s) or contracts transferring the ownership of any parcel(s).** If in the meantime you have any questions relative to this matter, please do not hesitate to contact this Office.

Enclosures

Xc: Snyder & Associates

APPLICATION FORM. This document must be signed by all property owners that own any of the land that is part of this application. Return enclosed form.

FILING FEE. The filing fee for Sketch Plat Applications is $75 per parcel created, minimum $150. If this application and/or map is requested to be changed after the initial application is put together, a $50 fee will be charged, in addition to the per parcel created fee.

PLAT OF SURVEY. If your surveyor is known at the time of this mailing, we will have sent them a copy of this application and the map. If the surveyor was not known, we will have included 2 copies of the application and sketch plat map and you will need to give a copy to your surveyor once you have selected one. Size of Plat of Survey can be no larger than 11" x 17".

ENTRANCE PERMIT. For entrances on State highways contact Iowa DOT at 712-323-6125. For entrances on County roads and highways contact the County Engineer's Office at 712-328-5608. If you do not wish to construct a driveway within the next 6 months, please take the enclosed form with you when you meet with the County Engineer's representative and have them sign it in lieu of an entrance permit.

TIME OF TRANSFER INSPECTION REPORT OR SEPTIC SYSTEM CLEARANCE. As part of this application process, when there is a dwelling or structure that is served by a septic system located on the property, a copy of the Time of Transfer Inspection Report, completed by a State Certified Inspector must be submitted. In the event that the County review of the Inspection report determines that the System must be replaced, it will be required that before the Sketch Plat is approved that the System be upgraded. Please note that there are some transactions that are exempt from the Time of Transfer Inspection. In those cases one of the County Inspectors will view the property to insure that there is no surface discharge of sewage and that they property is not serviced by a cesspool. The existence of either of these situations will require that system be upgraded after obtaining a septic permit.

COUNTY TREASURER'S CERTIFICATION. Before this Sketch Plat Application can be approved, any certified taxes and special assessments on the involved properties must be paid. This means that both the first half (September) and the second half (March) taxes that are on the books at the time the Planning Director processes the application for approval, must be paid before application can be approved. You will need to take the attached "County Treasurer's Certification" form to the County Treasurer's Office on the 1st floor of the Courthouse (227 South 6th Street, Council Bluffs, IA) make sure that all of the taxes are currently paid up and then have the form signed.

If the deed/contract has not been recorded, along with the approved sketch plat application, and the next year's taxes are certified by the Treasurer it will be necessary that those taxes be paid in full for all involved properties and a new Certification Statement signed. If you have your taxes escrowed this may be an issue and should be discussed with your lending institution.

DEED OR CONTRACT JOINING PROPERTIES. When a Sketch Plat Application is for a property line adjustment, a deed(s) or contract(s) will need to be prepared that will not only transfer the created parcel from the seller to the buyer, but that will join the created parcel with the property adjacent to owned by the buyer. The deed that is joining properties together will need to contain the following statement **"For Zoning, Subdivision, Taxation and Assessment Purposes, the above-described properties shall be considered one parcel."** You will need to supply the Planning Office with the "pre-recorded version" of the deeds that will be recorded after approval of the Sketch Plat is given. If you are trying to join a property that has a mortgage on it with a property that you have clear title to you should discuss this detail with your lending institution.

PROTECTIVE COVENANTS OR DEED RESTRICTIONS. Provide copies of any protective covenants or deed restrictions that exist for the properties subject to the Sketch Plat Application. If none exist or are proposed, not applicable.

EASEMENTS. Provide pre-recorded versions of any well, septic and/or ingress/egress easements that are being proposed or are required as a part of the proposed land divisions/property line adjustments. If none exist or are proposed, not applicable.

CITY APPROVAL. This property is located within 2-miles of the City of ☒ Council Bluffs ☐ Carson ☐ Crescent ☐ Neola ☐ Treynor. The City has authority to review land divisions within this 2-mile area. You must contact Christopher Gibbons at 712-890-5358 to secure approval from the City on the request, in addition to County approval.

SKP #_____-_____
Receipt #: _____
Amount: $150
Township: Lewis
Section: 9

POTTAWATTAMIE COUNTY, IOWA, SKETCH PLAT APPLICATION

PROPERTY OWNER #1	Robert A - Kelly J Hassler				
Address	20387 Cardinal Ln Council Bluffs, IA 51503				
PROPERTY OWNER #2					
Address					
SURVEYOR	**Snyder & Associates**				
CONTACT PERSON	Kelly Hassler		**SUBDIVISION NAME** only if chosen at this time		
STREET NAME(S)	Cardinal Ln & Overland Trl		**CIVIL TOWNSHIP**	Lewis	
CURRENT LEGAL DESCRIPTION	**Property #1**	7443 09 326 001	9-74-43 W34 AC NE SW		
	Property #2				
	Property #3				
	Property #4				
LAND USE	**Current**	Ag/Res	**Proposed**	Ag/Res	
ZONING	**Current**	R-2	**Proposed**	R-2	
PROPOSED LEGAL DESCRIPTION	**Property #1**	Parcel 23124			
These legal descriptions are abbreviated for application purposes only and are not intended to be utilized in the actual deed or contract documents.	**Property #2**	Parcel 23125			
	Property #3				
	Property #4				
	Property #5				
INFRASTRUCTURE	**Water**	☒ Private Water Well ☐ Public/Common Water System			
	Sewer	☒ Septic System ☐ Municipal/Common Sewer			
ENTRANCE	☐ Existing Entrance ☐ New Entrance onto State Highway proposed. See attached copy of approved Iowa Department of Transportation Entrance Permit. ☒ New Entrance onto County Road proposed. See attached copy of approved Pottawattamie County Secondary Road Entrance Permit. ☐ This application is for a major subdivision. No individual driveways are being proposed at this time.				

CERTIFICATION/SIGNATURE
I certify that all of the information and documentation presented with this application is true and correct to the best of my knowledge

Property Owner		Date
Type or Print Name	Robert A - Kelly J Hassler	

Property Owner		Date
Type or Print Name		

Property Owner		Date
Type or Print Name		

COUNTY TREASURER'S CERTIFICATION

STATE OF IOWA)
) §
COUNTY OF POTTAWATTAMIE)

I, Lea Voss, Treasurer of Pottawattamie County, Iowa, do hereby certify that the property included in "Current Legal Description" above is/are free from certified and certified special assessments FOR THE _____ TAX YEAR.

Dated this ____ day of _____, 20____.

_____
Lea Voss, Treasurer
Pottawattamie County, Iowa

The purpose of this certification is to insure that all certified taxes and special assessments are paid in conjunction with a pending Sketch Plat Application before it is approved. In the event this Certification is signed by the County Treasurer for the tax year shown above and the Sketch Plat Application is not completely processed, approved and recorded with the required deed/contract, any certified taxes/special assessments will be required to be paid current and another Certification will be required to be sign.

ENTRANCE CLEARANCE ONTO PUBLIC ROAD

☐ Not Required.
☐ Required. Contact Iowa Department of Transportation and secure entrance permit.
☒ Required. Contact Pottawattamie County Secondary Roads and have this document signed below or secure entrance permit.

I hereby confirm that the attached Sketch Plat Map has been reviewed and it has been determined that there is sufficient site clearance to allow an entrance to be constructed as proposed by the property owner. The clearance shall not be construed as the issuance of an "Entrance Permit" as required by Chapter 7.40, Entrance Permits, Pottawattamie County, Iowa, Code. An Entrance Permit shall be secured prior to the construction of the driveway entrance.

_____

By-Pottawattamie County, Iowa, Secondary Road Representative Date

SEWAGE DISPOSAL CLEARANCE

☐ Not Required
☐ Time of Transfer Inspection Required
☒ Sewage Disposal Clearance Required. Contact ☐ Tracy Nosekabel 712.242.6850 and have this document signed below.

The sewage disposal system on the above-described property involved in this Sketch Plat Application has been observed. The purpose of this observation was solely to determine:

1. Whether or not the dwelling is serviced by a cesspool and if it is, to require that a new septic system be installed.
2. Whether or not there is a surface discharge of sewage occurring and if it is, to require that a new septic system be installed.
3. Whether or not the dwelling has a direct discharge to the surface of the ground, to a ditch or to a creek and if it does, to require that a new septic system be installed.

It was determined that the sewage disposal system:

☐ must be upgraded and septic system, after having obtained a permit, be installed and inspected.
☐ requires no further upgrading at this time.

_____

By-Pottawattamie County, Iowa, Planning Department Inspector Date

COUNTY PLANNING DECISION

This Sketch Plat Application has been reviewed and it has been determined that said application is for a:
☒ Property Split
☐ Property Line Adjustment

Said Application is hereby ☐ APPROVED ☐ DENIED.

Subject to the following Conditions, Restrictions and Instructions contained on the Attachment to this Application, and to the following:

_____

Pam Kalstrup, County Planning Date

THIS SKETCH PLAT APPLICATION MUST BE RECORDED WITH THE APPROPRIATE CONTRACT OR DEED ON OR BEFORE _____. AFTER SAID DATE THIS SKETCH APPLICATION APPROVAL IS VOID.

CITY DECISION

Said Application is hereby ☐ APPROVED ☐ DENIED ☐NOT REQUIRED.

_____

Date

SKETCH PLAT APPLICATION CONDITIONS, RESTRICTIONS AND INSTRUCTIONS

PROPERTY LINE ADJUSTMENT

If Approved, subject to the following conditions. Approval of the sketch plat signifies that the proposed property line adjustment, as presented, complies with the County Zoning Ordinance and Subdivision Ordinance. You are hereby authorized to proceed with the preparation of the necessary instruments for conveyance of the subject parcel to the named adjoining property owner. **A plat of survey shall be prepared.** One (1) copy of the plat of survey shall be filed with this Office. **A copy of this decision shall be recorded simultaneously with the instrument filed with the County Recorder which transfers the ownership of said property being divided. A copy of said instrument shall be forwarded to the Office of Planning and Development prior to being recorded so that it can be insured that a deed restriction is included which directs the County Auditor to combine the portion of land described in the instrument with the adjoining tract or parcel to create a single parcel.**

If Denied, be advised that said denial may be appealed to the Planning and Zoning Commission. Applications for appeal are available through the Office of Planning and Development.

PROPERTY SPLIT

If Approved, subject to the following conditions. Approval of the sketch plat signifies that the proposed property split, as presented, complies with the County Zoning Ordinance and Subdivision Ordinance.

A plat of survey shall be prepared as follows:

A. In the event a forty-acre aliquot part is proposed to be divided into two (2) parcels, it shall be required that only the parcel being conveyed have a plat of survey prepared of it. However, as allowed by Code of Iowa, Section 354.4, at the discretion of the County Auditor, an order may be given to require both parcels to have a plat of survey prepared of them. In the event only the parcel being conveyed has a plat of survey prepared, the decision on the sketch plat application shall be conditional upon no further divisions taking place in that forty-acre aliquot part until such time as all parcels in said forty-acre aliquot part have had a plat of survey prepared of them.

B. In the event a forty-acre aliquot part is proposed to be divided into three (3) parcels simultaneously, it shall be required that all three (3) parcels in that forty-acre aliquot part have a plat of survey prepared of them.

C. In the event a forty-acre aliquot part was divided into two (2) parcels prior to July 29, 1996 and it is proposed that one (1) of the two (2) parcels be divided into two (2) parcels, resulting in no more than three (3) parcels within the boundaries of the forty-acre aliquot part, only the two (2) new parcels shall be required to have a plat of survey prepared of them.

D. In the event a forty-acre aliquot part was divided into two (2) parcels after July 29, 1996 and it is proposed that one of the two parcels be divided into two (2) parcels, neither parcel shall be able to be divided unless a plat of survey has been prepared of all parcels located in said forty-acre aliquot part.

One (1) copy of the plat of survey shall be filed with this Office. **A copy of this decision shall be recorded simultaneously with the instrument filed with the County Recorder which transfers the ownership of said property being divided.**

Section 8.004.040, Pottawattamie County, Iowa, Zoning Ordinance, states: LOT FRONTAGE REQUIRED: *No lot shall contain any building used in whole or in part for residence purposes unless such lot abuts for at least twenty-five (25) feet on at least one (1) street, or unless it has an exclusive unobstructed private easement of access or right-of-way at least twenty-five (25) feet wide to a street; and there shall be not more than one (1) single-family dwelling for such frontage or easement, except that a common easement of access at least fifty (50) feet wide may be provided for no more than two (2) such single-family dwellings or for no more than one (1) two-family or multiple dwellings. The driveway surface shall be constructed within the boundaries of the frontage or easement. There shall be a minimum separation distance, along the street, of one hundred fifty (150) feet between such frontage or easement.*

If Denied, be advised that said denial may be appealed to the Planning and Zoning Commission. Applications for appeal are available through the Office of Planning and Development.

MINOR/MAJOR SUBDIVISION

If Approved, subject to the following conditions. Approval of the sketch plat signifies that the proposed minor or major subdivision, as presented, complies with the County Zoning Ordinance and Subdivision Ordinance. You are hereby authorized to proceed with the preparation of a preliminary plat as described in the Subdivision Ordinance.

If Denied, be advised that said denial may be appealed to the Planning and Zoning Commission. Applications for appeal are available through the Office of Planning and Development.

MINIMUM LOT STANDARDS

The minimum lot standards and setbacks for the zoning district in which this property is located is as follows for a single-family dwelling. Contact the Planning Department for all other land uses and the minimum requirements. All standards shown are net values and do not include the right-of-way for roads.

Lot Area	Lot Width	Lot Depth	Front Street Yard	Interior Side Yard*	Rear Yard*	Street Side Yard
2.0 Acres Minimum***	175' Minimum	300' Minimum	75' from road right-of-way**	25'	50'	75' from road right-of-way**

*Rear Yard Setback for detached accessory buildings behind the single-family dwelling is 4'

*Side Yard Setback for detached accessory buildings behind the single-family dwelling is 4'

**Front and Street Yard Setback is 100' in the A-4 (Loess Hills) District.

***Minimum lot area in the A-4, R-1 and R-2 District is 1 acre if serviced by municipal or common water.

All lot lines, except the front lot line abutting a public or private road, shall be situated in such a manner that the minimum setbacks illustrated above are met.

The minimum lot area (size) shown is subject to the provisions of Section 8.004.030 WATER SUPPLY, SEWAGE DISPOSAL AND SETBACKS: Every residence, business, trade, or industry hereafter established, which requires water supply and sewage disposal facilities, shall provide facilities which conform with the requirements and standards of the appropriate State, County or local agency.

For the purpose of providing adequate sewage disposal in areas serviced by onsite wastewater treatment and disposal systems, soil characteristics shall be highly instrumental in determining lot area. The minimum lot area in the various districts shall be determined by the following factors:

.01 The ability to situate a private water well on the lot in accordance with the Private Water Well Ordinance;

.02 The ability to situate two (2) onsite wastewater treatment and disposal systems on the lot;

.03 The ability to meet the appropriate setback requirements for the zoning district, and

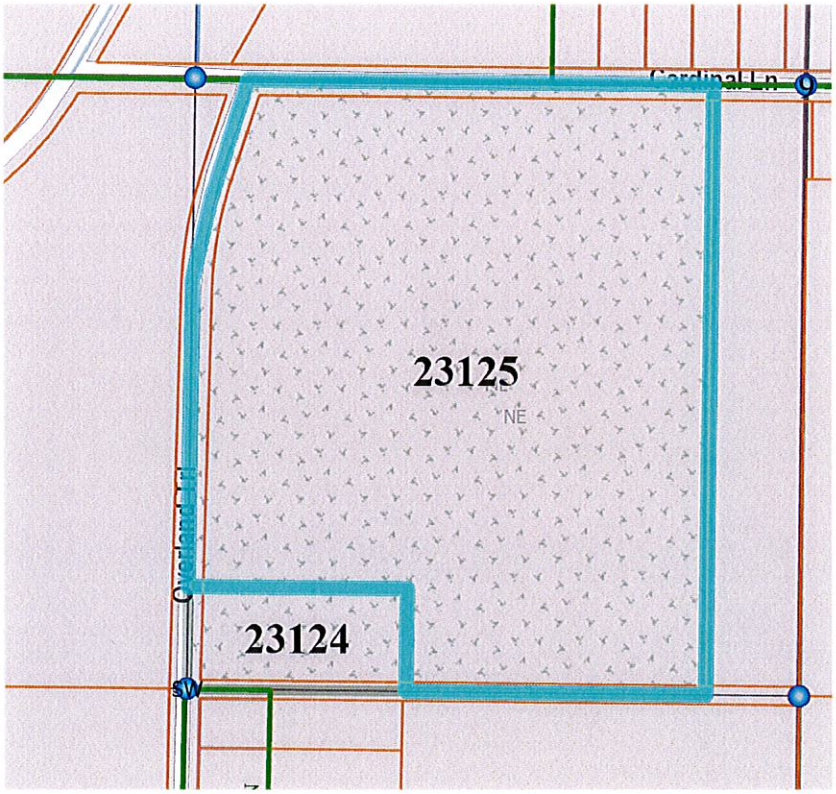
.04 The ability to provide adequate off-street parking and off-street loading.

In the event the above-referenced features can be accommodated in the minimum lot area outlined in the various districts, said lot area shall be accepted as stated. However, in the event the above-referenced features cannot be accommodated in the specified minimum lot area for that zoning district, said lot area shall be increased to a size that can accommodate the above-referenced features.

Pam Kalstrup

From: Christopher Nelsen
Sent: Wednesday, October 4, 2023 1:18 PM
To: Pam Kalstrup; Linda Swolley; 'Tarron Meaike'
Cc: Christopher Gibbons; Deb Miller
Subject: RE: Kelly Hassler parcel letter designation

No problem, it will be 23125



Pottawattamie County
Find Your Fire

Chris Nelsen
GIS Analyst II
Geographic Information Systems
227 S 6th St, Ste #169 | Council Bluffs, IA 51501
P: 712-328-4817 | M: 712-561-0424
PottCounty-ia.gov

From: Pam Kalstrup <pam.kalstrup@pottcounty-ia.gov>
Sent: Wednesday, October 4, 2023 12:58 PM
To: Linda Swolley <Linda.Swolley@pottcounty-ia.gov>; 'Tarron Meaike' <tmeaike@snyder-associates.com>
Cc: Christopher Gibbons <cgibbons@councilbluffs-ia.gov>; Deb Miller <deb.miller@pottcounty-ia.gov>; Christopher Nelsen <christopher.nelsen@pottcounty-ia.gov>
Subject: RE: Kelly Hassler parcel letter designation