

Administrative Plat Application Review Checklist

Application No. 2024-02

Date of Review: 7/30/2024

Applicant Name: Kyle & Sarah Liss; Steven & Jill Johnson

Property Address/Legal Description: 2575 Country Club Road, Albion, NE
S 1/2 Lot 2 + Lot 3, CUDDY'S ARC ACRES, BOONE COUNTY, NE

Administrative Plats - Checklist

The intent of this section is to provide for lots splits, lot combinations, and boundary adjustment which result in lots divided or combined into not more than four (4) lots without having to re-plat said lot, provided that the resulting lots shall not again be divided without re-platting. City staff shall review and approve or deny the administrative plat application for sites within the Corporate Limits of the City of Albion and the Planning Commission shall make a final determination for sites within the City's Extra Territorial Jurisdiction (ETJ).

A. Has the owner or a designated representative of the land provided:
Three (3) full sized hard copies, two (2) 11 x 17 hard copies and a digital file of a land survey of the lots involved and the location of the structure(s) thereon together with the precise nature, location and dimensions of the proposed plat shall accompany the application; and such surveys shall also include two electronic copies on a memory device in an AutoCad format or other software format specified by the city.

Yes No

Comments: _____

B. Does the administrative plat include the following required elements:

- 1. A survey of the lot(s), Yes No
- 2. Location and setbacks of all existing structures(s), Yes No
- 3. Location and dimensions of the proposed administrative plat, Yes No
- 4. A block for Acknowledgment by Notary, Yes No
- 5. A block for Surveyors Certification, Yes No
- 6. A block for Certificate of County Register of Deeds, Yes No
- 7. A block of review from the Boone County Surveyor, Yes No
- 8. A block for approval or certification signed by the County Treasurer stating that there are no regular or special taxes due or delinquent against the platted land, Yes No
- 9. A block for the approval of the City, Yes No

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C. Does the administrative plat include any of the following items which require disapproval:

1. A new street or alley is needed or proposed, Yes No
2. Vacations of streets, alleys, setback lines, access control or easements are required or proposed, Yes No
3. Such action will result in significant increases in service requirements, e.g., utilities, schools, traffic control, streets, etc.: or will interfere with maintaining existing service levels. Yes No
4. There is less street right-of-way than required by this Ordinance or the Comprehensive Development Plan unless such dedication can be made by separate instrument, Yes No
5. All easement requirements have not been satisfied, Yes No
6. Such action taken during an administrative plat will result in a tract without direct access to a street, Yes No
7. A substandard-sized lot or parcel will be created, Yes No
8. The lot has been previously split. Yes No

D. Have all required public improvements been installed, no new dedication of public right-of-way or easements is involved, and such subdivision complies with the ordinance requirements concerning minimum areas and dimensions of such lots. YES NO

E. Prior to the approval of the administrative plat, the subdivider shall provide a statement from the County Treasurer's office showing there are no tax liens against said land within the proposed subdivision or any part thereof. The subdivider shall also provide a statement from the City Treasurer's office showing that all special assessment installment payments are current as applied to said proposed subdivision or any part thereof. All taxes shall be paid in full on all real property dedicated to a public use. Yes No

F. Has the filing fee for the administrative plat shall be in accordance to the City's Master Fee Schedule been paid? Yes No

Signed: _____

Reviewer Name and Title _____

ADMINISTRATOR/CLERK/TREASURER