

**City of Niederwald**  
**Checklist for Filing a Proposed Subdivision of Land**

for proposed subdivisions within the Corporate Limits of Niederwald and in the Extra-Territorial Jurisdiction (ETJ) of Niederwald

The process for approval of a Subdivision includes three steps:

1. Preliminary Conference
2. Preliminary Plat
3. Final Plat

Project Name: \_\_\_\_\_ Project No. \_\_\_\_\_

Type of Project: \_\_\_\_\_ Preliminary Conference \_\_\_\_\_ Preliminary Plat \_\_\_\_\_ Final Plat

**Preliminary Conference Checklist** (Ord. 122000-A Section 8)

\_\_\_\_\_ 1.) Procedure and Fee - **Date Fee Paid:** \_\_\_\_\_

\_\_\_\_\_ The Subdivider will pay a \$300 fee for each Preliminary conference. The Code requires one conference.

\_\_\_\_\_ At the time the fee is paid, the Subdivider will ask that the project be placed on the agenda of the next city council meeting, so that the council may consult with the subdivider regarding the project.

\_\_\_\_\_ 2.) Information Required- **Agenda Date:** \_\_\_\_\_

\_\_\_\_\_ The Subdivider shall provide a large scale map showing the tract boundaries and conceptual plan for use. See Ord. 122000-A Section 8 B. and C. for more information

\_\_\_\_\_ The subdivider shall provide a project description letter to the Mayor of Neiderwald describing existing / proposed improvements, land use, zoning, utilities, and any other relevant information.

**Preliminary Plat Checklist** (Ord. 122000-A Section 9, and as subsequently amended))

\_\_\_\_\_ 1.) Subdivision Application Form & Fees **Date Fees Paid:** \_\_\_\_\_

\_\_\_\_\_ The Subdivider shall provided a complete "Subdivision Application" form. The form must be filled out in its entirety and all signatures must be provided.

The subdivider will pay a Filing Fee of \$395 + \$30 per lot.

\_\_\_\_\_ Filing Fee = \$395 + \$30 x \_\_\_\_\_ # of lots = **Total Fee: \$** \_\_\_\_\_

\_\_\_\_\_ The subdivider will pay the Preliminary Construction Plan Review Fee of 1% of the estimated construction costs in the ETJ, or 0.8% of the estimated construction costs within the corporate limits of the City, with a minimum fee amount of \$750.

For Project within the corporate limits of the City:

Fee = 0.8% x \_\_\_\_\_ (estimated construcion cost) = **Total Fee \$** \_\_\_\_\_

or for Project is the ETJ: \_\_\_\_\_

Fee = 1.0% x (estimated construction cost) = Total Fee \$

or the Minimum Fee: (\$750) Total Fee \$

The subdivider will pay the Preliminary Construction Inspection Fee of 5% of the estimated \_\_\_\_\_ construction costs in the ETJ, or 3% of the estimate construction costs within the corporate limits of the City, with a minimum fee amount of \$500.

For Project within the corporate limits of the City:

Fee = 3% x (estimated construction cost) = Total Fee \$

or for Project within the ETJ:

Fee = 5% x (estimated construction cost) = Total Fee \$

or the Minimum Fee: (\$500) Total Fee \$

If any portion of the tract to be subdivided is within the FEMA 100-year floodplain per the Flood \_\_\_\_\_ Damage Prevention Ordinance the subdivider shall pay the Conformity with Flood Damage Prevention fee of \$750. See Ord. 012605-A VII A 7 for more information

Fee = \$750 Total Fee \$

\_\_\_\_\_ 2.) Signed and Sealed Estimated Construction Cost Estimate

\_\_\_\_\_ 3.) Fifteen (15) copies of the preliminary plat with associated information.  
See Ord. 122000-A Section 8 D for more information on plat information requirements

\_\_\_\_\_ 4.) Utility Checklist Form filled out in its entirety.

\_\_\_\_\_ 5.) Two (2) copies of the preliminary utility plan  
See Ord. 12200-A Section 8 D 4 for more information

\_\_\_\_\_ 6.) Two (2) copies of the preliminary drainage plan \_\_\_\_\_ See Ord. 12200-A Section 8 D 3 for more information

\_\_\_\_\_ 7.) Two (2) copies of the preliminary water quality plan  
See Ord. 12200-A Section 8 D 5 for more information

\_\_\_\_\_ 8.) Send two(2) copies of all required documents to the city engineer.

**Final Plat Checklist (Ord. 122000-A Section 10, and as subsequently amended))**

\_\_\_\_\_ 1.) Subdivision Application Form & Fees Date Fees Paid:

\_\_\_\_\_ The Subdivider shall provided a complete "Subdivision Application" form. The form must be filled out in its entirety and all signatures must be provided.

The subdivider will pay a Filing Fee of \$30 per lot, with a minimum fee of \$750

\_\_\_\_\_ Filing Fee = \$30 x \_\_\_\_\_ # of lots = Total Fee: \$

or the Minimum Filing Fee: (\$750) Total Fee \$

The subdivider will pay the Construction Plan Review Fee of 1% of the estimated \_\_\_\_\_ construction costs in the ETJ, or 0.8% of the estimated construction costs within the corporate limits of the City, with a minimum fee amount of \$750.

For Project within the corporate limits of the City:

Fee = 0.8% x \_\_\_\_\_ (estimated construction cost) = **Total Fee \$** \_\_\_\_\_

For Project within the ETJ:

Fee = 1.0% x (estimated construction cost) = **Total Fee \$** \_\_\_\_\_

Minimum Fee: (\$750)

**Total Fee \$** \_\_\_\_\_

The subdivider will pay the Construction Inspection Fee of 5% of the estimated \_\_\_\_\_ construction costs in the ETJ less the Preliminary Construction Inspection fee, or 3% of the estimate construction costs within the corporate limits of the City less the Preliminary Construction Inspection fee, with a minimum fee amount of \$500.

For Project within the corporate limits of the City:

Fee = 3% x \_\_\_\_\_ (estimated construction cost) less

**Total Fee \$** \_\_\_\_\_ (Preliminary Construction Inspection Fee)

For Project within the ETJ:

Fee = 5% x \_\_\_\_\_ (estimated construction cost) less  
 \_\_\_\_\_ (Preliminary Construction Inspection Fee)

\_\_\_\_\_ **Total Fee \$**

Minimum Fee: (\$500)

**Total Fee \$** \_\_\_\_\_

2.) Parkland Fee Determination for city engineer's approval (if applicable) \_\_\_\_\_ See Ord. 012605-A VII O for more information

\_\_\_\_\_ 3.) Signed and Sealed Estimated Construction Cost Estimate

\_\_\_\_\_ 4.) One (1) copy of the Approved Preliminary Plat

\_\_\_\_\_ 5.) Fifteen (15) copies of the final plat with associated information.  
 See Ord. 122000-A Section 10 A for more information on plat information requirements

\_\_\_\_\_ 6.) Two (2) copies of the construction plans.  
 See Ord 122000-A Section 10 A 5 for more information

\_\_\_\_\_ 7.) Send two (2) copies of all required documents to the city engineer.

NOTES: This checklist is only a partial listing of the major requirements of the Subdivision Ordinance of City of Niederwald. Applicants are advised to read the Subdivision Ordinance in order to find all the requirements.

When the City Engineer determines that all Preliminary Plat requirements have been met, the Preliminary Plat will be placed on the next city council agenda for consideration. When the City Engineer determines that all Final Plat requirements have been met, the Final Plat will be placed on the next city council agenda for consideration.