

City of Bondurant Subdivision Review Process



Preliminary Plat Phase. Preliminary Plats are reviewed by the Planning & Zoning Commission and City Council. The application fee for a Minor Preliminary Plat is \$75 + \$10 per lot. The application fee for a Major Preliminary Plat is \$150 + \$10 per lot. A Minor Preliminary Plat is any subdivision with no proposed streets and fewer than 4 lots. Please check with the City of Bondurant prior to Preliminary Plat submittal to see if a Traffic Impact Study prepared by Veenstra & Kimm will be required as part of the review and approval process. Preliminary Plat review process:

- Preliminary Plat Application to be submitted to Maggie Murray, Planning & Community Development Director, at planning@cityofbondurant.com.
- The Planning & Zoning Commission will review and vote on a recommendation for City Council's consideration. The Planning & Zoning Commission meets the 2nd Thursday of the month. Preliminary Plat Applications, considered complete by City staff, must be submitted at least 2 weeks prior to a Commission meeting in order to be placed on the agenda.
- Upon receiving a recommendation from the Commission, City Council will review the Preliminary Plat at their next meeting. City Council meets the 1st and 3rd Monday of the month.

Construction Drawings Phase. After the Preliminary Plat has been reviewed and approved by City Council, the developer may move forward with submittal of their Construction Drawings. Construction Drawings are reviewed administratively for code compliancy. Reminders:

- Submit Construction Drawings to Maggie Murray at planning@cityofbondurant.com. Items to be included as part of a Construction Drawings submittal include:
 - Construction Drawings.
 - [Grading Permit](#) and its required attachments and fee.
 - NPDES/MS4 Permit.
 - A Lighting Plan must be approved by the City prior to installation of street lighting. The City's follows residential street lighting standards as set forth by SUDAS' Design Manual, Chapter 11 – Street Lighting.

Final Plat Phase. Final Plats are reviewed by City Council. The application fee for a Minor Final Plat is \$75. The application fee for a Major Final Plat is \$150. Final Plats are reviewed by City Council.

- Final Plat Application to be submitted to Maggie Murray at planning@cityofbondurant.com.
- The following items must be addressed prior to City Council's consideration of a Final Plat:
 1. Public Works has conducted its final inspection of the public infrastructure and public parkland (where applicable) – to schedule a final inspection, please contact John Horton, Public Works Director, at jhorton@cityofbondurant.com.
 2. Documentation of the required 4-year Maintenance Bonds have been submitted to John Horton at jhorton@cityofbondurant.com.
 3. As-Builts have been submitted to Maggie Murray at planning@cityofbondurant.com. The City requires the following forms of as-builts: a hard copy, a pdf, and a GIS shapefile.

For questions, please contact Maggie Murray, Planning & Community Development Director, at planning@cityofbondurant.com or at (515) 630-6985

City of Bondurant - Preliminary Plat Application Form



Preliminary Plat Name: _____

Minor or Major Preliminary Plat: _____

A Minor Subdivision is a subdivision with no streets and less than 4 lots.

APPLICANT:

Developer/Owner Name: _____

Signature: _____

Street Address: _____

City, State: _____

Telephone: _____

Email Address: _____

ENGINEER:

Engineer's Name: _____

Engineer's Signature: _____

Street Address: _____

City, State: _____

Telephone #: _____

Email Address: _____

Total # of Lots (including Outlots): _____

Preliminary Plat Application Fee Included with Application: _____

The application fee for a Minor Preliminary Plat is \$75 + \$10 per lot. The application fee for a Major Preliminary Plat is \$150 + \$10 per lot.

Range of Lot Sizes (Smallest-Biggest): _____

Smallest Width of Lot Frontage Proposed (Measured at Building Setback Line): _____

of Acres in Preliminary Platting Area: _____

If Applicable, # of Dwellings Proposed:

- **Total # of Single-Family, Duplex, Triplex, or Townhome Dwellings:** _____
- **Total # of Multi-Family Dwellings:** _____
- **Amount of Public Parkland Dedication Area Required:** _____
Please contact Maggie Murray at planning@cityofbondurant.com for assistance with calculating.
- **Please indicate if the developer will be meeting this minimum public parkland dedication requirement or if they will be opting for the payment-in-lieu option?:** _____

Documents to be Submitted with Preliminary Plat Submittal:

- ☐ Completed Preliminary Plat Application Form, including completed Checklist.
- ☐ Preliminary Plat Application Fee
- ☐ Preliminary Plat
- ☐ Project Narrative (described in Checklist)
- ☐ Stormwater Management Plan
- ☐ Traffic Impact Study (if required)

Date Preliminary Plat Application Submitted to City: _____

For questions, please contact Maggie Murray, Planning & Community Development Director, at planning@cityofbondurant.com or at (515) 630-6985

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Preliminary Plat Checklist – to be completed by Applicant’s Engineer:

- ☐ Preliminary Plat submittal includes two hard copies ([Section 180.07.1](#)). Please also email an electronic version of all submittal materials to Maggie Murray at planning@cityofbondurant.com.
- ☐ Preliminary Plat includes scale ([Section 180.07.1](#)).
- ☐ Preliminary Plat notes date document was prepared ([Section 180.07.2.B](#)).
- ☐ Preliminary Plat includes point of compass ([Section 180.07.2.C](#)).
- ☐ Preliminary Plat includes legal description ([Section 180.07.2.E](#)).
- ☐ Preliminary Plat notes name, address, and contact information of Owner/Developer ([Section 180.07.2.F](#)).
- ☐ Preliminary Plat notes name, address, and contact information of Engineer ([Section 180.07.2.G](#)).
- ☐ Preliminary Plat includes a vicinity sketch showing the relationship of the plat to its general surroundings ([Section 180.07.2.R](#)).
- ☐ Preliminary Plat includes name, certification, and seal of registered land surveyor ([Section 180.07.2.W](#)).
- ☐ Preliminary Plat includes benchmark information indicating city datum being used ([Section 180.07.2.X](#)).
- ☐ Preliminary Plat shows existing buildings, railroads, and utilities ([Section 180.07.2.H](#)).
- ☐ Preliminary Plat shows locations and widths of all existing and proposed rights-of-way and streets in or adjoining the area being subdivided ([Section 180.07.2.I](#)).
- ☐ Preliminary Plat shows that 5’-wide sidewalks will exist on both sides of all streets within the platting area ([Section 180.05.4.D](#)).
- ☐ Preliminary Plat shows locations and names of existing adjoining subdivisions and the names of the adjoining acreage parcels ([Section 180.07.2.J](#)).
- ☐ Preliminary Plat notes zoning classification(s) ([Section 180.07.2.P](#)).
- ☐ Preliminary Plat labels lot numbers ([Section 180.07.2.S](#)).
- ☐ Preliminary Plat shows dimensions of all lot lines and notes the square footage of each lot ([Section 180.07.2.N](#)).
- ☐ Preliminary Plat shows zoning setbacks of each lot ([Section 180.07.2.K](#)).
- ☐ Preliminary Plat labels lot widths at required building setback lines ([Section 175.02.98](#)).
- ☐ Preliminary Plat shows that corner lots are at least 80’-wide, measured at required setback line ([Section 180.05.3.A](#)).
- ☐ Preliminary Plat shows that the street intersections proposed are as nearly at right angles as possible ([Section 180.05.1.D](#)).
- ☐ Preliminary Plat shows that at street intersections, block corners are rounded with a radius of not less than 15’, unless at any one intersection a curve radius has been previously established, then such radius shall be used as a standard ([Section 180.05.2.B](#)).
- ☐ Preliminary Plat shows that if any cul-de-sacs are proposed, such cul-de-sacs are not longer than 600’ ([Section 180.05.1.E](#)).
- ☐ Preliminary Plat shows that no block will be longer than 1,320’ ([Section 180.05.2.A](#)).
- ☐ Preliminary Plat shows that no double frontage lots (excluding corner lots) will exist unless such double frontage lots are specifically allowed. Allowable double frontage lots include: corner lots, lots where the rear frontage is situated along a major street or highway, or larger commercial or industrial lots ([Section 180.05.3.B](#)).
- ☐ Preliminary Plat shows that no flag lots are proposed ([Section 180.05.3.E](#)).
- ☐ If more than 10 lots are proposed, Preliminary Plat must show that no new lots will access directly onto an existing public street, but will instead face onto and be accessed by a new street designed for that purpose ([Section 180.05.3.G](#)).

City of Bondurant - Preliminary Plat Application Form

- ☐ Preliminary Plat clearly indicates any area that is proposed to be dedicated for public use ([Section 180.07.2.L](#)).
- ☐ If applicable, Preliminary Plat includes calculation of minimum public parkland dedication area required and total public parkland area proposed ([Section 180.06.5](#)).
- ☐ Preliminary Plat's public parkland dedication area does not include any of the following areas for inclusion as part of the parkland dedication area: floodplains, floodways, stormwater detention areas/ponds, and steep slopes ([Section 180.06.6](#)).
- ☐ Preliminary Plat lists the percentage of the public parkland dedication area that is capable of development as active recreation area as it being sufficiently level and uninterrupted by public or private utilities, streams, and drainage ditches ([Section 180.06.6](#)). Subdivision Code requires this percentage to be at least 75%.
- ☐ If applicable, Preliminary Plat shows the boundaries of FEMA floodplain areas ([Section 165](#)).
- ☐ If applicable, Preliminary Plat shows areas subject to the City's Stream Buffer Ordinance Map ([Section 167](#)).
- ☐ Preliminary Plat shows contour lines at intervals of not more than 2' ([Section 180.07.2.M](#)).
- ☐ Preliminary Plat shows the following proposed utilities: source of water supply to each lot, provision for sewage disposal to each lot, and provision for stormwater drainage ([Section 180.07.2.Q](#)). Water mains must be at least 8" in size ([Section 180.05.4.E](#)), unless otherwise specifically required by the City's adopted Infrastructure Plans.
- ☐ Preliminary Plat shows that hydrants are not spaced greater than 350' apart ([Section 180.05.4.E](#)).
- ☐ Preliminary Plat acknowledges that utilities proposed will be underground ([Section 180.05.4.F](#)). This underground requirement excludes electric lines in excess of 15,000 volts and also incidental appurtenances, such as transformers, pedestals mounted in terminal boxes, meters, and meter cabinets.
- ☐ Preliminary Plat shows the location, character, and dimension of all existing and proposed easements ([Section 180.07.2.V](#)).
- ☐ Preliminary Plat shows all existing site features and proposed water courses ([Section 180.07.2.Y](#)).
- ☐ Preliminary Plat submittal includes submittal of a Stormwater Management Plan ([Section 180.07.2.U](#)). This Stormwater Management Plan must be a detailed report setting forth the design parameters for any water detention facility required to reduce the release rate to a 5-year release rate. The report must include the initial analysis of the storm sewer system and overland flow to ensure the Stormwater Management Plan is adequate to accommodate the runoff from a 5-year storm in storm sewers with overland flow paths to accommodate the runoff from a 100-year storm without adverse ponding. For questions on this Stormwater Management Plan, please contact Bob Veenstra, City Engineer, at bveenstra@v-k.net.
- ☐ Preliminary Plat shows location(s) of cluster mailbox area(s) proposed ([Section 140.04](#)). Cluster mailboxes shall be located between the sidewalk and curb, must be located outside of the 25'x25' intersection visibility area, and must be located at least 5' away from any driveway.
- ☐ Preliminary Plat submittal includes submittal of a Traffic Impact Study, if applicable ([Resolution 190916-120](#)).
- ☐ Preliminary Plat submittal includes a narrative that demonstrates how the plat proposed is consistent with the City's [Future Land Use Map](#); the [Parks, Trails & Greenway Master Plan](#); Infrastructure Plans; and/or the general goals and policies of the [Comprehensive Plan](#) ([Section 180.07.2.AA](#)).