

LINCOLN COUNTY SUBDIVISION SUBMITTAL PROCEDURE

The following shall be submitted with subdivision plats before they will be accepted by the Planning Department. These items shall be submitted before 5:00 p.m. 20 days prior to a Planning Commission meeting, which is held on the second Tuesday of each month in the City Council Chambers located in City Hall at 211 West 3rd Street.

1. Submit copies of the preliminary and final plat completed by a licensed land surveyor 20 days prior to the Planning Commission meeting.
2. \$250.00 filing fee plus \$25.00 for each lot made payable to *Lincoln County Treasurer*.
3. A copy of a map showing the area being subdivided and a distance of at least 400 feet surrounding said subdivision.
4. A deed of record showing the legal description of the subject property and the owner's name.
5. A title report by an abstract or a title insurance company or an attorney's opinion of title, showing the name of the owner of the land and all other persons who have an interest in, or an encumbrance on the plat. The consent of all such persons shall be shown on the plat.
6. Completed application (see attached). The application shall be signed by all parties that have any record, title, interest (which may include but are not limited to mortgage holders, contract holders, lease holders, etc.) in the land being subdivided.
7. The subdivision must be surveyed and certified by a Nebraska registered land surveyor. The surveyor will be responsible for making sure that all appropriate county and state regulations are complied with.
8. All taxes due and payable and all special assessments against subject property must be paid in full.

**APPLICATION FOR SUBDIVISION PLAT
LINCOLN COUNTY, NEBRASKA**

Date: _____ Fee Paid \$ _____ File No. _____

OWNER
 Name: _____
 Address: _____

 Email: _____
 Telephone: () _____

AGENT
 Name: _____
 Address: _____

 Email: _____
 Telephone: () _____

SURVEYOR
 Name: _____
 Address: _____

 Email: _____
 Telephone: () _____

ANY OTHER ASSOCIATES
 Name: _____
 Address: _____

 Email: _____
 Telephone: () _____

LEGAL DESCRIPTION AND GENERAL LOCATION

NAME OF SUBDIVISION: _____ **NUMBER OF LOTS:** _____

Located in flood plain? Yes No Present Zoning _____ School District _____

- Submit a copy of the deed (Register of Deeds' Office in the Lincoln County Courthouse).
- Submit the subdivision plat to the Planning Office for filing
- All taxes and special assessments due and payable must be paid
- Submit Title Report
- The subdivision must be surveyed and certified by a Nebraska registered land surveyor. The surveyor will be responsible for making sure that all appropriate county and state regulations are complied with.

The Zoning Administrator, who may be accompanied by others, is hereby authorized to enter upon the property during normal working hours for the purpose of becoming familiar with the proposed situation.

The following names and signatures are all the parties that have any record, title, interest (which may include but are not limited to mortgage holders, contract holders, lease holders, etc.) in the land being subdivided:

_____ Date _____
 _____ Date _____
 _____ Date _____

***NOTICE: The subdivision plat does not transfer ownership. Therefore, it is the responsibility of the property owners to have deeds prepared and filed for lots created by this subdivision.**

(Copies of all regulations may be obtained from the Lincoln County Planning Department or on the Lincoln County website at www.lincolncountyne.gov)