



# FINAL PLAT APPLICATION

OFFICE USE ONLY

SUBDIVISION FILE #: \_\_\_\_\_  
DATE FILED: \_\_\_\_\_  
FEE: \$350 +\$15/Lot  
RECEIPT #: \_\_\_\_\_  
Last Revised 04/2025

Applicant/Agent's Name: \_\_\_\_\_  
Applicant/Agent's Address: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_  
Property Owner Address: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address or general location of property: \_\_\_\_\_

Proposed subdivision name: \_\_\_\_\_  
Number of lots: \_\_\_\_\_ Total acres of subdivision: \_\_\_\_\_

Is the property located outside City limits?  NO  YES  
Is the property owner requesting annexation?  NO  YES  
Number of acres for annexation: \_\_\_\_\_

**The following exhibits shall accompany the completed application:**

- Final Plat (See Page 2 for Minimum Requirements for Approval)
- Certified Copy of the Last Deed of Record from the Register of Deeds Office
- Legal Description Formatted in Microsoft Word
- Utilities Comment Form
- If Applicable:
  - Annexation: Letter Requesting Annexation, Legal description of area (formatted in Microsoft Word) & Map exhibit with area of annexation outlined in red
  - Infrastructure Feasibility Plan
  - Phasing Plan
  - Improvement Financing Plans, including Sources of Funding (Private, Assessments, Public, Sanitary & Improvement Districts, and Other Sources)

Applicant/Agent/Owner: \_\_\_\_\_ Date: \_\_\_\_\_

*Signature by Applicant/Agent certifies that they are the authorized agent of the property owner. All submittal information, while reviewed, is subject to meeting all zoning, subdivision, and building code regulations, and it remains the applicant/agent/owner responsibility to ensure all information is correct.*

**PLEASE NOTE:**

- Applications for Planning Commission are due by **Noon on the last Friday of the month** ([see posted schedule for exact dates](#)), prior to the next scheduled meeting.
- A digital submission of application and exhibits is required to be sent to City Planner ([mdougherty@kearneygov.org](mailto:mdougherty@kearneygov.org)) & Associate Planner ([mfsmith@kearneygov.org](mailto:mfsmith@kearneygov.org)) by application deadline.
- Application fees are due by 5:00 PM on the Monday following submittal.
- **ONE** paper copy of application and exhibits is required to be submitted to Development Services one week prior to City Council meeting. **A signed mylar copy of the Final Plat is required to be submitted to the Associate Planner the Monday before the City Council Public Hearing.**
- Application must be signed by Applicant/Agent or Owner.
- Communication regarding application will be with those listed on the application.

*"We provide services, solutions, and opportunities for our community."*



# CITY OF KEARNEY – PLATTING REQUIREMENTS

Minimum Requirements for Approval	Preliminary	Final
Name, address of developer, owner and firm who prepared the plat.	X	X
Location map, showing boundary lines with reference to section, township and range lines.	X	X
Proposed name of subdivision.	X	X
Present and proposed zoning.	X	X
North arrow and bar scale.	X	X
Metes and bounds description, including dimensions, bearings, curve data, tangent length, radii, arcs, chords, and central angles for all centerlines and rights-of-way, and centerline curves on streets.	X	X
Acreage of tract.	X	X
Date of original and all revisions.	X	X
Dimensioning of setbacks.	X	X
Proposed width and street names.	X	X
New block and lot numbers.	X	X
Proposed arrangement of lots, blocks, lot dimensions, and lot areas in square feet or acreage.	X	X
Existing and proposed width of easements or land reserved for or dedicated to public use, width and name of proposed rights-of-way, easements and pedestrian ways.	X	X
Phasing plan (if applicable).	X	X
Required Minimum Scale.	1 inch = 200 Feet	1 inch = 100 Feet
Identify surrounding property, railroad right-of-way, utility easements, parks, public open space, driveway; city limits, existing subdivisions, and other features within one hundred fifty (150) feet of the subdivision boundary.	X	
Property lines within one hundred fifty (150) feet.	X	
All existing water courses, floodplains, wetlands, habitat areas or other environmentally sensitive features within one hundred fifty (150) feet.	X	
Existing rights-of-way and easements within one hundred fifty (150) feet.	X	
Topography at two (2) foot contours including areas up to one hundred fifty (150) feet of the plat boundaries.	X	
Existing site drainage system.	X	
Certifications and seals Registered Land Surveyor, as required by State Statute.		X
Signature blocks for Planning Commission Chairman, Mayor, and City Clerk.		X
Appropriate certification blocks (See <a href="#">Table 53-1 footnote *</a> ).		X
Existing monumentation including bearings and distances to reference points or monuments.		X
Dimensions of building setback lines on front and side street.		X

Last Revised 10/2023