



PRELIMINARY PLAT APPLICATION

OFFICE USE ONLY

SUBDIVISION FILE #: _____
DATE FILED: _____
FEE: \$300 + \$20/Lot – CAP \$4,300
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: _____

Will this subdivision be phased: NO YES How many phases? _____
Number of lots: _____ Total acres of subdivision: _____

The following exhibits shall accompany the completed application:

- Preliminary 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:
 - Phasing Plan
 - Preliminary Infrastructure Feasibility 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) & Associate Planner (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.
- Application must be signed by Applicant/Agent or Owner.
- Communication regarding application will be with those listed on the application.



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 Table 53-1 footnote *).		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