

## **Dawson County Administrative Platting Procedures**

Adopted by Resolution 2020-0034 on Oct. 15<sup>th</sup>, 2020.

### **Section 110 - Administrative Plats**

**110.01** - The intent of this section is to provide for lots splits, lot combinations, replats and boundary adjustments of existing lots of record within grandfathered subdivisions which Result in lots divided or combined into not more than two tracts, provided that the resulting lots shall not again be divided. The Zoning Administrator may approve or disapproved administrative plats in accordance with the following regulations.

**110.02** - Requests for an Administrative Plat approval shall be made by the owner or a designated representative of the land to the Zoning Administrator. Two copies on a material acceptable to the Register of Deeds of the Administrative Plat shall include the following:

- 1.) A survey of the lot(s).
- 2.) Location and precise nature of any structures located thereon, if any.
- 3.) Location and dimensions of the proposed administrative plat.
- 4.) A signature block signed and acknowledged by a registered land surveyor.
- 5.) A signature block for the Dawson County Register of Deeds.
- 6.) A signature block for the Dawson County Surveyor.
- 7.) A signature block for the Dawson County Treasurer stating there are no regular or special taxes due or delinquent against the platted land.
- 8.) A signature block for all land(s) owner(s).
- 9.) A signature block for the approval and signature of the Zoning Administrator.

**110.03** - Disapproval of administrative plats shall be based on the following guidelines:

- 1.) A new street or alley is needed or proposed.
- 2.) Vacations of streets, alleys, setback lines, access control or easements are required or proposed.
- 3.) Such action will result in significant increases in service requirements, e.g., utilities, schools, traffic control, streets, etc.: or will interfere with maintaining existing service levels, e.g., additional curb cuts, repaving, etc.
- 4.) There is less street right-of-way than required by this Resolution or the Comprehensive Development Plan unless such dedication can be made by separate instrument.
- 5.) All easement requirements have not been satisfied.
- 6.) Such action taken during and Administrative plat will result in a tract without direct access to a street.
- 7.) A substandard-sized lot or parcel will be created.
- 8.) The lot has been previously split in accordance with this Resolution.

**110.04** - No Administrative Plats shall be approved unless all required public improvements have been installed, no new dedication of public right-of-way or public easements are involved, and such subdivision complies with the Resolution requirements concerning minimum areas and dimensions of such lots.

**110.05** - Prior to the approval of the Administrative plat, the subdivider shall provide a statement from the County Treasurer's office showing there are not tax liens against said land

within the proposed subdivision or any part thereof. All taxes shall be paid in full on all real property dedicated to a public use.

**110.06** - The Zoning Administrator shall, in writing: either approved the Administrative Plat or disapprove the Administrative Plat and state the reasons thereof if disapproved, within 30 days from receipt of the Administrative Plat application.

**110.07** - The filing fee for Administrative Plats shall be listed within the fee schedule.

**110.08** - After approval from the Zoning Administrator the original must be certified by all applicable parties and filed with the Register of Deed's Office prior to the issuance of a zoning permit.