

Minor Subdivision # _____

Date _____

APPLICATION FOR MINOR SUBDIVISION APPROVAL
BUFFALO COUNTY, NEBRASKA

To the County Board of Commissioners:

Pursuant to Chapter 3.20 of the Buffalo County Subdivision Regulations adopted on February 17, 2009, I hereby submit this request for approval of a Minor Subdivision for property described as follows:

Legal Description of Property:

Legal Description with Survey completed by Registered Surveyor. Legal description of the property to be subdivided prior to and after minor change (s). A survey shall be attached to the application showing:

- a. Existing subdivided land upon which the change is sought, and
- b. Proposed lots and abutting lots; and all existing structures, fences, and building setbacks on lots that are desired to be in effect after the minor change (s).
- c. The lot area in square feet for each and any lot (s) created or modified.

Minor Subdivision changes may be used after approval of Final Plat or division of Final Plat for dividing one (1) lot into two (2) parts, combining two (2) or more lots (or parts of lots) into one (1) parcel, or a combination thereof; or moving lot line between two abutting lots or several lots that have a common lot line. This definition shall apply only once to any subdividing transaction or conveyance involving any specific lot or combination of lots. Transaction or conveyances classified, as minor subdivision changes are hereby deemed not to constitute a "subdivision" for purposes of this regulation. The following conditions shall be fulfilled to allow such change(s):

- 1. **Improvements** All required improvements shall have been installed and be available to the resulting parcel(s).
- 2. **No changes in Dedications to Public** There can be no new dedication and/or change of public rights-of-way. Any easement occupied by a utility cannot be changed.
- 3. **Remaining Parcels Must Comply with Zoning Laws** All resulting parcel(s) of land shall comply with all other applicable zoning and subdivision regulations in effect at time of submittal of such application.
- 4. **Utility companies notified** Party requesting change must provide written proof of all utilities that no utility occupies the easements to be moved.

Printed Name of Property Owner of Record

Signature of Property Owner

Address (Include City, State & Zip Code)

Phone Number

Printed Name of Property Owner of Record

Signature of Property Owner

Address (Include City, State & Zip Code)

Phone Number

Printed Name of Property Owner of Record

Signature of Property Owner

Address (Include City, State & Zip Code)

Phone Number

State of Nebraska)
County of Buffalo) S.S.

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20____,

by _____.

Notary Public
My Commission expires _____

Affix Seal here

State of Nebraska)
County of Buffalo) S.S.

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20____,

by _____.

Notary Public
My Commission expires _____

Affix Seal here

State of Nebraska)
County of Buffalo) S.S.

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20____,

by _____.

Notary Public
My Commission expires _____

Affix Seal here

The Buffalo County Board of Commissioners, Buffalo County, Nebraska hereby acknowledges receipt of the above Minor Subdivision application which is hereby

Approved _____ Not Approved _____

Resolution # _____
Approval Date _____

Chairman, Buffalo County Board of Commissioners

Attest: _____ (Seal)
Buffalo County Clerk

Recorded in the Register of Deed's Office _____

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.

Buffalo County Zoning
1512 Central Ave.
PO Box 1270
Kearney, NE 68848
308-236-1998

Office Use Only
Permit Number _____
Amount _____ Receipt # _____
Floodplain Yes or No _____
Date _____ Initial _____

Additional Page (s) for owner's signature (if necessary)

Printed Name of Property Owner of Record

Signature of Property Owner

Address (Include City, State & Zip Code)

Phone Number

Printed Name of Property Owner of Record

Signature of Property Owner

Address (Include City, State & Zip Code)

Phone Number

Printed Name of Property Owner of Record

Signature of Property Owner

Address (Include City, State & Zip Code)

Phone Number

State of Nebraska)
County of Buffalo) S.S.

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20____,

by _____.

Notary Public
My Commission expires _____

Affix Seal here

State of Nebraska)
County of Buffalo) S.S.

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20____,

by _____.

Notary Public
My Commission expires _____

Affix Seal here

State of Nebraska)
County of Buffalo) S.S.

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20____,

by _____.

Notary Public

Affix Seal here

My Commission expires _____

Where Filed All minor subdivision requests shall be submitted by written application to the Planning and Zoning Administrator, signed by all parties having any right, title, or interest in the real estate described, on form provided by such office.

Review and Appeal The Planning and Zoning Administrator may approve or disapprove the minor subdivision application as submitted or require changes to the application.

Approval In the event that the Planning and Zoning Administrator approves the application or the required changes after review are fulfilled by subdivider, the proposed subdivision is submitted to the Buffalo County Board for approval with the Board approving the subdivision by Resolution.

Disapproval Process and Appeal In the event that the Planning and Zoning Administrator disapproves the application or requires changes that subdivider will not fulfill, written notice of such disapproval or the required changes shall be mailed to address given on application. Thereafter appeals shall be allowed and conducted as set forth in Sec. 3.27.

Post Approval Procedures Following approval of the minor subdivision change request, subdivider proposing the minor subdivision change(s) shall have the responsibility for transmitting to, filing with, and paying any filing fees of such documents with the Office of the Register of Deeds. Minimally the following documents shall be filed with the Office of Register of Deeds:

1. The approved plat reflecting the minor subdivision;
2. A certified copy of the resolution or minutes of meeting accepting said final plat if the Board of Adjustment approved it, and
3. Any other data, documents, and/or items required by the Register of Deeds.

Failure to Timely File Approved Minor Subdivision Failure of the subdivider to file the approved application with necessary documents within six (6) months of date of approval by the Zoning Administrator and/or Board of Adjustment shall cause such subdivision request to become null and void and of no effect.