



# SARPY COUNTY PLANNING & BUILDING DEPT.

1210 GOLDEN GATE DRIVE, #1240  
PAPILLION, NE 68046  
PHONE: 402-593-1555 FAX: 402-593-1558  
E-MAIL: [PLANNING@SARPY.COM](mailto:PLANNING@SARPY.COM)

## FINAL PLAT APPLICATION

In order for your application to be considered **COMPLETE**, please answer all applicable questions and provide the following:

1. Submit complete Final Plat Application
2. Submit Non-Refundable Fee of \$\_\_\_\_\_ made payable to Sarpy County
3. Two (2) full sized, folded plat drawings
4. One (1) reduced size site plan drawing (8.5 x 11)
5. One (1) electronic copy of the plat drawing in PDF form
6. One (1) electronic copy in autoCAD format as required by the County GIS Section (for subdivisions of 20+ lots)
7. **Please review Sections 7 and 8 of the Sarpy County Subdivision Regulations for a complete list of Final Plat process and submittal requirements.**

**APPLICATION FILING FEES – see Sarpy County Master Fee Schedule for the Planning and Building Department**

### PLANNING STAFF USE ONLY:

APPLICATION #: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

CP DESIGNATION: \_\_\_\_\_

CURRENT ZONING DESIGNATION: \_\_\_\_\_

PROPOSED ZONING DESIGNATION: \_\_\_\_\_

APPLICATION FEE: \$\_\_\_\_\_ RECEIPT NO. \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

NOTES: \_\_\_\_\_

### APPLICANT INFORMATION:

NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_  
(IF DIFFERENT)

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

### PROPERTY OWNER INFORMATION: (If multiple owners, please attach separate sheet)

NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_  
(IF DIFFERENT)

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

### ENGINEERING/SURVEYING PROFESSIONAL'S INFORMATION:

NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_  
(IF DIFFERENT)

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**PROJECT DESCRIPTION:** Describe the project in detail, including physical features of the site, proposed improvements, proposed uses or business, operating hours, number of employees, anticipated customers, etc. – Attach additional sheets if necessary.

**PLEASE NOTE:** A detailed project description is essential to the reviewing process of this request.

**PLAT INFORMATION:** Complete each section in its entirety. If a question is not applicable to your project, please indicate this to show that each question has been carefully considered.

**PLAT NAME:** \_\_\_\_\_

**ASSESSOR'S PARCEL NUMBER:** \_\_\_\_\_ **ADDITIONAL PARCEL NUMBERS** \_\_\_\_\_

**GENERAL LOCATION:** \_\_\_\_\_

(example 189<sup>th</sup> & Giles Rd)

**LEGAL DESCRIPTION:** (Describe property to wit:) \_\_\_\_\_

**SIZE OF PROPERTY:** \_\_\_\_\_ *acres* **CURRENT ZONING:** \_\_\_\_\_ **REQUESTED ZONING:** \_\_\_\_\_

**SOURCE OF UTILITY SERVICES:** **Water** - \_\_\_\_\_ **Sewer** - \_\_\_\_\_

**Gas** - \_\_\_\_\_ **Electric** - \_\_\_\_\_

**ADDITIONAL INFORMATION:** Please use this space to provide any other information you feel is appropriate for Sarpy County to consider during review of your application. Attach extra sheets if necessary.

**PLEASE NOTE THE FOLLOWING PROCEDURES:**

1. The Planning Department will review the application material along with other appropriate departments and/or agencies and provide a recommendation report to the Planning Commission and County Board.
2. The Planning Commission will hold a public hearing and make a recommendation to the County Board.
3. The County Board will hold a public hearing and make a final decision on the Final Plat application.
4. All necessary agreements/drawings are to be recorded with the Sarpy County Register of Deeds, the cost of which will be borne by the applicant or the property owner.
5. Upon approval of the Final Plat, a certification of approval by the Board shall be endorsed thereon by the County Clerk, and eight (8) copies of the Final Plat shall be filed with the Register of Deeds office within 90 days. (3 mylar and 5 paper copies with signatures).
6. If a Change of Zoning application is applied for concurrently with the Preliminary Plat or Final Plat, the conditional approval of the plat also allows for conditional approval of the rezoning request, however, the rezoning does NOT become official until the Final Plat is approved and filed with the Register of Deeds office.

*The applicant (or authorized agent) has prepared this application and certifies that the facts stated herein and exhibits attached hereto are true and correct.*

\_\_\_\_\_  
Property Owner/Applicant Signature

\_\_\_\_\_  
Date

*I, the undersigned, understand a sign will be posted on my property and will remain until the public hearing process of the Planning Commission and County Board is complete. I further understand the Final Plat process as stated above and I authorize Sarpy County staff to enter the property for inspection related to the specific request during this process.*

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date