



# 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)

## PRELIMINARY PLAT APPLICATION

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

1. Completed Preliminary Plat Application
2. 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 5 and 6 of the Sarpy County Subdivision Regulations for a complete list of Preliminary 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 Preliminary 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. If a Change of Zoning application is applied for concurrently with the Preliminary 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 at the Planning Commission and County Board is complete. I further understand the Preliminary 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