



## **SUBDIVISION APPROVAL – MINOR PLAT (Administrative Approval)**

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Subdivision approval is required to divide any parcel of land into two (2) or more lots or sites. A minor plat is any replat creating lots that do not require public street, sanitary sewer, or storm sewer improvements. When the subdivision could be approved as a series of administrative plats, the Planning Director is authorized to sign on behalf of the Planning Board and City Council. These minor plats must follow a two (2) phase process.

Phase I: Sketch Plan Review  
Phase II: Final Plat Review

**Note 1: Failure to properly subdivide and record a division of land for transfer of ownership or building development is a violation of state law and may result in denial of a building permit or an inability to sell the property with clear title.**

Steps for SKETCH PLAN REVIEW:

Step 1: **Contact the City Planning Department at:  
Omaha/Douglas Civic Center  
Current Planning Division  
1819 Farnam St., Suite 1110  
Omaha, Nebraska 68183  
(402) 444-5200**

Step 2: Schedule a pre-application conference with the Manager – Current Planning Section. At this conference, the applicant must provide information on the location, size and lot arrangement proposed for the property.

Step 3: The applicant submits the sketch plan and one (1) copy at the pre-application conference. The information required on the sketch plan is listed in Section 53-5, Omaha Municipal Code.

Step 4: Following the sketch plan conference the applicant will be advised by letter whether the proposed subdivision qualifies as a minor plat that can be approved administratively. An application form and checklist will be sent with the letter.

Step 5: Contact a licensed surveyor or engineer to prepare the subdivision plat. If the parcel(s) have buildings on them, an as-built survey must also be submitted.

Step 6: Proceed to Phase II, final plat.

The steps for FINAL PLAT REVIEW:

Step 1: Prepare a final plat following the requirements of Section 53-8, Final Plat. The owner(s), the surveyor, the Douglas County Treasurer, the Omaha City Engineer, and the Omaha City Planning Director must sign the plat. The owner's signatures must be exactly as shown on the deed(s) for the property. All owners' signatures must be notarized.

**Note 2: All easements required by Section 53-8(e) must be included on the plat. In those cases where a building may encroach into a required easement, this must be noted as an exception in the easement language.**

Step 2: The County Treasurer must sign the plat before it is submitted to the Planning Department for final approval.

- Step 3: Submit the following to the Manager – Current Planning
- Five (5) mylar copies of the final plat signed by the owners, the surveyor and the County Treasurer, minimum size 18 x 24 inches
  - Required documents and supplemental material
  - A complete and signed applicant form
  - The application fee (Check should be made payable to: City of Omaha.) Exception: No fee is required for subdivisions located east of 42<sup>nd</sup> Street and south of I-680.
- Step 4: The Planning Department will refer the plat to the City Engineer
- Note 3: The City Engineer must certify that: All required public improvements have been completed, inspected and approved by the Public Works Department.**
- Step 5: Following review and certification by the City Engineer, the Planning Director will sign the plat if it is found to comply with zoning and subdivision regulations.
- Note 4: The Planning Director approval must state: Approved as a subdivision of (subdivision name) in compliance with Section 53-10(3), Omaha Municipal Code, with plat requirements waived per Section 7.08, Home Rule Charter of the City of Omaha**
- Step 6: The applicant will be notified after both the City Engineer and the Planning Director have signed the documents.
- Step 7: Pick up the mylar copies from the Planning Department and take them to the Douglas County Register of Deeds for recording. A minor plat approval is void if it is not recorded within thirty (30) days of the date of the Planning Director signature.