



SUBDIVISION APPROVAL – MINOR PLAT

Subdivision approval is required to divide any parcel of land into two (2) or more lots or sites. A minor subdivision is any re-plat creating lots that do not require new public streets, sanitary or storm sewers or other public improvements. Minor subdivisions must follow a two (2) phase process.

Phase I: Sketch Plan
Phase II: Concurrent Preliminary and Final Plat

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 Planning Director, Assistant Planning Director-Building and Development, or the Manager – Current Planning Section. At this conference the applicant must provide information on the location, size and conceptual ideas 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, Chapter 53, Omaha Municipal Code.

Note 2: Public Works-Design, Public Works-Traffic, Parks and Planning will complete a technical review. The Manager – Current Planning will send a pre-application review letter listing technical and compliance findings. This letter will also advise the applicant to proceed with an application for a minor subdivision. Subdivision procedures, an application form, a standard short form subdivision agreement, and an application checklist will be sent with the letter.

Step 4: 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 5: Proceed to Phase II, Concurrent preliminary and final plat

The steps for CONCURRENT PRELIMINARY AND FINAL PLAT REVIEW:

Step 1: Prepare a preliminary plat:

- Following the requirements of Section 53-6, Preliminary Plat
- Responding to any findings from the sketch plan review
- If there are buildings or other improvements on the property, an as-built survey should be submitted.

Step 2: Prepare a final plat consistent with the proposed preliminary plat, following the requirements of Section 53-8, Final Plat

- Step 3: Submit both the preliminary and final plats to the Manager – Current Planning, along with:
- Required documents and supplemental material
 - A complete and signed application form
 - A completed short form subdivision agreement
 - The application fee. (Make checks payable to: City of Omaha.)
- Step 4: Following review, the Planning Department will prepare and transmit a recommendation report to the applicant.
- Step 5: Planning Board hearing. If there are design, improvement, financing, or other compliance deficiencies, the Planning Board will require them to be resolved before the final plat is signed by the Board's President. The plat will only be sent to the City Council after it has this signature.
- Step 6: City Council hearing on the preliminary and final plats. These hearings will be separated so that the Council can review the preliminary plat first and then give approval to the final plat at a subsequent meeting. Approval action by the City Council will authorize the Council President to sign the plat.
- Step 7: Signature by City Engineer.
- Step 8: Record the final plat. The final plat must be recorded with the Douglas County Register of Deeds within thirty (30) days of City Council approval action and final signature of the City Engineer.