



## SUBDIVISION APPROVAL

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Subdivision approval is required to divide any parcel of land into two (2) or more lots. Subdivisions not classified as minor plats or administrative subdivisions must follow a three (3) phase process:

Phase I:	Sketch Plan
Phase II:	Preliminary Plat
Phase III:	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.**

The 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 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: Submit 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 and send a pre-application review letter to the applicant listing technical and compliance findings.**

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: Preliminary Plat

The steps for PRELIMINARY PLAT REVIEW:

Step 1: Prepare a preliminary plat:

- Following the requirements of Section 53-8, Minimum Design Standards and Section 53-9, improvements
- Containing all the information listed in Section 53-6, Preliminary Plat
- Responding to the findings in the sketch plan review letter

Step 2: Submit twenty four (24) paper copies of the preliminary plat to the Manager – Current Planning, along with: 1) required documents, 2) a complete and signed application, 3) a letter specifying any requests for improvement waivers or variations to the subdivision agreement, and 4) the appropriate fee,. (Contact Current Planning to verify the amount of the fee. Make checks payable to: City of Omaha.)

Step 3: Following review, the Planning Department will prepare and transmit a recommendation report to the applicant. If there are design, improvement, financing, or other compliance deficiencies, these will be listed as conditions to the approval. If these conditions are accepted by the

Planning Board and City Council they should be resolved on a revised preliminary plat which would be submitted with the final plat application.

Step 4: Planning Board hearing

Step 5: For subdivision plats that the Planning Board recommends approval, proceed to Phase III, Final Plat.

**Note 3: A Planning Board action to layover or approve with design, improvement, financing, or compliance conditions will require preliminary plat approval by the City Council before the final plat can be submitted.**

Step 6: City Council hearing

Step 7: Proceed to Phase III, Final Plat

The steps for FINAL PLAT REVIEW:

Step 1: Prepare the final plat following the requirements of Section 53-8, Final Plat

Step 2: Submit four (4) reproducible mylar copies and twelve (12) paper copies of the final plat to the Manager – Current Planning, along with: 1) the required supplemental materials, 2) a complete and signed application, 3) a completed subdivision agreement, and 4) the appropriate fee, (Contact Current Planning to verify the amount of the fee.)

**Note 4: The Planning Department will send the applicant a copy of the recommendation report acknowledging that the final plat is consistent with the approved preliminary plat;**

**- or -**

**If the Department finds that the final plat is not consistent with the approved preliminary plat it will notify the applicant within three (3) days of the application deadline date. A revised preliminary plat must be submitted, identifying all changes from the approved preliminary plat before the final plat can be placed on the Planning Board agenda. The revised preliminary plat and the final plat must be consistent and may be processed concurrently.**

Step 3: Planning Board action

Step 4: City Council hearing

Step 5: Submit Engineering drawings and financing commitments to the City Engineer

Step 6: Signature by the City Engineer

Step 7: Record the final plat. The final plat must be recorded with the Douglas County Register of Deeds within thirty (30) days of approval action by the City Council and final signature of the City Engineer.