

POLK COUNTY SUBDIVISION ORDINANCE TOWN BOARD CHECKLIST

(Checklist to be filled out by Town Board)

TO: The Town Board of the Town of _____, The Polk County Land Information Department expects to review a subdivision proposed by _____, assisted by _____, consisting of _____ lots
(Land Owner) Surveyor (if one has been retained)

or parcels located at the following address: _____ in Section _____ of your Town.

Parcel # _____ - _____ - _____ If other parcel #(s) affected, please list: _____

Prior to County review, we require the Town Board to answer the following questions:

1. ROADS. The Town **WILL ACCEPT** _____ **WILL NOT ACCEPT** _____ ownership of the streets and roads within the proposed subdivision. NOTE: (If some roads are to become town roads and others are to stay private, please indicate this here or on a map.) The following roads will be Town Roads: _____. The following roads will be private: _____.

2. ROAD STANDARDS. The standards for right-of-way, design and construction of roads within the subdivision will be minimum town road specifications as called for in the County Subdivision Ordinance. Please check the appropriate statement:

_____ The Town accepts the County minimum road standards, OR _____ The Town accepts the road with the following requirements (If the Town has other requirements regarding the Town standards for right-of-way width, maximum and minimum grades, width, depth, and type of base material, paving requirements, specifications on shoulders, ditches, culverts, cul-de-sac radius, erosion control, fencing and plating of vegetative cover, etc. **please indicate that here or attach a separate sheet.**):

3. LAND AND WATER RESOURCES DEPARTMENT REVIEW. We **DO** _____ **DO NOT** _____ want the County to send this subdivision to the Polk County Land and Water Resources Department for calculation of watershed-drainage area, sizing of culverts, specification of drainage ways, water detention areas and erosion control features in accord with those calculations and other appropriate technical standards.

4. SUITABILITY OF LOTS FOR SEPTIC SYSTEMS:

The County policy is to require all unsewered lots that are intended to have building development to be fully tested for suitability for on-site waste disposal in order to be approved for subdividing. The County will waive this requirement on request of the Town Board. If the Town Board requests a waiver, the County will place a statement on the survey map or plat document warning lot purchasers that the lots have not been tested.

Not all lot purchasers will see this statement and occasionally a lot will turn out not to be suitable. The usual remedy for this situation is a holding tank, which places the Town in a position of responsibility for maintenance of the tank if the owner fails to do so. Town Boards should weigh this possibility in deciding whether to waive soil testing for each lot.

THE TOWN BOARD requests _____ does NOT request _____ soil testing of the lots in this subdivision.

5. PARKLAND DEDICATION. Does the Town want any of the land within the subdivision to be dedicated to the Town for park purposes? YES _____ NO _____

6. FURTHER REVIEW

_____ The completion of this checklist by this Town Board is the only review we require of this subdivision.

_____ We consider this only a preliminary review. The subdivider is obligated to return with the plat or map to this Town Board at a future date for a formal review and decision to approve or disapprove.

DATED THIS _____ DAY OF _____, 20_____, by The Town Board of the Town of _____, Polk County.

(Town Chair)

(Member)

(Member)

OR _____,
(Town Clerk)

I attest that my signature represents the official position of the Town Board on these checklist questions.