

# NOTICE

THIS ADMINISTRATIVE SUBDIVISION APPROVAL IS VOID UNLESS FILED AND RECORDED WITH THE COUNTY REGISTER OF DEEDS, 1819 FARNAM STREET, OMAHA, NEBRASKA 68183, WITHIN THIRTY (30) DAYS OF THE APPROVAL DATE.

APPROVAL DATE: \_\_\_\_\_

RECORDING OF THE SURVEYOR'S CERTIFICATE DOES NOT TRANSFER TITLE TO THE PROPERTY. IF THERE IS A TRANSFER OF OWNERSHIP A DEED SHOULD ALSO BE RECORDED AT THIS TIME.

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Sec. 12-205 ADMINISTRATIVE SUBDIVISION; APPLICATION PROCEDURE. Each applicant must submit an application for Administrative Subdivision approval to the City of Ralston. The application shall consist of:

1. An application form.
2. An application fee of \$15.00. *(To be paid upon submission of completed application)*
3. Written consent of all affected property owners. Affected property owners shall mean all parties with a direct ownership interest in any lot or parcel that is a subject of the administrative subdivision. Affected property owners shall include but not be limited to the owners of any resultant non-conforming lots created by this procedure.
4. Four (4) surveyor's certificates (one to be of mylar and three to be originals), signed and sealed by a licensed Nebraska Land Surveyor for each lot affected by or changed by the administrative subdivision procedure.
5. A certificate signed by the Douglas County Treasurer certifying that there are no delinquent special taxes or assessments against the property affected by the application. *(Item No. 5 must appear on each of the four surveyor's certificates as set out in the above Item No. 4)*

Sec. 12-207 ADMINISTRATIVE SUBDIVISIONS; APPROVAL AND FILING PROCESS. If approved, the following steps shall be accomplished:

1. The Mayor and Chairman of the Planning Commission shall each sign a certificate of approval stamped by the City upon each of four (4) Surveyor's Certificate.
2. The City Clerk shall keep complete records on each administrative subdivision action; and shall assure the new lot lines are drawn within the City's office plat book.
3. The applicant shall file the approved Surveyor's Certificate to the Register of Deeds office, with one copy of each certificate routed to each of the following agencies: The City of Ralston, the Douglas county Register of Deeds, the Douglas County Surveyor-Engineer, and the applicant.
4. Approval of the administrative subdivision shall become null and void if the applicant fails to file the Surveyor's Certificate with the Register of Deeds within thirty (30) days of the date of approval. The applicant must furnish the City of Ralston with one original Surveyor's Certificate that has been filed with the Register of Deeds to demonstrate compliance with this provision.

Independence City

ADMINISTRATIVE ADJUSTMENTS APPLICATION

For: Lot Line Adjustment \_\_\_\_ \$15.00
Lot Consolidation \_\_\_\_ \$15.00
Lot Splits \_\_\_\_ \$15.00

Applicant's Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Applicant's Address \_\_\_\_\_ Day Phone \_\_\_\_\_

Property Owner \_\_\_\_\_ Day Phone \_\_\_\_\_

Property Owner Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Property Owner \_\_\_\_\_ Day Phone \_\_\_\_\_

Property Owner Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

If there are more than two property owners involved, attach a separate list of all owner's names and addresses.

Project Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Legal Description \_\_\_\_\_

Description of Existing Use \_\_\_\_\_

Description of Proposed Use \_\_\_\_\_

Does the property have access to a Sanitary Sewer Line \_\_\_\_\_ Do the Lots have frontage on a dedicated street right-of-way \_\_\_\_\_ Is there a companion split attached \_\_\_\_\_

I, undersigned, fully understand I am responsible for determining if there are any occupied utility easements and that this approval has no effect on vacating or relocating easements and utilities.

Signature of Property Owner or Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_
If you are not the owner, the applicant certifies this signature to be the authorized agent of the owners(s).

Signature of Property Owner or Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_
If you are not the owner, the applicant certifies this signature to be the authorized agent of the owners(s).

For Office Use Only
Fee Received: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Plat Page: \_\_\_\_\_
Accepted By: \_\_\_\_\_ Title: \_\_\_\_\_
Recommendation: \_\_\_\_\_
Remarks: \_\_\_\_\_

City of Ralston 5500 South 77th Street, Ralston Nebraska 68127, 402-331-6677



County Treasurer's Certification *(seal required)*

This is to certify that I find no regular or special taxes due or delinquent against the property described in the legal description and as shown by the records of this office.

*(seal)*

\_\_\_\_\_  
Signature of County Treasurer

Date: \_\_\_\_\_

City of Ralston Approval *(seal required)*

Approved as an administrative subdivision as per zoning regulations 12:201 through 12:207 of the City of Ralston Zoning Regulations. This subdivision approval is void unless this plat is filed and recorded with the County Register of Deeds within thirty (30) days of this date.

*(seal)*

\_\_\_\_\_  
Signature of the Mayor

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Planning Commission Chairman

Date: \_\_\_\_\_