



SUBDIVISION APPROVAL ADMINISTRATIVE SUBDIVISION

Subdivision approval is required to divide any parcel or lot into two (2) lots or sites if either is less than ten (10) acres. The planning director may approve an administrative subdivision if it meets any of the following criteria:

- A two (2) lot subdivision involving undivided rural land when both parcels created exceed one (1) acre and one or both parcels are less than ten (10) acres
- A division involving the creation of two (2) new lots by replatting an existing lot(s) or platting an undivided parcel that had been established more than five (5) years before by the recording of a survey certificate
- A division involving the vacating of existing lot lines and replatting to create no more than two (2) lots

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.

To request administrative approval of a subdivision:

Step 1: **Contact the City Planning Department at:**
Omaha-Douglas Civic Center
Current Planning Section
1819 Farnam Street Suite 1100
Omaha, Nebraska 68183
(402) 444 5150

Step 2: Schedule a preapplication discussion with a planner in the Current Planning Section to receive an application form. (Recommended)

Step 3: Contact a licensed land surveyor or engineer to prepare a subdivision plat. If the parcel(s) have buildings on them, an as-built survey must also be submitted.

Note 2: If any lot or site to be created does not meet the zoning ordinance site development regulations, the subdivision cannot be approved.

Step 4: The plat must be signed by a licensed land surveyor and the current owner(s) of all the property included in the subdivision. The owners' signatures must be exactly the same as shown on the deed for the property. All owners' signatures must be notarized. If any portion of this step is not completed properly, there may be difficulty in trying to record the plat.

Step 5: Take the plat to the Douglas County Treasurer's office to receive an authorized signature. All taxes on the subdivided area must be paid.

Step 6: Submit the following to the Planning Department Current Planning Section:

- 1) Three (3) signed and sealed originals of the subdivision plat showing the subdivision name, new lot numbers and a legal description on 8 ½" x 14" bond or vellum at 1:100 scale
- 2) A completed and signed application form
- 3) The required application fee for each subdivision. Make checks payable to: City of Omaha. Exception: No fee is required for subdivisions located east of 42nd Street and south of Interstate 680.
- 4) If the division creates parcels that are part of a platted lot or a recorded parcel, but are not included in the subdivision, the applicant must provide copies of the deeds for the areas that are not included in the subdivision. This is necessary to confirm that the legal description of the adjacent property matches the proposed subdivision.

Note 3: Following staff review, the planning director will sign the plat if it complies with zoning and subdivision regulations. The applicant will be notified when the documents are signed.

Step 7: Pick up the plat from the Planning Department and take it to the Douglas County Register of Deeds for recording. An administrative subdivision approval is void if it is not recorded within thirty (30) days of the date of the planning director's signature.

Note 4: Recording of the plat does not transfer title to property. If there is a transfer of ownership, a deed must also be recorded to complete the transaction.