

# ADMINISTRATIVE PLATS

## HOW TO SPLIT LAND

If splitting off land in the rural areas of Antelope County where the smallest parcel of land that you are creating is ***less than 10 acres*** (either selling or keeping) you will need to follow these steps:

**FOR LOT SPLITS:** This is for **splitting off a single lot**. If splitting off more than one lot, you will need to contact the Zoning Administrator for more detailed instructions.

- The lot will need to have access to an improved road and meet setback requirements
- If a new driveway is needed, a Driveway Permit is required  
*Please contact the Road Superintendent (402.887.8000) or Clerk's Office (402.887.4410) for more info*
- If the lot will have a dwelling and is within the setback of a Livestock Feeding Operation or a Wind Turbine, an *Impact Easement will be required*
- You will need to have a surveyor draw up an Administrative Plat (survey with notarized surveyor's statement and signature lines as required by Subdivision Regulations)
- If there are any structures, they will need to be shown on the Administrative Plat
- If the lot will be developed, please check to make sure setback requirements will be met and see if power and water will be available
- If the new lot is less than 3 acres and is not already developed, a Subdivision Approval is needed from NDEE to show that the new lot can meet requirements for water and a sanitary septic system
- Submit Administrative Plat, Application and Fee to the Zoning Administrator
- All taxes will need to be paid in full
- The Board of Commissioners will need to approve this at their next meeting
- After approval, the Administrative Plat will be recorded with the Register of Deeds. You will need to pay the appropriate recording fees (\$10 payable to: Register of Deeds).

**FOR BOUNDARY ADJUSTMENTS:** **Selling a piece of land to be joined to the neighboring piece of land.**

For instance, this can be done to correct a boundary to what is actually used, such as a driveway or fence.

- In most cases, you will need to have a surveyor draw up an Administrative Plat (survey with notarized surveyor's statement and signature lines as required by Subdivision Regulations)
- If there are any structures, they will need to be shown on the Administrative Plat
- Submit Administrative Plat, Application and Fee to the Zoning Administrator
- In some instances, you will need to sign an Affidavit stating that you agree to keep the two tracts together
- All taxes will need to be paid in full
- The Board of Commissioners will need to approve this at their next meeting
- After approval, the Administrative Plat and Affidavit (if required) will be recorded with the Register of Deeds. You will need to pay the appropriate recording fees (\$10 payable to: Register of Deeds).

## SURVEYORS

These are some area surveyors who have done work in Antelope County. It is not an all-inclusive list and is not a recommendation for any one surveyor. Listed in alphabetical order, for your convenience.

### Landmark Surveying

Michael Skroch	landmarksurveying1@gmail.com
305 N 1 <sup>st</sup> Street	402-373-4647
Bloomfield, NE 68718	402-860-1837 (Cell)

### Rasmussen Land Surveying, LLC

Steven Rasmussen	razland624@gmail.com
85774 US Hwy 281	402-482-5851
O'Neill, NE 68763	402-482-5841 (fax)

### Schroeder Land Surveying

LaVern Schroeder	lschroeder@cableone.net
1004 W Norfolk Ave, Suite 2	402-371-7400
Norfolk, NE 68702	

## SETBACK REQUIREMENTS

District	Front Setback	Rear Setback	Side Setback	Maximum Height	Maximum Lot Coverage
<b>AGG</b> Ag-General	83' to center of road or 50' from ROW of any Highway	15'	15'	40' if designed for human habitation	20%
<b>AGT</b> Ag-Transitional	83' to center of road or 50' from ROW of any Highway	15'	15'	40' if designed for human habitation	20%
<b>AGR</b> Ag-River Corridor	83' to center of road or 50' from ROW of any Highway	15'	15'	40' if designed for human habitation	20%
<b>RCI</b> Rural Commercial-Industrial	50' from the right-of-way	25'	15'	20' accessory structures 60'-all other structures	40%