

ADMINISTRATIVE PLATS

Helpful Tips for Completing the Administrative Plat Application

The intent of this is to provide additional information for lot splits, lot combinations and boundary adjustments which result in lots divided or combined into **not more than two tracts and** where the smallest parcel of land that you are creating is **less than 10 acres** (either selling or keeping). Requests for an Administrative Plat approval shall be made by the owner or a designated representative of the land.

LOT SPLIT shall mean a subdivision of land involving the *division of one lot into two lots*. Please note this will not transfer title. If splitting off more than one lot, you will need to contact the Zoning Administrator for more detailed instructions.

LOT COMBINATION shall mean a method for approval of lot boundary adjustments or *lot reductions*, which reduces the number of lots to not greater than two. In some instances, you will need to sign an Affidavit stating that you agree to keep the tracts together.

BOUNDARY ADJUSTMENT shall mean the *transfer of property by deed to a respective owner or owners of contiguous property for the purpose of adjusting a boundary line* and not for the purpose of creating an additional lot or parcel. 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 a surveyor to draw up an Administrative Plat.

- 1) If the lot will be developed, please check to make sure setback requirements will be met and that power & water will be available BEFORE you contact the surveyor.
 - a) An Impact Easement will be required if the lot will have a dwelling and is within the setback of a Livestock Feeding Operation or a Wind Turbine.
 - b) If the lot is **less than 3 acres and 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.
 - c) Minimum lot size:
 - i) In AGG & RCI Zoning District: 1 acre and lot width of 150'
 - ii) In AGT & AGR Zoning District: 1 acre and lot width of 200'
- 2) Contact a surveyor to draw up an Administrative Plat (survey with notarized surveyor's statement and signature lines as required by the Subdivision Regulations). All structures shall be shown on the Administrative Plat and meet setback requirements.
 - a) The lot will need to have access to an improved road:
 - i) If a new driveway is needed, a Driveway Permit is required. Please contact the Road Superintendent (402.887.8000) or the Clerk's Office (402.887.4410) for more information.
 - ii) If the lot will be land-locked, an Ingress/Egress Easement shall be shown on the Administrative Plat.
- 3) Submit the Administrative Plat Application and Fee (\$125 payable to the Antelope County Treasurer) to the Zoning Administrator.
- 4) All taxes shall be paid in full on all real property.
- 5) The Zoning Administrator will present the Administrative Plat to the County Board of Commissioners for approval at their next meeting; the first and second Tuesday of every month, with some exceptions.
- 6) After approval, the Administrative Plat shall be recorded with the Register of Deeds; the recording fee is \$10, payable to the Register of Deeds. (It is recommended to submit this with the Administrative Plat Application.)

SURVEYORS

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

Landmark Surveying

Michael Skroch
305 N 1st Street
Bloomfield, NE 68718
LandmarkSurveying1@gmail.com
(402) 373-4647
(402) 860-1837 (Cell)

Rasmussen Land Surveying, LLC

Steven Rasmussen
85774 US Hwy 281
O'Neill, NE 68763
Razland624@gmail.com
(402) 482-5851

Meridian Land Surveying, LLC

Brian Benson, PLS
Brian@MeridianRLS.com
(402) 860-4332

Schroeder Land Surveying

LaVern Schroeder
1004 W Norfolk Ave, Suite 2
Norfolk, NE 68702
SchroederLandSurvey@gmail.com
(402) 371-7400

SETBACK REQUIREMENTS

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