
CITY OF BEATRICE

Building Inspections Department
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ADMINISTRATIVE**SUBDIVISION
APPLICATION
GUIDE**

Planning and Zoning
Subdivision Ordinance
Articles I - VII



When land is subdivided, the community as a whole has an interest in ensuring that access, utilities, and appropriate parcel sizes are provided and/or maintained in a manner, which will allow orderly growth. This interest is ordinarily protected through formal platting procedures. The Administrative Subdivision process is a shortcut method for protecting the community's interests in small subdivisions of property and is accomplished as follows.

STEP 1: Check to determine if you're proposed subdivision of property meets the requirements for Administrative Subdivision. To qualify, it must meet all the following requirements:

1. The land must already have been platted.
2. Each proposed parcel must front on an existing street.
3. Not more than 6 parcels may be created.
4. The size of each parcel must comply with the minimum lot requirements for the existing zoning district.
5. Easements for Utilities must be provided for each parcel.
6. There can be no liens or delinquent taxes or assessments against the property.
7. The property can not have been administratively subdivided before.

If your property fails to meet any of the conditions above, you must follow the normal platting procedures in order to subdivide.

STEP 2: Obtain an Administrative Subdivision form from the Building Inspections Office, complete each appropriate blank, and obtain the signatures of all persons (including spouses and lenders) who have an interest in the property by following the guidelines set forth below:

1. All persons that have an ownership interest in the property concerned must sign the administrative subdivision form exactly as their names appear on the deeds filed for the property.
2. Any officer signing for a corporate mortgagee or owner must list his/her position and the entity he/she represents by his/her signature.
3. If a corporation has an ownership interest, the president or presiding officer of the board of directors must sign for the corporation.
4. If a partnership is a mortgagee or has an ownership interest, any partner having the necessary authority may sign for the partnership.

STEP 3: The following must be submitted to the Building Inspections Office along with the Administrative Subdivision form:

1. Photocopies of the last deed(s) filed for all the property involved in the subdivision.
2. A letter from the **County Treasurer** showing that there are no delinquent taxes against any of the land to be subdivided. A statement from the **City Treasurer** showing all special assessment payments are current.
3. A plat of the proposed subdivision and all easements, drawn and certified by a registered land surveyor. (The City may waive the surveyor's certification for divisions of previously platted lots where not more than two parcels are created).
4. A plot plan showing the location of all utilities and improvements on the property.

STEP 4: Submit application form, attachments, and application fee of \$25.00 the Building Inspections Department.

STEP 5: Allow city staff a reasonable period of time to review the application.

STEP 6: Correct any errors or inconsistencies found in your application and resubmit.

STEP 7: Allow city staff a reasonable period of time for final review and signatures.