

ORDINANCE NO. 522

AN ORDINANCE OF THE VILLAGE OF POTTER, NEBRASKA, TO ADD SECTION 3.08 TO THE GENERAL PROVISIONS CHAPTER OF THE POTTER ZONING AND SUBDIVISION ORDINANCE OF THE MUNICIPAL CODE OF THE VILLAGE OF POTTER, NEBRASKA, PERTAINING TO THE APPROVAL OF ADMINISTRATIVE PLATS, LOT SPLITS, AND LOT LINE BOUNDARY ADJUSTMENTS; TO REPEAL CONFLICTING ORDINANCES AND SECTIONS; AND TO PROVIDE AN EFFECTIVE DATE.

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF POTTER, NEBRASKA:

Section 1. That 3.08 of the Potter Zoning and Subdivision Ordinance of the Municipal Code of the Village of Potter, Nebraska, read as follows:

Section 3.08 Administrative Plats, Lots Combinations, and Lot line Boundary Adjustments

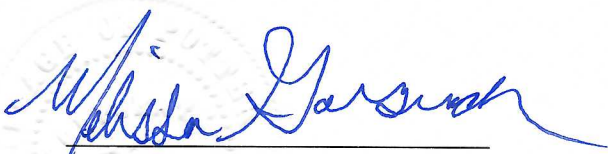
The intent of this section is to provide for Administrative Plats for lot splits, lot combinations, and boundary adjustments which result in lots divided or combined into not more than 4 lots without having to re-plat said lot. The Planning Commission shall review all administrative plat applications and make a final determination within 60 days of the receipt of any application for a lot split, lot combinations, or boundary adjustments meeting the requirements below.

1. Requests for an administrative plat approval shall be made by the owner or a designated representative of the land to the Village of Potter Planning Commission. The administrative plat requests shall include the following:
 - a. A survey of the lot(s)
 - b. A plat map of the lots(s),
 - c. The location of all existing structures(s),
 - d. The location and dimensions of the proposed administrative plat,
 - e. A block for Surveyors Certification,
 - f. A block for approval or certification signed by the County Treasurer stating that there are no regular or special taxes due or delinquent against the platted land.
 - g. All lot splits must include an Administrative Plat/ Re-Plat
2. Disapproval of administrative plat shall be based on the following guidelines:
 - a. A survey and/or a plat map were not provided with application,
 - b. A new street or alley is needed or proposed,
 - c. Vacations of streets, alleys, setback lines, access control or easements are required or proposed,
 - d. Such action will result in significant increases in service requirements, e.g., utilities, schools, traffic control, streets, etc., or will interfere with maintaining existing service levels, e.g., additional curb cuts, repaving, etc.,
 - e. There is less street right-of-way than required by ordinance,
 - f. All easement requirements have not been satisfied,
 - g. Such action taken during an administrative plat will result in a tract without direct access to a street,
 - h. A substandard-sized or irregular-sized lot or parcel will be created,
 - i. The lot has been previously split, and/or
 - j. There are tax liens, delinquent taxes, or special assessments against said land.
3. Prior to the approval of the administrative plat, the subdivider shall provide a statement from the County Treasurer's office showing there are no tax liens, delinquent taxes, or special assessments against said land within the proposed subdivision or any part thereof.
4. The filing fee for the administrative plat shall be in accordance with the Master Fee Schedule.
5. After approval from the Planning Commission, all mylars must be signed and certified by all applicable parties and then a copy is to be filed with the Cheyenne County Clerk within 14 days of approval by the Planning Commission.
6. Lots that have been once subject to an Administrative Plat per this section shall not again be divided without re-platting.

Section 2: That any other ordinance or passed and approved prior to the passage, approval, and publication of this Ordinance and in conflict with the provisions of this Ordinance, is hereby repealed.

Section 3: This Ordinance shall go into full force and effect upon its passage, approval and publication or posting as required by law.

Passed and approved this 12th day of December 2022.



Misha Garsuch
Village Clerk



Joe Bala
Chairman of the Board of Trustees