

## ORDINANCE NO. 2273

**AN ORDINANCE OF THE CITY OF CRETE, NEBRASKA RELATING TO SUBDIVISION REGULATIONS; TO AMEND SECTION 11-306.03 OF THE CRETE MUNICIPAL CODE; TO AMEND ADMINISTRATIVE SUBDIVISION PROCEDURE TO INLCUDE LOT COMBINATIONS.**

**BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRETE, NEBRASKA:**

**Section 1.** That Chapter 11, Article 3, Section 11-306.03 of the Crete Municipal Code be amended as follows:

### **11-306.03 Administrative Subdivision**

- (1) *Purpose.* In the event that a proposed subdivision, lot combination or boundary adjustment does not involve the platting and dedication of streets, extension of utility systems, change in subdivision class and type, change in zoning district, change in surface drainage, and will not result in the creation of more than three lots of record, the subdivider may apply for an administrative subdivision under the provisions of this section. The utilization of the administrative subdivision does not relieve the subdivider of its obligation to comply with section 11-307 and 11-308. The necessity of establishing and dedicating easements for utilities shall not bar the utilization of the administrative subdivision.
- (2) *Application.* Application will be made to the City Council, and the City Council may act or may at their option refer the application to the Planning Commission. In the event it is referred to the Planning Commission, the procedures outlined under the final plat provisions shall be followed.
- (3) *Scale and Plat Contents.* The subdivider shall submit an original and three copies of the plat of a size such that the county register of deeds clerk may affix their seal to the front of the plat without covering any information. The original shall be drawn in ink on tracing cloth, mylar, or similar material and shall be at a scale of 1" to 100' or larger. The plat shall contain the following:
  - a. Date, title, name, and location of the subdivision.
  - b. Names and locations of abutting streets and lots identifying street names and lot and block numbers.
  - c. Identification of the new lot and block numbers and set back lines.
  - d. Graphic scale and true north point.
  - e. Monuments.
  - f. Dimensions, angles and bearings, and complete legal description of the property.
  - g. Sufficient engineering data to reproduce any line on the ground.
  - h. Location, dimensions, and purposes of any existing easements.
  - i. Certification by surveyor or engineer certifying to the accuracy of the survey and plat.
  - j. Certification signed and acknowledged by all parties holding title or having any title interest in the land subdivided and consenting to the preparation and recording of the plat as submitted.
  - k. Typed names of all known signatories of the plat, including, property owner, developer, surveyor, etc.
- (4) *Supplementary Data Required.* The plat shall be accompanied by:
  - a. Protective covenants in form for recording if such are desired by the subdivider.
  - b. For subdivisions adjoining or touching the boundaries of the Crete corporate limits; a tract or area for which annexation proceedings have commenced; an approved subdivision which touches or adjoins the Crete corporate limits, a petition signed by the owner or owners requesting annexation to the City.
  - c. Utility easements signed by the owner or owners to permit all lots created access to all

utilities available in the City, including but not limited to, sanitary sewer, storm sewer, water, electrical, telephone, and cable television.

- d. In an administrative plat for lot combination, the lots involved must be designated within the same zoning district and shall be under unified ownership.

**Section 2.** That the above section shall be codified as part of the Crete City Code as stated herein.

**Section 3.** All ordinances and parts of ordinances in conflict herewith are hereby repealed.

**Section 4.** This ordinance shall be published in pamphlet, book, or electronic form and shall take effect and be in full force and effect from and after its passage, approval and publication, as provided by law.

PASSED AND ENACTED the \_\_\_ day of April, 2026.

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Mayor

ATTEST:

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City Clerk

Seal