

# WASHINGTON COUNTY SUBDIVISION COORDINATOR

**TAMMY STEWART**

222 W. MAIN ST.

WASHINGTON, IOWA 52353

To: Minor & Major Subdivision Developer

The Washington County Subdivision Ordinance requests that the utility and service providers to the proposed subdivision be informed of the planned development and be provided with the opportunity to respond

Many of the contacts will supplement communication which you and your surveyor/engineer have initiated in planning services to the proposed subdivision.

The following procedures are suggested to complete the information distribution:

1. Complete the cover letter for each utility and service provider
  - A. Provider name
  - B. Your name and address
  - C. Subdivision name and general information
2. Make at least one copy of each completed provider letter to be submitted to the Subdivision Coordinator
3. Send a copy of the preliminary plat or minor plat for the proposed subdivision and the cover letter to each provider. **Send return receipt request mail.**
4. After all the signed return receipts are returned to you, present all the receipts and the copy of each letter sent to each provider to the subdivision coordinator when the application is submitted.

\_\_\_\_\_ Primary Fire

\_\_\_\_\_ Electrical Power

\_\_\_\_\_ Law Enforcement

\_\_\_\_\_ Telephone

\_\_\_\_\_ Ambulance

\_\_\_\_\_ Cable

\_\_\_\_\_ School District

\_\_\_\_\_ U.S. Postal Service

**Information Furnished to -- Community School District -**

**Address -**

From:

Developer's Name

Phone No.

Address

City

Re: Proposed Subdivision in the unincorporated area of Washington County - plat attached -

Subdivision Name

Location - street address or nearest city

Number of residential lots

Major Subdivision with new streets

Minor Subdivision adjacent existing road

**Please provide comments to the Washington County Subdivision Coordinator regarding the items below if you have concerns for these or other issues.**

School bus stop - at every driveway, group stop-pickup, turn around area needed off road.

School bus route - stop on road adjacent the subdivision, or drive through the subdivision.

Subdivision Streets: street width, shoulder width, type of ditch, street grade, intersections and corners, street maintenance and snow removal (frequency and schedule), seasonal weight limitations.

Access or Adjacent Road: traffic volume and site distance to stop

Any concerns relating to the subdivision's design and layout and the ease of access and safety issues regarding your organization's ability to provide services to the proposed subdivision.

additional pages as needed.

Comments on the above items:

Recommendations:

Signature

Title

Date

Questions contact: Tammy Stewart, Washington County Subdivision Coordinator  
319-653-7718 [tstewart@co.washington.ia.us](mailto:tstewart@co.washington.ia.us) 222 W. Main St., Washington IA 52353

**Information Furnished to -- Primary Ambulance Service -**

**Address -**

From:

Developer's Name

Phone No.

Address

City

Re: Proposed Subdivision in the unincorporated area of Washington County - plat attached -

Subdivision Name

Location - street address or nearest city

Number of residential lots

Major Subdivision with new streets

Minor Subdivision adjacent existing road

**Please provide comments to the Washington County Subdivision Coordinator regarding the items below if you have concerns for these and other issues.**

Number of proposed residents in the subdivision.

Location or distance of subdivision relative to Ambulance Center.

Subdivision Streets: street width, shoulder width, type of ditch, street grade, street maintenance and snow removal (frequency and schedule), street layout with loop or through streets vs. cul-de-sacs, enforced parking restrictions.

Ease of access and number of entrances to primary road.

Any concerns relating to the subdivision's design and layout and the ease of access and safety issues regarding your organization's ability to provide services to the proposed subdivision.

Comments on the above items:

additional pages as needed.

Recommendations:

Signature

Title

Date

**Questions contact:** Tammy Stewart, Washington County Subdivision Coordinator  
319-653-7718 [tstewart@co.washington.ia.us](mailto:tstewart@co.washington.ia.us) 222 W. Main St., Washington IA 52353

**Information Furnished to -- Primary Fire Department -**

**Address -**

From:

Developer's Name

Phone No.

Address

City

Re: Proposed Subdivision in the unincorporated area of Washington County - plat attached -

Subdivision Name

Location - street address or nearest city

Number of residential lots

Major Subdivision with new streets

Minor Subdivision adjacent existing road

**Please provide comments to the Washington County Subdivision Coordinator regarding the items below if you have concerns for these or other issues.**

Number of proposed residents in the subdivision.

Location or distance of subdivision relative to Fire Station. Distance to nearest water supply-municipal hydrant or dry hydrant. Dry hydrant - all season access.

Subdivision Streets: street surface construction, street width, shoulder width, type of ditch, street grade, street maintenance and snow removal (frequency and schedule), street layout with loop or through streets vs. cul-de-sacs, street parking restrictions enforced.

Ease of access and number of entrances to primary road.

Any concerns relating to the subdivision's design and layout and the ease of access and safety issues regarding your organization's ability to provide services to the proposed subdivision.

Comments on the above items:

additional pages as needed.

Recommendations:

Signature

Title

Date

**Questions contact:** Tammy Stewart, Washington County Subdivision Coordinator  
319-653-7718 [tstewart@co.washington.ia.us](mailto:tstewart@co.washington.ia.us) 222 W. Main St., Washington IA 52353

**Information Furnished to -- Primary Law Enforcement -**

**Address -**

From:

Developer's Name

Phone No.

Address

City

Re: Proposed Subdivision in the unincorporated area of Washington County – plat attached -

Subdivision Name

Location – street address or nearest city

Number of residential lots

Major Subdivision with new streets

Minor Subdivision adjacent existing road

**Please provide comments to the Washington County Subdivision Coordinator regarding the items below if you have concerns for these and other issues.**

Number of proposed residents in the subdivision.

Location or distance of subdivision relative to Safety Center.

Subdivision Streets: street width, shoulder width, type of ditch, street grade, street maintenance and snow removal (frequency and schedule), street layout with loop or through streets vs. cul-de-sacs.

Ease of access and number of entrances to primary road.

Any concerns relating to the subdivision's design and layout and the ease of access and safety issues regarding your organization's ability to provide services to the proposed subdivision.

Comments on the above items:

additional pages as needed.

Recommendations:

Signature

Title

Date

Questions contact: Tammy Stewart, Washington County Subdivision Coordinator  
319-653-7718 [tstewart@co.washington.ia.us](mailto:tstewart@co.washington.ia.us) 222 W. Main St., Washington IA 52353

**Information Furnished to -- U.S. Rural Mail Service -**

**Address -**

From:

Developer's Name

Phone No.

Address

City

Re: Proposed Subdivision in the unincorporated area of Washington County – plat attached -

Subdivision Name

Location – street address or nearest city

Number of residential lots

Major Subdivision with new streets

Minor Subdivision adjacent existing road

**Please provide comments to the Washington County Subdivision Coordinator regarding the items below if you have concerns for these and other issues. Return envelope included -**

Number of proposed residents in the subdivision.

Cluster mailbox location or at individual residences.

Subdivision Streets: street width, street grade, street maintenance and snow removal frequency, street layout with loop or through streets vs. cul-de-sacs.

Ease of access and number of entrances to primary road.

Location or distance of subdivision relative to Postal Center.

Any concerns relating to the subdivision's design and layout and the ease of access and safety issues regarding your organization's ability to provide services to the proposed subdivision.

additional pages as needed.

Comments on the above items:

Recommendations:

Signature

Title

Date

Questions contact: Tammy Stewart, Washington County Subdivision Coordinator  
319-653-7718 [tstewart@co.washington.ia.us](mailto:tstewart@co.washington.ia.us) 222 W. Main St., Washington IA 52353

**Information Furnished to -- Cable/Information Service Provider -**

**Address -**

From:

Developer's Name

Phone No.

Address

City

Re: Proposed Subdivision in the unincorporated area of Washington County – plat attached -

Subdivision Name

Location – street address or nearest city

Number of residential lots

Major Subdivision with new streets

Minor Subdivision adjacent existing road

**Please provide comments to the Washington County Subdivision Coordinator on the questions below if you have concerns regarding these or other issues.**

1. Does your business plan to provide cable or information service connections to the above described subdivision?
2. Are the easement areas detailed on the plat satisfactory to provide service to each of the building lots in the proposed subdivision?
3. Is your company's transmission capacity adequate to serve the anticipated development?

additional pages as needed.

Comments on the above questions:

Recommendations:

Signature

Title

Date

**Questions contact:** Tammy Stewart, Washington County Subdivision Coordinator  
319-653-7718 [tstewart@co.washington.ia.us](mailto:tstewart@co.washington.ia.us) 222 W. Main St., Washington IA 52353

**Information Furnished to -- Telephone Service Provider -**

**Address -**

From:

Developer's Name

Phone No.

Address

City

Re: Proposed Subdivision in the unincorporated area of Washington County - plat attached -

Subdivision Name

Location - street address or nearest city

Number of residential lots

Major Subdivision with new streets

Minor Subdivision adjacent existing road

**Please provide comments to the Washington County Subdivision Coordinator on the questions below if you have concerns regarding these or other issues.**

1. Does your business plan to provide telephone service to the above described subdivision?
2. Are the easement areas detailed on the plat satisfactory to provide service to each of the building lots in the proposed subdivision?
3. Is your company's transmission capacity adequate to serve the anticipated development?

Comments on the above questions:

additional pages as needed.

Recommendations:

Signature

Title

Date

**Questions contact:** Tammy Stewart, Washington County Subdivision Coordinator  
319-653-7718 [tstewart@co.washington.ia.us](mailto:tstewart@co.washington.ia.us) 222 W. Main St., Washington IA 52353



**Information Furnished to -- Electrical Power Provider -**

**Address -**

From:

Developer's Name

Phone No.

Address

City

Re: Proposed Subdivision in the unincorporated area of Washington County – plat attached -

Subdivision Name

Location – street address or nearest city

Number of residential lots

Major Subdivision with new streets

Minor Subdivision adjacent existing road

**Please provide comments to the Washington County Subdivision Coordinator on the questions below if you have concerns regarding these or other issues.**

1. Does your business plan to provide electrical service to the above described subdivision?
2. Are the easement areas detailed on the plat satisfactory to provide service to each of the building lots in the proposed subdivision?
3. Is your company's power supply capacity adequate to serve the anticipated development?

additional pages as needed.

Comments on the above questions:

Recommendations:

Signature

Title

Date

Questions contact: Tammy Stewart, Washington County Subdivision Coordinator  
319-653-7718 [tstewart@co.washington.ia.us](mailto:tstewart@co.washington.ia.us) 222 W. Main St., Washington IA 52353