


# Polk County
# Subdivision Ordinance

Adopted: November 21, 2011; Amended: April 7, 2014[1];
July 16, 2018[2]; October 7, 2019[3]; May 3, 2021[4], April 14, 2025[5]

Draft to BOC - October 2025

## SECTION 3.4 COMBINATIONS/RECOMBINATIONS AND SUBDIVISION EXEMPTION PLATS

For plats implementing the combinations/recombination of previously subdivided land or for plats that do not meet the definition of a subdivision as set forth in Article 6, the following shall apply:

(A) *Review Process.* The Administrator shall confirm that the plat does not meet the definition of a subdivision, and that minimum zoning lot sizes are met, if applicable.

(B) *Combination/Recombination and Exemption Plat Special Requirements.*

(1) Prior to recording a plat for combinations/recombination, the applicant shall provide evidence to the Administrator that the combinations/recombination of all or portions of parcels of previously subdivided and recorded lands which have been recombined is in such a fashion where the resultant number of parcels is less than or equal to the original number of parcels and meets the requirements of this Ordinance, where applicable. However, in cases where an existing lot of record does not meet the required lot size, a combination/recombination will be approved provided it meets or increases the lot size of the non-conforming lot and does not create another non-conforming lot, or other non-conformity.

(2) Any plat or any part of a plat may be vacated by the owner at any time before the sale of any lot in the subdivision by a written instrument to which a copy of such plat shall be attached, declaring the same to be vacated. Such an instrument shall be approved by the map review officer.[4]

## SECTION 3.5 PRE-APPLICATION MEETING

(A) *Two Lot, Expedited Review for Three Lots*[2]*, and Family Subdivisions.* It is recommended that the subdivider meet with the Polk County Administrator in a pre-application conference to informally discuss this ordinance and the subdivision of land in Polk County. It is recommended that a sketch plan of the proposed plat be provided to the Administrator for preliminary review.

(B) *Minor, Major and Cluster Subdivisions.* The subdivider is required to meet with the Polk County Administrator in a pre-application conference to informally discuss this ordinance and the Minor or Major Subdivision of land in Polk County. A sketch plan for minor and major subdivisions and an environmental checklist for major subdivisions shall be provided to the Administrator for review. Requirements for the sketch plan are in Section 4.2. The environmental checklist regulations are in Section 5.3(B). The Administrator will determine if a traffic impact analysis will be required as specified in Section 5.4.