

Property of City of Newcastle

CITY OF

NEWCASTLE, WYOMING

1964

1967

**SUBDIVISION  
&**

**ZONING  
REGULATIONS**

PREPARED BY  
**BUCHER & WILLIS**  
CONSULTING ENGINEERS & PLANNERS

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ORDINANCE NO. 13 Series 1969.

AN ORDINANCE REGULATING THE SUBDIVISION OF LAND IN THE CITY OF NEWCASTLE; REQUIRING AND REGULATING THE PREPARATION AND PRESENTATION OF PRELIMINARY AND FINAL PLATS FOR SUCH PURPOSE; ESTABLISHING MINIMUM SUBDIVISION DESIGN STANDARDS; PROVIDING FOR MINIMUM IMPROVEMENTS BY SUBDIVIDERS; ESTABLISHED PROCEDURE TO BE FOLLOWED BY THE CITY IN APPLYING SUCH RULES, REGULATIONS AND STANDARDS; AND PRESCRIBING PENALTIES FOR THE VIOLATION OF ITS PROVISIONS.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NEWCASTLE, WYOMING:

SECTION 1 - INTENT AND PURPOSE

The City of Newcastle establishes this ordinance to promote public health, safety, welfare, and orderly growth; to preserve human values and property values; to develop for the City of Newcastle its own distinctive character arising from its special climate, topography, economy and people; to develop subdivisions with optimum view, air, sunlight, orientation and utilization of natural features; and to make Newcastle beautiful.

SECTION 1 - SCOPE

This ordinance shall not apply to any subdivision or part thereof created and approved prior to the effective date of this ordinance.

SECTION 2 - APPROVALS OF SUBDIVISION PLATS

All plans, plats or replats of land laid out in building lots, and the streets, alleys or other portions of the same intended to be dedicated for public use, or for the use of purchasers or owners of the lots fronting thereon or adjacent thereto, shall be submitted to the City Planning Commission for its consideration, and its recommendation shall be submitted to the Governing Body of the City of Newcastle for its official consideration and action.

SECTION 3 - DEFINITIONS

For the purposes of this ordinance, the following words shall have these meanings. Where not inconsistent, words in the present tense include the future, words in the singular include the plural, and vice versa, and the word "shall" is mandatory.

1. Alley

An alley is a minor way which is primarily used or intended to be used for secondary vehicular service access to the back or side of properties.

2. Arterial Street

Is a street or road of considerable continuity which serves or is intended to serve principal traffic flow between separated areas or districts and which is the main means of access to collector streets and to the residential street or roadway system.

3. Building Set Back Line

A line on a plat generally parallel to the street right-of-way, indicating the limit beyond which buildings or structures may not be erected or altered.

4. City

The City of Newcastle, Wyoming.

5. City Council

The City Council of Newcastle, Wyoming.

6. Collector Street

A street which carries traffic from minor streets to arterial streets, including the principal entrance streets of a residential development and streets for circulation within such a development.

7. Cul-de-sac or Dead-end Street

A minor street with only one outlet, which shall be terminated by a permanent turn-around.

8. Easement

An easement is a grant or reservation of the right to use a portion of land for a specific purpose.

9. Lot

A portion of a subdivision or a plat of land, separated from other



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BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NEWCASTLE, WYOMING:

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9. Lot

A portion of a subdivision or a plat of land, separated from other

portions by description as on a subdivision or record of survey map or by metes and bounds, for the purpose of development or sale or lease to, or separate use of, another.

10. Marginal Access Street

A minor street which is parallel with and adjacent to arterial streets, providing access to abutting properties and facilitating protection from through traffic.

11. Master Plan

A comprehensive plan prepared for the Commission and adopted by the City Council which indicates the general locations recommended for streets, public works, parks, schools, and other public improvements and open spaces, for the general development of Newcastle. It includes any part of such plan separately adopted and any amendment to such plan or parts thereof.

12. Minor Street

A street used primarily for access to abutting properties.

13. Planning Commission or Commission

The Newcastle City Planning Commission.

14. Right-of-way

The right to cross the real property of another person or public jurisdiction.

15. Street

A way for vehicular traffic, whether designated as a street, highway, thoroughfare, parkway, throughway, road, avenue, boulevard, lane, place, or however otherwise designated.

16. Street Width

The shortest distance between the lines delineating the right-of-way of a street.

17. Subdivider

Any individual, firm, association, syndicate, co-partnership, corporation, agent, trust or any other legal entity commencing proceedings



under this ordinance to effect a subdivision of land hereunder for himself or for another.

18. Subdivision

The division of a lot, tract, or parcel of land into two or more lots, tracts, or other division of land for the purpose of transfer of ownership or for building development, or, if a new street is involved, any division of land; provided that a division of land which may be ordered or approved by a court or effected by testamentary or interstate provisions, or a division of land for agricultural purpose into lots of five acres or more and not involving a new street shall not be deemed a subdivision. The term includes resubdivision and relates to the process of subdividing or to the land subdivided.

SECTION 4 - APPLICATION OF REGULATIONS

No person shall subdivide any land which is within or partially within the City limits of Newcastle, Wyoming except in conformity with the provisions set forth in this ordinance.

SECTION 5 - SUBDIVISION DESIGN STANDARDS

The following design standards shall be held to be the minimum design standards.

1. The proposed subdivision shall conform to the adopted Master Plan for the City of Newcastle.
2. Streets

The arrangement, character, extent, width, grade and location of streets shall conform to the Circulation Plan and Standards related to existing and planned streets; to topography; to public convenience and safety; and to use of the land served by such streets. Streets shall conform to the provisions herein.

- a. Streets or utility rights-of-way in new subdivision shall make provision for the continuation of existing streets in adjoining areas.
- b. Street jogs with centerline offsets of less than one hundred fifty feet shall be prohibited.
- c. Dead-end streets or cul-de-sacs shall not be longer than five hundred feet and shall be provided at the closed end with a

turn-around having a radius of sixty feet. If a dead-end street is of a temporary nature, a similar temporary turn-around easement having a radius of sixty feet shall be provided until provisions have been made for the extension of the street into adjoining properties.

- d. Where a subdivision abuts an existing arterial or major street, the City may require marginal access streets or other treatment to protect residential properties and separate through and local traffic.
- e. Minor streets shall be so designed as to discourage through traffic.
- f. Street widths shall not be less than as follows:

| Street Type         | Minimum Right-of-Way Width | Minimum Roadway Width |
|---------------------|----------------------------|-----------------------|
| Arterial            | 100 Feet                   | 52 Feet               |
| Collector           | 80 Feet                    | 44 Feet               |
| Minor               | 60 Feet                    | 33 Feet               |
| Cul-de-sac          | 60 Feet                    | 33 Feet               |
| Marginal Access     | 50 Feet                    | 23 Feet               |
| Alley - Residential | 20 Feet                    | 18 <del>23</del> Feet |

- g. When connecting street lines deflect from each other at any one point by more than fifteen degrees, they shall be connected by a curve with a radius adequate to insure a sight distance of not less than one hundred fifty feet for minor and collector streets, and of such greater radii as the City shall determine for arterial and major streets.
- h. A tangent at least one hundred feet long shall be introduced between reverse curves on arterial and collector streets.
- i. When land is subdivided into larger than ordinary building lots, it shall be arranged to allow the opening of future streets and logical further resubdivision.
- j. Street grades shall be more than five percent and less than seven percent for freeway and arterial streets, and less than ten percent for all other streets. Vertical curves shall be provided at all breaks in street grades. The length of such vertical curves shall be provided at all breaks in street grades. The length of such vertical curves shall be such as to provide a sight distance of not less than one hundred fifty feet, but in no

case shall the length of any vertical curve be less than two hundred feet.

- k. Streets shall be leveled to a grade of less than four percent for a distance of at least one hundred feet approaching intersections.
- l. Where a subdivision borders a railroad right-of-way, the Commission may require a street approximately parallel to and on each side of such right-of-way, at a distance suitable for the appropriate use of the intervening land. Such distances shall also be determined with due regard for the requirements of approach grades and future grade separations.
- m. Dedication of half streets except for collector streets and arterial streets as shown on the Master Plan shall be prohibited.
- n. When streets are in alignment with existing streets, the new streets shall be named according to the streets with which they correspond. Streets which do not fit into an established street naming pattern shall be named in a manner which will not duplicate or be confused with existing street names. Street names for a subdivision shall be in related groups of things or people indigenous to Newcastle and Wyoming; for example, Newcastle or Wyoming trees, flowers, animals, fish, birds, pioneers, statesmen, trails, creeks, brands, rocks, minerals, Indian tribes, warriors, chiefs or Indian names, mountains, grasses, etc.
- o. Under normal conditions, streets shall be laid out to intersect, as nearly as possible, at right angles. Where topography or other conditions justify a variation from the right angle intersection, the minimum angle shall be sixty degrees.
- p. House numbers which shall not be shown on the subdivision plat shall be assigned after said plat is recorded in accordance with the House Numbering System now in effect in the City.
- q. The subdivider shall provide access to all proposed streets, schools, and across all drainage ditches and creek beds in a method approved by the City Engineer.
- r. Private streets shall be prohibited.
- s. In general, streets shall be contoured along hills or at slight angles to hills to preserve the character of the terrain.

3. Alleys

- a. Alleys shall be provided in commercial, business, and industrial zones except that the City may waive this requirement where other adequate and assured provision is made for service access, off-street loading, unloading, parking, and installation of public utilities.
- b. Dead-end alleys shall not be permitted except that the Commission may waive this requirement where such dead-end alley is unavoidable and where adequate turn-around facilities have been provided.

4. Easements

- a. Easements with a right-of-way width of eight feet shall be provided on each side of all rear lot lines and along certain side lot lines where necessary for utilities. During construction of utilities there shall be a twelve foot temporary utility easement adjacent (both sides) to all permanent easements.
- b. Where a subdivision is traversed by a water course, drainage way, channel, or stream, there shall be provided a drainage easement of sufficient width, as determined by the City Engineer, for said water course. This drainage easement should conform substantially with the existing lines of the water course.

5. Blocks

- a. Residential block lengths shall not exceed six hundred feet nor be less than three hundred feet.

6. Lots

- a. Residential lots, and other lots where applicable, shall be arranged to afford the best possible view, privacy, orientation for sunlight and air, safety and utilization of natural features. Lot arrangements shall effect local character and good appearance.
- b. The minimum area for all residential lots shall be as required by the zoning laws.
- c. All lots shall have principle access to a dedicated street.
- d. Side lot lines shall be substantially at right angles to straight street lines or radial to curved street lines.

- e. Lots abutting on pedestrian walk-ways shall be treated as corner lots.
- f. The maximum number of building permits that shall be issued on any block of any subdivision shall not exceed the total number of platted lots in that block, except that the developer or owner may resubdivide a tract of land to enable a higher density of development.
- g. Lots deemed by the City to be subject to flooding or otherwise uninhabitable shall not be platted for residential occupancy, nor for other uses as may endanger health, life or property or aggravate the flood hazard.
- h. Remnants of lots below minimum size shall be added to adjacent lots.

7. Public Sites and Open Spaces

- a. The subdivider shall allocate and convey five percent of the area of the undeveloped land in his subdivision for park, playground, or similar public purposes, at a location designated by the City. Or at the option of the City, said subdivider shall, in lieu of such conveyance of land, pay to the City a cash amount equal to five percent of the value of the developed land. Such payments shall be deposited in a separate City account and shall be used only for the acquisition or development of parks, playgrounds, or other similar public purposes.

In general, parks, playgrounds and school sites shall be centered in a residential neighborhood of seven hundred fifty to one thousand families. Residential subdivisions of fewer than five hundred lots may have parks at their perimeter to adjoin future or previous park land dedicated when adjacent land is subdivided. More than one site shall be required for residential subdivisions of more than one thousand lots. In general, parks shall be peripheral for other than residential subdivisions and may take the form of parkways.

In the event a park, playground, school or other similar proposed public space as included in the adopted Master Plan for Newcastle, is located in whole or in part in a subdivision, the City may require the reservation of such additional land for a period of not more than five years from the date of recording of such subdivision, for the purpose of subsequent purchasing of such required land by the public. The price of such land shall be established and agreed upon by the City and the subdivider, prior to accepting the final plat of such subdivision.



If the City and subdivider fail to agree on the value of said land, the value shall be established by three independent appraisers mutually acceptable to the subdivider and the City.

#### SECTION 6 - PRELIMINARY PLAT (CONTENTS)

The preliminary plat shall be clearly and legibly drawn ~~to a scale of 1" = 100' or larger scale~~ on a sheet 20<sup>1</sup>/<sub>2</sub> x 30. If more than one sheet is necessary, an index to sheets shall be provided. It shall contain the scale, true north arrow, date of preparation and the following information:

1. The proposed name shall not duplicate, be the same in spelling or pronunciation with any other recorded subdivision.
2. Names and addresses of the subdivider, owner, land planner, and engineer.
3. Names of adjacent subdivisions and owners of adjacent unsubdivided land.
4. Vicinity map showing geographical location of the proposed subdivisions.
5. Location by section, range, township, surveyed boundary lines and corners.
6. Existing and proposed contours with intervals of not more than five feet where the slope is greater than ten percent and not more than two feet where the slope is less than ten percent. Base elevations on sea level datum. (U. S. Geological Survey).
7. Existing streets, railroad rights-of-way, easements, parks, permanent buildings, section lines and corporate limits, drainage channels, wooded areas, utility lines, utility easements and other significant features.
8. Proposed locations, widths and names of streets, lots, lot and block numbers, source of water supply, provisions for sewerage, drainage and flood control.
9. Building set-back lines.
10. Area of subdivision, location and area of parks and other public sites to be dedicated.
11. Permanent utility easements and anchor easements.

## SECTION 7 - FINAL PLAT (CONTENTS)

The final plat shall be clearly and legibly drawn, printed and certified in ink to a scale of ~~1" = 100'~~ or larger scale on a sheet of tracing cloth or other satisfactory, stable base material 20<sup>1</sup>/<sub>2</sub> x 30. If more than one sheet is necessary, an index to sheets shall be provided. It shall contain the scale, true north arrow, date of preparation and the following information:

1. Name of subdivision.
2. Names and addresses of the subdivider, owner, land planner and engineer.
3. Names of adjacent subdivisions.
4. Location by section, range, township. Describe boundaries by metes and bounds. Subdivision lines shall be accurately related by distance and bearings to established street lines, section corners or other recognized permanent monuments which shall be accurately described on the plat. The allowable error of closure shall be 1' in 10,000'.
5. Existing streets, railroad rights-of-way, easements, parks, permanent buildings, section lines and corporate limits, drainage channels, wooded areas, utility easements and other significant items to remain unchanged.
6. Locations, widths and names of streets, lots, lot and block numbers, water and drainage lines, drainage and flood control provisions, dimension lots and streets with accurate dimensions in hundreds with bearings or angles to street, alley or cross walk lines, accurate location of monuments, length of all arcs, radii, points of curvature and tangent bearings. When lots are located on a curve or when side lot lines are at angles other than ninety degrees, the width at the building line shall be shown. Dedication of all streets, alleys, easements and other specific areas.
7. Metes and bounds description of parks and public sites and a good sufficient dedication of such parks.
8. Certificates shall be required on the final plat as follows:
  - a. A certificate by a surveyor or engineer licensed in the State of Wyoming as to the accuracy of the survey in the draft of the plat. Notarization as to the signature of said surveyor or engineer.

- b. Certificate of dedication to be signed by subdivider and/or owner; notarization of said signature or signatures.
- c. Approval by the Community Planning Commission to be signed by the Chairman and the Secretary of said Planning Commission.
- d. Certificate of City Engineer ~~as required under Section 11-308 (c), 1957 Wyoming Compiled Statutes.~~ <sup>IS REQUIRED BY ORDINANCE OR</sup>
- e. Approval of the City by the City Council to be signed by the Mayor and attested by the City Clerk.

SECTION 8 - PRELIMINARY PLAT (SUBMISSION PROCEDURE)

- 1. Prior to submission of a preliminary plat the subdivider shall meet with the Secretary of the Commission in a preliminary conference to facilitate planning and subsequent review of the subdivision by the City.
- 2. Ten copies of the preliminary plat shall be submitted to the Secretary of the Commission at least ten working days prior to the hearing at which such plat is to be considered.

Copies of the preliminary plat shall be submitted by the Secretary of the Commission to the following offices for their recommendations prior to the public hearing of the Commission; City Mayor, City Engineer, Board of Public Utilities, private utility companies serving the area, and public school administration. The preliminary plat shall be considered officially filed with the Planning Commission on the date of the Planning Commission meeting at which such plat is presented.

- 3. The Secretary of the Planning Commission shall notify the subdivider of the time and place of a hearing by the Planning Commission on the proposed plat not less than five days before the date fixed for the hearing. The Commission shall also publish a notice one time in a local newspaper five days before a public hearing. The notice shall describe the proposed subdivision and set forth the time and place of the public hearing. Regular notice shall be given the City Mayor; City Engineer, Board of Public Utilities, private utility companies serving the area and the public school administration of such hearing.
- 4. Within thirty days after the hearing on the preliminary plat, the Planning Commission shall approve, disapprove subject to modifications the said plat. Failure of the Planning Commission to act on the

preliminary plat within thirty days shall be deemed approval of the plat. If the plat is disapproved, reasons for such disapproval shall be stated in writing. If approved subject to modifications, the nature of the required modifications shall be indicated.

Approval of the preliminary plat by the Planning Commission shall not constitute acceptance of the final plat. The approval of the preliminary plat by the Planning Commission shall confer upon the subdivider the right for a one year period from the date of approval to file a final plat based on the preliminary plat. At the end of one year from the date of approval of the preliminary plat the plat shall be void, unless an extension of not to exceed one year is granted by the Planning Commission upon written request of the subdivider.

#### SECTION 9 - FINAL PLAT (SUBMISSION PROCEDURE)

1. Four copies of the final plat shall be submitted to the Secretary of the Planning Commission at least ten working days prior to the meeting at which such plat is to be considered. The final plat shall be considered officially filed on the date of the Planning Commission meeting at which such plat is formally presented. The Commission shall act on the final plat within thirty days after official filing, unless such time is extended by agreement with the subdivider or his agent.
2. Within thirty days after the meeting on the final plat, the Planning Commission shall approve, disapprove or approve subject to modifications the said plat. Failure of the Planning Commission to act on the final plat within thirty days shall be deemed approval of the plat. If the plat is disapproved, reasons for such disapproval shall be stated in writing. If approved subject to modifications, the nature of the required modifications shall be indicated. After the final plat has been approved by the Planning Commission, the original and one copy thereof shall be presented to the City Council for its approval and its acceptance of the areas dedicated to public use.
3. Before a final plat which has been recommended for approval by the Planning Commission is presented to the City Council, engineering design plans and a subdivision improvement agreement or bond as described in Section 12 of this ordinance shall be reviewed in detail by the City Mayor, City Engineer, and City Attorney.
4. Before a subdivision plat is considered by the City Council the subdivider must present a copy of his agreement with the Board of Public Utilities concerning water supply and sanitary sewers.
5. The City Council shall act on the final plat within thirty days after the plat is presented to said Council. After the final plat is approved and

all necessary subdivision agreement forms, bonds and engineering plans are also approved by the City Council, the Mayor shall affix his signature to the plat and attach thereto a notation that it has been approved. If disapproved, the Mayor shall attach to the plat a statement of the reasons for such action.

6. The subdivider shall record the final approved plat, as signed by the Mayor, in the office of the County Clerk of Weston County, Wyoming, within thirty days after the date of approval, otherwise the final plat shall be considered void.
7. The subdivider shall immediately upon recording, furnish the Commission with three black and white prints of the final plat as officially recorded.

#### SECTION 10 - IMPROVEMENTS

No final plat shall be approved by the City Council unless it is possible, without undue delay, to supply or guarantee the following improvements:

1. Permanent survey monuments shall be set at all corners of the subdivision and at all lot and block corners. They shall be of the size herein specified:
  - a. Subdivision corners and block corners shall be marked with an iron pipe 2" in diameter by 3' in length driven flush with the surface of the ground.
  - b. Lot corners shall be marked by 1/2" x 2' iron pin driven flush with the surface of the ground.
2. Public water, sanitary sewer, storm sewers, and fire hydrants shall be installed in accordance with design and construction requirements established by the City Engineer and Board of Public Utilities Engineer.
3. Surface improvements (sidewalks, pedestrian cross walks, curbs and gutters, culverts, bridges, pavement of streets and alleys, street signs and other such necessary improvements) shall be constructed by the subdivider in accordance with the plans and specifications approved by the City Engineer and after such construction will be subject to inspection and approval by the City Engineer. All required improvements shall be completed in accordance with grades officially established by the City.
4. Before the City Council shall accept a final plat, the subdivider or owner shall have laid out and constructed all improvements specified



by the City Council for completion at such time; or in lieu thereof, the subdivider or owner shall have entered into a written agreement with the City of Newcastle wherein the subdivider shall agree to make such improvements and when required by the City Council, shall have deposited a bond with sufficient sureties thereon approved by the City guaranteeing his faithful performance of his covenants therein made, or have deposited sufficient funds in escrow with the City to cover the cost of such improvements. Such bonds or such funds guaranteeing the performance of the subdivider's covenants shall be in an amount at least equal to one hundred twenty-five percent of the then current cost of performing the covenants therein made by the subdivider.

#### SECTION 11 - ENFORCEMENT

No plat of any subdivision shall be entitled to record in the County Clerk's Office or have any validity until it shall have been approved in the manner prescribed herein.

No subdivider shall transfer, sell, agree to sell, or negotiate to sell any land by reference to or by the use of a plat of a subdivision before such plat has been approved and recorded in the manner prescribed herein. The description of such lot by metes and bounds shall not exempt the transaction from the provisions of this ordinance.

The City Building Inspector shall not issue building or repair permits for any structure on a lot in a subdivision for which a plat has not been approved and recorded; nor shall he issue more building permits in any subdivided block than one per approved platted lot unless said block should be resubdivided. Except that the Council may, upon recommendation of the Planning Commission, authorize the Building Inspector to issue a building permit on a tract of land which is not a subdivision, located inside the corporate limits of Newcastle.

All subdivisions shall be required to make the necessary arrangements with the Board of Public Utilities for sanitary sewer and water systems.

The City shall withhold all public improvements, including the maintenance of streets and the furnishing of sewerage and water service from all subdivisions which have not been approved and recorded, and from all areas dedicated to the public which have not been accepted by the Council.

No changes, erasures, modifications or revisions shall be made in any plat of a subdivision after approval by the Commission unless said plat is first re-submitted to the Commission for its consideration.

The subdivider shall pay a filing fee of ten dollars ~~plus one dollar per plat-~~  
~~ted lot~~ for every preliminary plat submitted to the Commission for approval,  
provided that the total fee shall not exceed one hundred dollars.

#### SECTION 12 - VARIANCES

In the case of a proposed subdivision where it can be shown that strict compliance with the requirements of these subdivision regulations will result in extraordinary hardship to the subdivider because of unusual topography, or other similar land conditions or where the subdivider can show that variances will make a greater contribution to the intent and purpose of this ordinance, the Planning Commission and City Council may vary, modify, or waive the requirements of the subdivision regulations so that substantial justice may be done and the public interest secured; provided, that any such variance, modification, or waiver will not have the effect of nullifying the intent and purpose of these subdivision regulations and the Master Plan of the City of Newcastle.

#### SECTION 13 - PENALTIES

Any person violating any of the provisions of this ordinance shall upon conviction be fined a sum of not more than one hundred dollars for each offense. Each day of the existence of any violation shall be deemed a separate offense.

#### SECTION 14 - REPEALS

*SECTION 23-1, 23-2, and 23-3, NEWCASTLE CITY CODE 1961 and*  
All ordinances or parts of ordinances in conflict herewith are hereby repealed.

#### SECTION 15 - VALIDITY

If any section, clause, paragraph, provision or portion of this ordinance shall be held invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, paragraph, provision or portion of this ordinance.

#### SECTION 16 - EFFECTIVE DATE

This ordinance shall take effect and be in force from and after its passage and approval *and publication.*

Passed on First Reading the 5<sup>th</sup> day of September, 1967

Passed on Second Reading the 24<sup>th</sup> day of October, 1967

PASSED, ADOPTED AND APPROVED on Third and Final Reading

the 7 day of November, 1967.

CITY OF NEWCASTLE, a Municipal  
Corporation

Don J. Mc Colley  
Mayor

ATTEST:

Neil D. Russell  
City Clerk

CHECK LIST  
PRELIMINARY SUBDIVISION PLATS

- I. Date Filed \_\_\_\_\_
- II. Subdivider - Name \_\_\_\_\_  
Address \_\_\_\_\_
- III. Location of Subdivision \_\_\_\_\_
- IV. Name of Subdivision \_\_\_\_\_
- V. Engineer or Designer - Name \_\_\_\_\_  
Address \_\_\_\_\_
- VI. Subdivision Classification \_\_\_\_\_
- VII. Physical Characteristics:
  - A. Total Area in Acres \_\_\_\_\_
  - B. Topography \_\_\_\_\_
  - C. Minimum Lot Size \_\_\_\_\_ Square Feet
  - D. Relationship to the Comprehensive Plan
    - 1. Major Streets \_\_\_\_\_  
\_\_\_\_\_
    - 2. Parks and Recreation Areas \_\_\_\_\_  
\_\_\_\_\_
    - 3. Schools \_\_\_\_\_  
\_\_\_\_\_
  - E. Relationship to Streets in Adjacent Subdivision \_\_\_\_\_  
\_\_\_\_\_
- VIII. Availability of Public Facilities:
  - A. Water \_\_\_\_\_
  - B. Sanitary Sewers \_\_\_\_\_
  - C. Storm Sewers \_\_\_\_\_
- XI. Compliance with following requirements:
  - A. Street Right-of-Way \_\_\_\_\_  
\_\_\_\_\_
  - B. Easements \_\_\_\_\_  
\_\_\_\_\_
  - C. Lot Size \_\_\_\_\_  
\_\_\_\_\_

D. Building Setback Lines \_\_\_\_\_  
\_\_\_\_\_

X. Compliance with the Subdivision Regulations

A. Copies Submitted (10 needed) \_\_\_\_\_

B. Subdivision Name \_\_\_\_\_

C. Location with Respect to Section, Township and Range \_\_\_\_\_  
\_\_\_\_\_

D. Vicinity Map \_\_\_\_\_

E. Name of Engineer or Designer \_\_\_\_\_

F. Scale of Plat \_\_\_\_\_

G. Date \_\_\_\_\_

H. North Point \_\_\_\_\_

I. Existing Conditions shown:

1. Adjacent subdivisions, streets, etc. \_\_\_\_\_

2. Sanitary sewers, storm sewers, water, etc. \_\_\_\_\_

3. Names of adjacent subdivisions or owners \_\_\_\_\_

4. Topography on the plat \_\_\_\_\_

J. Location and Minimum Size of Lots \_\_\_\_\_

K. Location and Width of Streets, Alleys, Pedestrianways,  
Easements and Setback Lines \_\_\_\_\_

L. General Plan for Sewage Disposal, Water Supply and Utilities  
\_\_\_\_\_  
\_\_\_\_\_

M. Location of proposed Parks, Schools and other Public or  
Semi-Public Uses \_\_\_\_\_  
\_\_\_\_\_

N. Lot and Block Numbers \_\_\_\_\_  
\_\_\_\_\_



CHECK LIST  
FINAL SUBDIVISION PLAT

- I. Date Final Plat was Filed \_\_\_\_\_
- II. Date Preliminary Plat was Filed \_\_\_\_\_
- III. Subdivision Name \_\_\_\_\_
- IV. Location: Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_
- V. Subdividers Name \_\_\_\_\_  
Address \_\_\_\_\_
- VI. Engineer - Name \_\_\_\_\_  
Address \_\_\_\_\_
- VII. Subdivision Classification \_\_\_\_\_
- VIII. Utilities:

- A. Water \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- B. Sanitary Sewers \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- C. Storm Sewers \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IX. Compliance with Subdivision Requirements:

| Yes | No |
|-----|----|
|     |    |
|     |    |
|     |    |
|     |    |
|     |    |
|     |    |
|     |    |
|     |    |

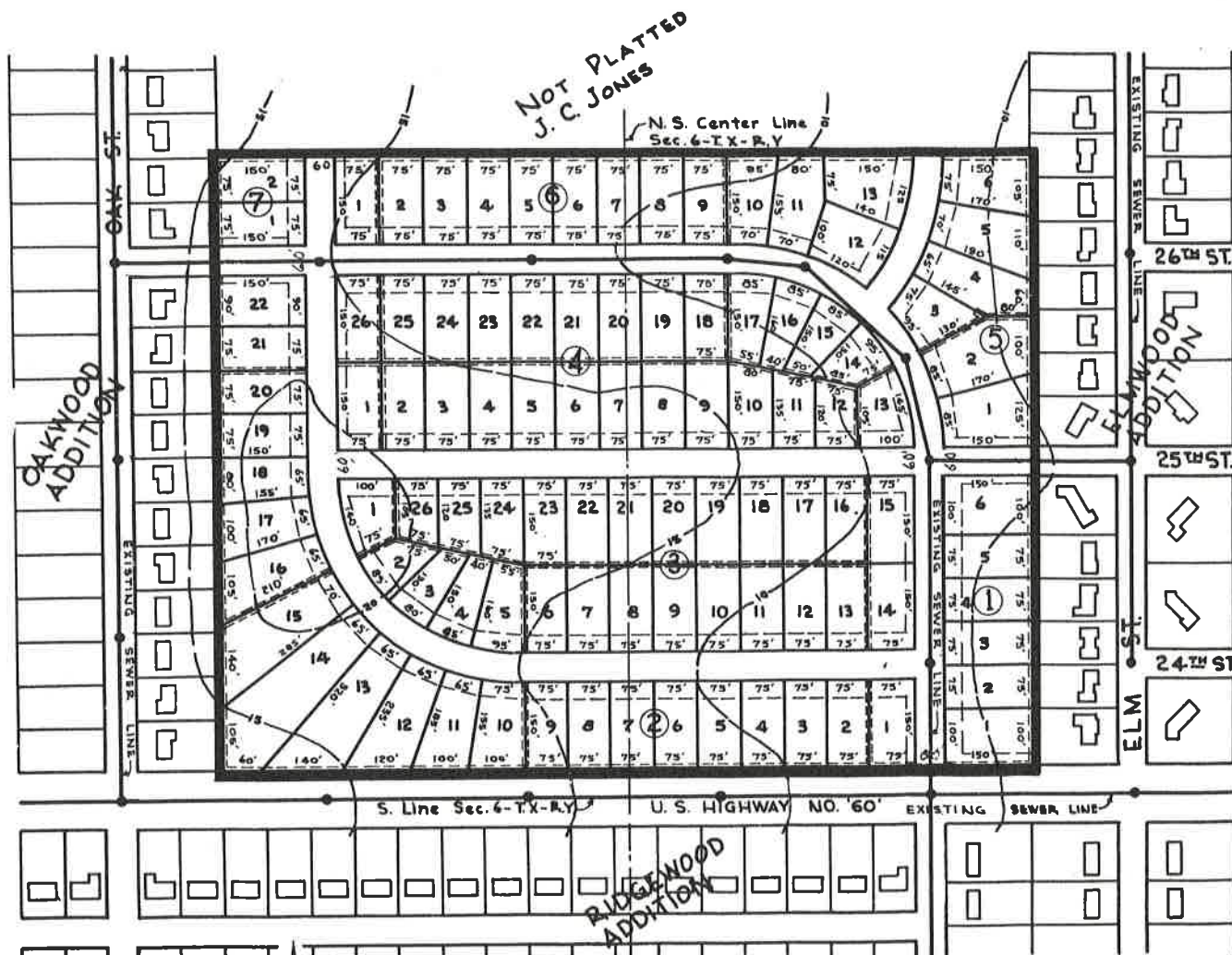
1. Is the subdivision or addition name shown?
2. Is the location with respect to section, township and range shown?
3. Does the plat mathematically close?
4. Does legal description agree with plat description?
5. Is the exact location of the streets shown and are they named and dimensioned?
6. Are lots and blocks numbered and clearly centered?
7. Are all closing dimensions shown on the plat?
8. Are all lots clearly dimensioned?



# Sample Preliminary Subdivision Plat

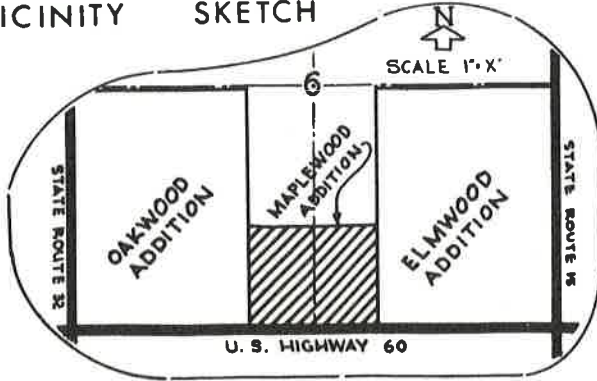
PRELIMINARY PLAT

## MAPLEWOOD ADDITION



Scale 1" = X'

VICINITY SKETCH



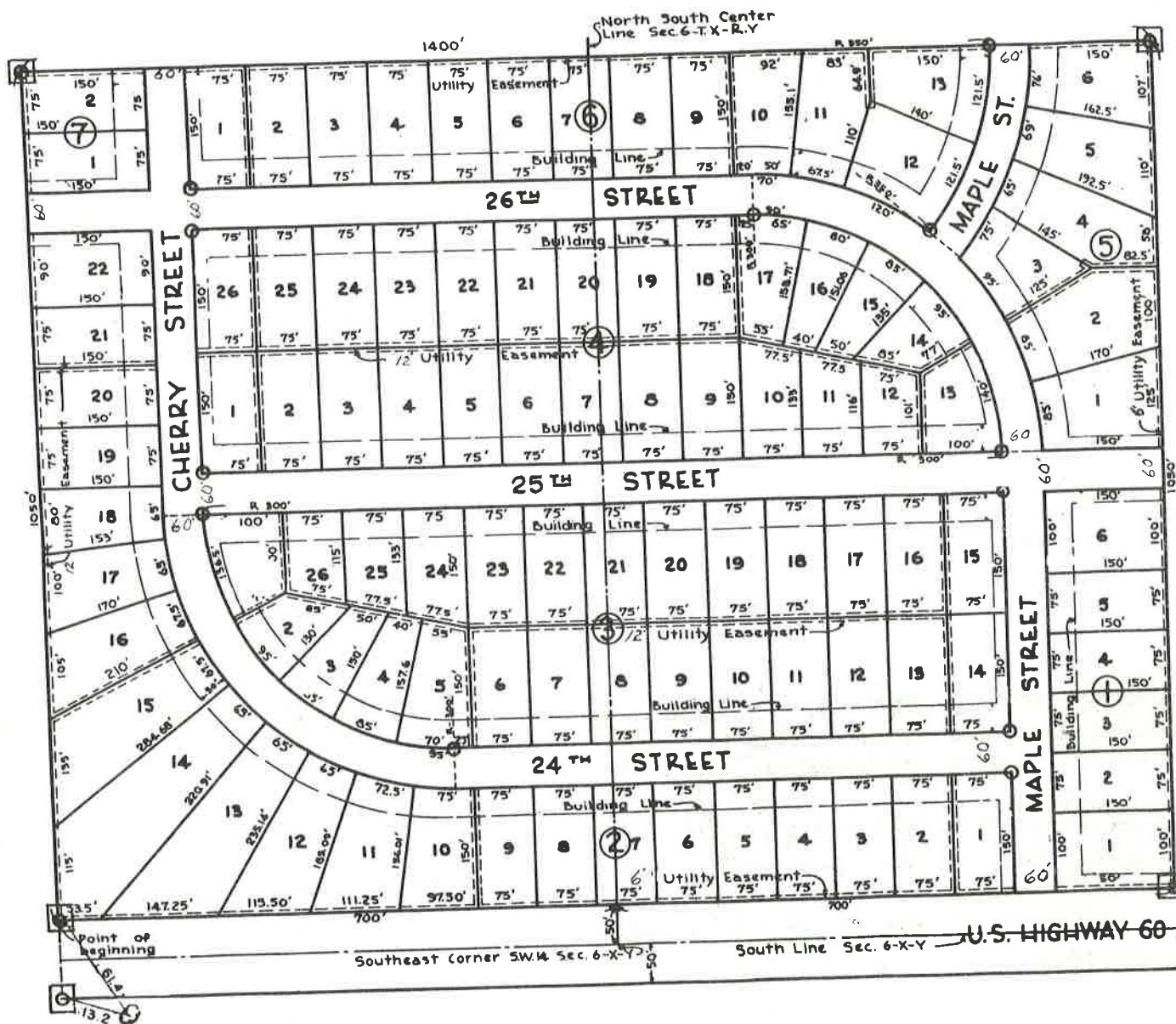
PRELIMINARY PLAT  
MAPLEWOOD ADDITION

Owner: John Doe  
567 North Main Street

Engineer Smith & Smith  
100 West Main Street



# Sample Final Plat



Scale 1" = X'

I hereby certify the details  
of this plat to be correct this  
day of \_\_\_\_\_ 196\_.

\_\_\_\_\_  
Engineer

SEAL

## Notation

- Iron Bar, Row Markers
- ⊗ Concrete Monument, Row Markers
- Bench Marks

