

<b>Administrative Sub-division Application</b> <input type="checkbox"/> With-in Village <input type="checkbox"/> One-Mile District
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Village of Greenwood  
**Planning & Zoning Department**  
 619 Main Street  
 Greenwood, NE 68366

Permit #: AS \_\_\_\_\_ - \_\_\_\_\_

FEE \$ \_\_\_\_\_

**1. Applicant Information**

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/ZIP: \_\_\_\_\_  
 Phone Number: \_(\_\_\_\_) \_\_\_\_\_ Mobile: \_(\_\_\_\_) \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**2. Property Owner Information (If different from applicant)**

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/ZIP: \_\_\_\_\_  
 Phone Number: \_(\_\_\_\_) \_\_\_\_\_ Mobile: \_(\_\_\_\_) \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**3. Property Information**

Legal Description of Parent Parcel: \_\_\_\_\_  
 \_\_\_\_\_  
 Parcel ID Number(s): \_\_\_\_\_  
 Current Zoning District: \_\_\_\_\_  
 Total Acreage of Parent Parcel(s) \_\_\_\_\_  
 Total Acreage of Proposed Administrative Subdivision: \_\_\_\_\_

**4. Purpose of Administrative Subdivision**

Provide a clear explanation of the reason for the subdivision  
 (e.g., separating a farmstead, creating a single buildable lot, correcting a boundary, etc.).

**Description:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**5. Required Attachments**

The following documents **must** be submitted with this application:

**Survey or Plat** prepared by a licensed surveyor showing:

- A. Parent parcel boundaries
- B. Proposed subdivided tract
- C. Easements, rights-of-way, and access
- D. Existing structures

**Legal description** of the proposed subdivided tract

**Proof of access** to a public road (per § 13-703)

**Utility availability statement** (water, sewer, or private systems)

**Any applicable covenants or restrictions**

Fees Received by Clerk Date: _____ Initial: _____
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**6. Access and Easements**

**Describe existing or proposed access to a public road:**

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**List all easements affecting the property:**

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**7. Certification by Applicant**

I hereby certify that the information contained in this application is true and correct to the best of my knowledge, and that this request complies with the requirements of Nebraska Revised Statutes §§ 13-701 to 13-704 and Village of Greenwood Zoning Regulations.

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Applicant Signature:** \_\_\_\_\_

**8. Village Use Only**

**Date Received:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Reviewed By (Zoning Administrator):** \_\_\_\_\_

**Meets Requirements of §§ 13-701 to 13-704 and Village of Greenwood Zoning Regulations:**

Yes             No

**Comments:**

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**Planning Commission Review Required:**

Yes             No

**Village Board Approval Required:**

Yes             No

**Final Action:**

Approved     Denied

**Date of Action:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Chairperson/Administrator Signature:** \_\_\_\_\_

**9. Filing and Recording (To be completed by Village Clerk)**

**Date Filed:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date Recorded with Register of Deeds:** \_\_\_\_\_  
**Instrument Number:** \_\_\_\_\_

**Notes:**

This administrative subdivision application is intended to comply with the procedural and substantive requirements of **Nebraska Revised Statutes §§ 13-701 through 13-704**, which authorize municipalities to approve subdivisions that do not require full platting, provided that:

- No new streets are created;
- Adequate access exists;
- The subdivision does not conflict with local zoning or subdivision regulations; and
- All required documentation is submitted for review.