

## **CHECKLIST FOR SUBMISSION OF PRELIMINARY PLATS**

This stage involves detailed subdivision planning review. In order to expedite this process the developer should provide the information listed below:

- ❑ Provide a site plan (preliminary plat) at a scale of 1" to 100' or larger, if the subdivision has a majority of lots of less than 5 acres in size;
- ❑ The drawings submitted should contain the following information:
  - ❑ Name of subdivision;
  - ❑ Date of preparation, scale and north arrow;
  - ❑ Vicinity map, at a scale of 1" to 1,000' or 1" to 2,000', showing the site location and its relationship with the surrounding development;
  - ❑ Names and addresses of recorded owners, subdivider (developer) and the person who prepared the map;
  - ❑ Legal description of the land, including exterior subdivision boundary dimensions and approximate acreage, with boundary lines of subdivision drawn in a heavy solid line and references to section or quarter section lines;
  - ❑ Present and required proposed zoning of the subdivision with gross and net residential density of each phase;
  - ❑ Locations, names, present widths and improvements of adjacent streets;
  - ❑ Names of adjacent subdivisions, including lot and block numbers;
  - ❑ Location names and right-of-way widths of all streets within the proposed subdivision;
  - ❑ Other rights-of-way and easements, showing location, width and purpose;
  - ❑ Topography for the subdivision with contour intervals not to exceed 2 feet;
  - ❑ A phasing plan, if the subdivision is not to be completed within one year;
  - ❑ The lot layout with lot number and approximate dimension of each lot;
  - ❑ A map showing plans for the development of the entire area if the proposed plat is part of a larger scheme;
  - ❑ The location and outline, to scale, of any existing building or structure within the proposed subdivision with a note of whether it is to be retained or not;
  - ❑ The location and outline, to scale, of existing or proposed rights of way adjacent, at least 200 feet in all directions;
  - ❑ The location and size of existing and proposed water mains with location of proposed fire hydrants;
  - ❑ Location and size of existing available public sewers and location and approximate size of proposed sewers, showing direction of flow;
  - ❑ Proposed use of property or portions of property with acreage for each use;
  - ❑ Proposed sites to be reserved or dedicated for public parks, schools, playgrounds and/or other public uses, if applicable;
  - ❑ Location of existing power, telephone facilities and gas mains;
  - ❑ Location of proposed light standards, traffic signals, stop signs and gang mailboxes.

The following supporting material should also be submitted:

- ❑ Payment of the preliminary plat fee;
- ❑ A statement explaining the design and function of the water, sewer, paving, sidewalk, stormwater collection and retention systems, including preliminary drainage calculations and storm drainage systems, their compatibility with existing systems and the timing and/or phasing of installation. Approximate size and location of the above may be required on the plat, at the discretion of the Building Administrator;
- ❑ A statement describing the development and maintenance responsibility for any private streets, ways or open space;
- ❑ The recommendations of a qualified professional engineer regarding soil suitability, erosion control, sedimentation and flooding problems;
- ❑ A description of the phasing and scheduling of phases for the development, if the final plat is to be submitted in separate phases;
- ❑ An application for appropriate zoning for the subdivision, if the existing zoning district does not allow the type of use proposed;
- ❑ The names and addresses of all owners of subdivided lots and unplatted land adjacent to or within 300 feet of the boundary of the proposed subdivision;
- ❑ Letters of certification and/or signed copies of the proposed Preliminary Plat from appropriate agencies and utility companies approving the proposed preliminary plat and confirming availability of services.

### **Submission**

Please submit 15 copies and one reproducible copy of the Preliminary plat, along with the filing fee and 15 copies of the owner's statement and all of the above-listed information at least 30 days before the date of the meeting of the Planning and Zoning Commission