



Preliminary Plat Review Checklist

APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED
 For a complete list of required guidelines, refer to Chapter 12 of the City Code

| Applicant Check-in | | City Check-in |
|-----------------------|---|------------------|
| | <p>Electronic file(s) and printed copy of the following:</p> <ol style="list-style-type: none"> 1. Written narrative describing and defining the proposed subdivision, including all proposed uses, the intensity of each use proposed, proposed project phasing, and how the proposed development complies with the goals and policies of the Comprehensive Plan. 2. Scalable electronic files and ten (10) sets of preliminary plans, drawn to a scale of not less than one (1) inch equals one hundred (100) feet (or scale requested by the Zoning Administrator) containing at least the following information: <ol style="list-style-type: none"> a. IDENTIFICATION AND DESCRIPTION. <ol style="list-style-type: none"> i. The name of the proposed subdivision, north arrow, and date. ii. Legal description. iii. Names, addresses and phone numbers of all persons, firms and corporations holding interests in said land. iv. An indication as to registered property or abstract property. v. Name, address, phone number and professional license number and seal of the registered land surveyor. vi. Existing and proposed covenants, liens or encumbrances. vii. Elevation benchmarks use for the topographic survey, which match the County's coordinates. Reference to the coordinate system use for the survey. b. EXISTING CONDITIONS. <ol style="list-style-type: none"> i. A vicinity map. ii. All existing monuments and markers found and set. iii. The locations, names and widths of all existing streets, roads and easements within and adjacent to the proposed subdivision. iv. The approximate boundaries of all areas subject to inundation or storm water overflow, and the location, width and direction of flow of all watercourses. v. The approximate location of tree cover with trees greater than 15 inches in diameter identified. vi. The location size of all existing structures, wells, overhead and underground utilities, railroad lines, municipal boundaries, section lines, township lines, and other important features existing upon, over or under the land proposed to be subdivided. vii. The location of soil test holes and data regarding soil bearing qualities, etc., attesting to the suitability of soils for the specific uses proposed in the subdivision. viii. Contours existing and proposed, at two-foot intervals, and spot elevations to determine the general slope of the land, and high and low points. ix. Designated wetlands and/or floodplains. | |

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| | <p>c. PROPOSED CONDITIONS.</p> <ul style="list-style-type: none"> i. Lots and blocks. ii. Lot table: total number of lots, their minimum, maximum and average size. iii. Street layout and design. iv. Provisions for surface water disposal, ponding, drainage and flood control. v. Proposed pad elevations on each lot. Pad elevations shall be eighteen (18) inches to thirty-six (36) inches above the center of the adjacent street. vi. Minimum front, side and rear lot setbacks. When lots are on a curve, the width of the lot at the building setback line shall be shown. vii. The location, size and proposed improvements for parks, playgrounds, and public open spaces, land to be considered for dedication to public use, or land to be reserved by deed of covenant for the use of all property owners in the subdivision and any conditions of such dedication or reservation. viii. Proposed right-of-way widths of alleys, pedestrian ways, trails drainage easements, and utility easements. ix. Preliminary Utility Plan including the proposed sizes and locations of water, sanitary sewer, and storm water. x. Preliminary Grading and Drainage Plan, including the types of houses proposed to be constructed on the lots, i.e. FB=Full Basement, SE L/O= Split Entry Lookout, SE W/O= Split Entry Walkout, or FB W/O = Full Basement Walk-out. <p>d. Any or all additional or supplementary information requested if deemed necessary by City staff, consultants, advisory bodies and/or the City Council in conjunction with the approval of the preliminary plat.</p> | |
| | Permit application fee: \$300.00 plus \$5/lot plus required escrow | |
| | Completed application form | |
| | Other (if applicable) | |

ALL PLANNING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED REVIEW COSTS. LEGAL, ENGINEERING, AND ASSOCIATED REVIEW COSTS ARE THE RESPONSIBILITY OF THE APPLICANT