



PRELIMINARY PLAT CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

* This checklist is not all-inclusive of all City ordinances and standards.

GENERALLY, A PRELIMINARY PLAT IS ONLY NECESSARY WITH SINGLE FAMILY, TWO-FAMILY, AND TOWN HOME DEVELOPMENTS. A PRELIMINARY SITE PLAN MAY BE SUBMITTED INSTEAD OF A PRELIMINARY PLAT FOR A TOWN HOME DEVELOPMENT.

GENERAL

- Submit all documents specified on the Required Documents checklist.
- Submit a disk with all plans – plans will be date stamped electronically.**
- Title block located in lower right corner with subdivision name, Plat type (i.e. Preliminary Plat), block and lot numbers, survey name and abstract number, number of acres, preparation date, city, county and state, City Project Number (to be provided at time of submittal).
- Legend, if abbreviations or symbols are used
- Entity name, contact name, address and phone number for owner, applicant, and surveyor
- Location/vicinity map
- Phasing lines and numbers
- Overall phasing plan – show on a 24"x36" sheet proposed phasing lines and street connectivity to separate subdivision sections.
- Phasing Table with the number of residential lots by phase and type. See example below:

Phase	Residential Lots	HOA Lots	SF-7	SF-8.5	SF-10	Front Entry	Rear Entry
1							
2							
Total							

- North arrow and scale appropriate for the level of detail – multiple pages may be required
- Property boundary drawn with “phantom” line type (-----) with dimensions and bearings
- Legal (metes and bounds) description with total acreage
- Lot dimensions in feet with bearings and angles to street and alley lines
- Lots and blocks with lot and block numbers. Include a table of lot and block numbers with the square footage of each lot and the zoning designation of each lot (must be on a separate 8 ½ x 11 for the file)

- Building Lines (along streets)
- Location of existing buildings and structures
- Conceptual detail of proposed screening and landscaping (including location, ROW, materials, description, height, etc.)
- General arrangements of land use, park and school sites, public facilities, private open space, habitat restorations and floodplains
- Proposed densities (exclude major thoroughfares from density calculations)
- Outline of all property offered for dedication for public use
- Adjacent properties – land use, zoning, subdivision name, owner name of unplatted property, and recording information
- Bold the labels of any easements or rights-of-way being dedicated, abandoned or modified per the plat so that they stand out from the existing easements.
- Surveyor’s certificate (signed and sealed) with notary block
- Certificate of ownership with notary block(s)
- Dedication language for easements (i.e. fire lane, access, landscape, visibility, access and maintenance, drainage, and drainage and detention easements).
- Note stating which zoning or planned development standards apply to the subdivision
- Typical Lot Detail showing all setbacks for all single family districts
- List the following note on the plat: “Notice: Selling a portion of this addition by metes and bounds is a violation of city ordinance and state law and is subject to fines and withholding of utilities and building permits.”
- List the following note on the plat: Placement of street trees shall not interfere with the placement of traffic control devices or visibility at intersections. Existing and future traffic control devices may require the removal or preclude the planting of street trees.
- Unless overridden by the PD (if one), add the following note on preliminary plats that do not have alleys: “Where a ‘J-swing’ garage is not utilized, the



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face of the garage shall be set back a minimum of 25 feet from the front property line.”

- For plats that have alleys, add the following note: Where alleys are provided, all driveways shall access the alleys; no driveways may access streets.
- Add the following note: Development standards of this plat shall comply with Zoning Ord. 11-04-09 as amended.
- For a plat with a required landscape edge, add the following note: The required HOA Landscape Edge along (name the street) shall not be encumbered by any utilities.
- For any key lot, show front building setbacks on both rights-of-way, add a label/symbol to the lot referring to a note which will state, “Fencing restrictions apply to this key lot. Refer to the Zoning Ordinance.”
- An exhibit to scale showing proposed development on colored aerial of the property
- Necessary offsite improvements (roads, drainage, fire lanes, median openings, etc...)
- In addition, the following plans shall be submitted with a preliminary plat application; approval is necessary prior to final authorization for development:
 - Any necessary offsite easements (by plat or separate easement in accordance with the Subdivision Ordinance)
 - Preliminary Drainage Plan
 - Preliminary Utility Plan
 - Landscape Plan Cross Section showing location of tree plantings along street, sidewalk, easements, right-of-way, etc.
 - Screening Option proposal
 - Detailed Tree Survey and Tree Preservation Plans
- City Action block placed above title block:

<u>ACTION</u>		
	APPROVED	DENIED
STAFF	_____	_____
	Date	Initials
P&Z	_____	_____
	Date	Initials
Neighborhood # _____		
See the Staff Approval Letter or P&Z Result Memo for any conditions associated with the approval of the project.		

ENGINEERING

- Existing and proposed utilities and easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television, fire lane, etc.
- Filing information for all existing easements and rights-of-way. Provide all bearing and distance information on existing easements, including separate instruments. Where property or easement extends into multiple counties, plats and separate instruments are to be filed in each county
- Length of all arcs, radii, internal angles, points of curvature, length, and bearings of all tangents
- Location of existing water courses, railroads, and other similar drainage and transportation features
- Existing and proposed FEMA 100-year floodplain and elevation. Include minimum finished floor elevations of all lots adjacent to floodplain. If the site does not contain a floodplain, note that: “no floodplain exists on the site.” A floodplain reclamation study will be required with the final plat if necessary
- Existing and proposed topography at two (2) foot contours or less, including drainage channels and creeks
- Locations, material, and size of all monuments

TRAFFIC

- Location and dimensions of existing and proposed streets and alleys with centerline design radii, medians, median openings, turn lanes with storage and transition dimensions, right-of-way widths, and names of proposed streets (submit letter requesting street name approval with application)
- If preliminary plat contains proposed thoroughfares add note: “The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat.”
- Dimension of property to centerline of right-of-way
- Typical Street Section Detail showing dimensions for paving section, parkway, street tree placement, and sidewalk.
- Right-of-way dedications.



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Public Works

- The preliminary SWMP shall be prepared in coordination with the preliminary drainage plan on all projects where both are required. The preliminary SWMP and the preliminary drainage plan may be shown on the same sheet. When a preliminary drainage plan is not required, the preliminary SWMP shall indicate the existing drainage patterns and runoff coefficients and the proposed changes to these items.
- The preliminary SWMP must comply with the standards and criteria outlined in this ordinance, the Engineering Design Standards and Construction Details, and the Erosion Siltation Control Ordinance. The plan may satisfy the storm water management portion of the Storm Water Pollution Prevention Plan (SWPPP) that is required for construction activities; however, **the SWMP is not a substitution for the SWPPP**. The City's review of the preliminary SWMP does not constitute acceptance of the final SWMP or the final development plans.
- Three (3) paper copies of the preliminary SWMP plan shall be submitted with the submittal of a preliminary plat, replat, or minor plat for review and acceptance. The plan shall be labeled as "Preliminary." Upon acceptance of the plan, the plan shall be signed, sealed, and dated by the engineer, or shall contain a statement showing the engineer's name and license number and affirming the plan was prepared under the direction of the engineer and that the plan is preliminary..

Preparer's Name: _____

Preparer's Signature: _____