

PRELIMINARY PLAT APPLICATION CHECKLIST

The applicant shall submit the application and accompanying material. If the information does not appear on or accompany the application, the proposal may not be scheduled for the Commission meeting requested.

Identification and Description

- Proposed Name of subdivision, not similar to any existing subdivision.
- Date and North Point.
- Scale of plat, not less than one (1) inch to two hundred (200) feet.
- Indication of any proposed covenants.
- Location map indicating location of proposed subdivision in relationship to general known area.
- Names and addresses of the subdivider and surveyor making plat and property owners of record within three hundred and fifty (350) feet of the proposed subdivision.
- Legal description of the proposed subdivision.
- Title opinion or title insurance policy indicating fee ownership of land to be subdivided.
- Designation of utilities to serve proposed subdivision. The developer shall ensure staging of the subdivision shall include adequate provision for all utilities and streets for adjacent undeveloped properties.

Existing Conditions and Proposed Design Features

- Boundary line of proposed subdivision.
- Zoning of land within and abutting the subdivision.
- Layout, dimensions, and acreage of proposed lots and blocks.
- Name, location, and rights-of-way width of existing or proposed streets, highways, alleys, sidewalks, and pedestrian ways.
- High water mark of all lakes, rivers, streams, and wetlands
- Location and dimensions of existing and proposed public sewer and water systems
- Existing and proposed storm water drainage systems including drainage easements.
- Boundary lines of adjoining un-subdivided or subdivided land within three hundred and fifty (350) feet, identifying by name and ownership.
- Proposed zoning changes, if any.
- Minimum front, side, and rear yard setbacks as required by the Municipal Development Ordinance.
- Location, dimensions, and size of areas, other than street, alleys, pedestrian ways, and utility easements, proposed to be dedicated or reserved for public uses.

Supplemental Information

- Existing topography, including contour lines at two (2) foot intervals. Watercourses, wetlands, rock outcrops, power transmission poles and lines, and other significant features shall also be known.
- Soil survey, grading plan, soil erosion and sediment control plan, and landscape plan.
- Statement of proposed use of development and number of structures and units.

- ❑ Statement of adequacy of existing or proposed utilities to accommodate or serve the proposed development.
- ❑ Statement relative to the relationship of the proposed subdivision with existing or potential adjacent subdivisions.
- ❑ Statement of estimate cost of proposed required improvements.
- ❑ Other information deemed necessary by the City, Planning Commission, or subdivider.
- ❑ Soil borings and percolation tests.
- ❑ All parcels of land to be dedicated or reserved for public use or for use in common by property owners in the subdivision shall be indicated on the preliminary plat, along with any conditions of such dedication or reservation.

Note: All plans, architectural drawings, renderings or other materials or visual aids either submitted to the Planning Commission or presented at their meeting shall become the property of the City and part of the permanent record of any approval.

FOR QUESTIONS, CONTACT THE CITY ZONING OFFICIAL AT (320) 629-2575.