



Preliminary Plat Check List *P&Z Approval*

Submission Requirements:

- ✓ Completed Application Form, signed by the owner of the property.
- ✓ Filing Fee
- ✓ Transmittal Letter

The following sets of prints will be required throughout the review process:

- ✓ Mandatory Pre-Application
 - One (1) 24"x36" print of the Preliminary Plat and the Preliminary Utility plan to be submitted for Staff's pre-review. Tree Survey/Mitigation Plan may also be required.
- ✓ Filing Deadline
 - Seven (7) 24"x36" (FOLDED) prints of the plat
 - Four (4) 24"x36" (FOLDED) prints of the Tree Survey/Mitigation Plan, if required
 - One (1) 24"x36" (FOLDED) print of the Preliminary Utility Plan
 - PDF version of all exhibits (no larger than 2 MB), submitted via e-mail is preferred
- ✓ DRC Meeting
 - Two (2) REVISED sets of prints, addressing DRC comments, for discussion at DRC meeting. One set will be submitted to the staff, the other set is to record any additional revisions discussed at the meeting.
- ✓ For Planning and Zoning Commission Packets
 - Twelve (12) 24"x 36" (Folded) prints of the plat and tree survey/mitigation plan, if required. Do not resubmit Utility Plans, unless requested.
 - One (1) 8½"x11" paper copy of the plat
 - PDF version of all exhibits (no larger than 2 MB), submitted via e-mail is preferred

ALL PRESENTATIONS TO THE PLANNING COMMISSION ARE VIA POWER POINT PRESENTATIONS. APPLICANT'S POWER POINT PRESENTATIONS (IF DESIRED) MUST BE SUBMITTED TO STAFF NO LATER THAN NOON, THE DAY OF THE PUBLIC HEARING.

Preliminary Plat Check List:

Applicant/Staff

- Title block located in lower right corner with subdivision name, block and lot numbers, survey name and abstract number, number of acres, date of preparation, city, county and state
- Legend for abbreviations
- Name, address and phone and e-mail address for owner, applicant, and surveyor
- Location/vicinity map
- North arrow and scale (generally a min. of 1" = 50'). The north arrow should be up or to the right. The scale of the plat should be the same as the scale of the site and landscape plan, whenever possible.
- Adjacent properties – land use, zoning, subdivision name, owner name of unplatted property, and recording information
- City and County Limit lines, as applicable
- Existing structures and site features, noting if structures are to remain or be removed
- Property boundary with dimensions and bearings
- Legal (metes and bounds) description of the property
- Monument locations, materials and size
- Lot dimensions in feet and hundredths of feet and with bearings and angles to street and alley lines
- Lot and block numbers accurately labeled
- Building setback lines
- Location of existing water courses, railroads, and other drainage and transportation features
- Location of existing and proposed streets and alleys with centerline design radii, medians, median openings, left turn lanes with storage and transition dimensions, right-of-way widths, and names of proposed streets
- Existing and Proposed Street names
- Right-of-way dedications
- Fire lane easements with dimensions and bearings
- Existing and Proposed Utility Lines and Easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television
- Draft of Homeowner Associations Documents (residential plats only)
- Location and elevations of proposed screening walls
- Landscaping proposed for common areas
- FEMA 100 year floodplain areas
- Existing and proposed topography at five (5) foot contours or less, including drainage channels and creeks
- Proposed densities and lot sizes (residential plats only)
- City approval signature blocks
- Letter requesting any variances to the subdivision regulations
- Other information as considered essential by the Planning & Zoning Commission
- Show minimum finish floor elevations of all buildings.
- PRELIMINARY UTILITY PLANS** of proposed water distribution system, including fire hydrants, sewage collection system, on-site and off-site drainage system and street improvements shall be provided.

NOTE: This checklist is only a supplement to the Subdivision Regulations. It is the applicant's responsibility to review and comply with the requirements of the Zoning Ordinance and Subdivision Regulations.