

## Preliminary Plat Plan Checklist

Project Name: \_\_\_\_\_  
 Project Contact Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

Submission of this completed form is a part of the Plat Application. All items should be "checked off" prior to submittal to ensure a complete submittal. If the applicant deems an item to be "Not Applicable" to the proposed development, it shall be marked as "NA" with an explanation.

| Not Applicable | Included | Item Description  | Notes | Official Use Only |            |          |
|----------------|----------|---|-------|-------------------|------------|----------|
|                |          |   |       | Missing           | Incomplete | Code Ref |
|                |          | <b>Submittal Requirements</b>   |       |                   |            |          |
|                |          | Completed Application and fees  |       |                   |            |          |
|                |          | Completed Preliminary Plat-Plan Review Checklist  |       |                   |            |          |
|                |          | Preliminary Plat. If multiple sheets are required, an overall plan shall be submitted. (See below for more info)  |       |                   |            |          |
|                |          | Landscape Plan (if required at this time, see Site Plan Packet for more information)  |       |                   |            |          |
|                |          | Tree Preservation Plan (if required at this time, see Site Plan Packet for more information)  |       |                   |            |          |
|                |          | Proposed Utility Service Plan   |       |                   |            |          |
|                |          | Other documents (if required)   |       |                   |            |          |
|                |          | <b>Preliminary Plat Checklist</b>   |       |                   |            |          |
|                |          | Proposed name of the subdivision  |       |                   |            |          |
|                |          | Location in relation to the rest of the city and boundaries of proposed subdivision   |       |                   |            |          |
|                |          | Names of record owner, subdivider, land planner/engineer, surveyor, etc   |       |                   |            |          |
|                |          | Date of plat preparation, scale and north point   |       |                   |            |          |
|                |          | Subdivision boundary lines and approximate acreage  |       |                   |            |          |
|                |          | Identification of each lot and block by number or letter  |       |                   |            |          |
|                |          | Dimensions, names and description of all public right-of ways, improvements, easements, parks and open spaces, both existing and/or proposed. Locate and identify existing and/or proposed median openings and left turn channelization |       |                   |            |          |
|                |          | Proposed land uses, and existing and proposed zoning categories   |       |                   |            |          |
|                |          | Typical lot size; lot layout; smallest lot area; number of lots<br>Building set-back lines adjacent to street   |       |                   |            |          |

| Not Applicable | Included | Item Description  | Notes | Official Use Only |            |          |
|----------------|----------|---|-------|-------------------|------------|----------|
|                |          |   |       | Missing           | Incomplete | Code Ref |
|                |          | Topographical information and physical features to include contours at 2' intervals, outlines of wooded areas, wetlands, drainage areas and 50 & 100 year FEMA and Local flood limit lines, if applicable   |       |                   |            |          |
|                |          | Location of City Limits, contiguous or within plat area   |       |                   |            |          |
|                |          | Propose structure footprint, construction type, and height  |       |                   |            |          |
|                |          | Indicate if structure will be equipped with a fire sprinkler system, if so show proposed fire department connection to sprinkler system   |       |                   |            |          |
|                |          | Location and sizes of all existing & proposed utilities including drainage, water lines, fire hydrants, sanitary sewer, and oil water separator -if required)   |       |                   |            |          |
|                |          | All proposed storm drainage with sizes and any required detention   |       |                   |            |          |
|                |          | Location of all proposed or existing roadways in plat area  |       |                   |            |          |
|                |          | Intended water sources and sewage disposal method whether inside City Limits or in extraterritorial jurisdiction  |       |                   |            |          |
|                |          | Recorded owners of contiguous parcels of subdivided land; names and lot pattern of contiguous subdivisions; approved concept plans or preliminary plats   |       |                   |            |          |
|                |          | Location, dimension and description of all existing or proposed lots and blocks, right-of-ways and easements, parks and open spaces   |       |                   |            |          |
|                |          | Location of all PD approved streetscape, amenities, and signage   |       |                   |            |          |
|                |          | Review plans with franchise utility companies   |       |                   |            |          |
|                |          | Drainage Maintenance Agreement  |       |                   |            |          |
|                |          | Minimum Finished Floor Elevations Shown   |       |                   |            |          |
|                |          | Required On and Off Site Utility Easements Shown (15' min width)  |       |                   |            |          |
|                |          | Required On and Off Site Access Easements Shown   |       |                   |            |          |
|                |          | Required On and Off Site Fire Lane Easements Shown indicating radius  |       |                   |            |          |
|                |          | ROW Dedication, corner clips and visibility easements Shown   |       |                   |            |          |
|                |          | <b>Proposed Utility Service Plan</b>  |       |                   |            |          |
|                |          | A proposed utility service plan pertaining to sanitary sewers, storm drainage, potable water supply, street lighting, showing general locations of major water and sewer lines, lift stations, and indicating whether gravity or forced systems are planned as well as locations of other major utility infrastructure. Utility infrastructure shall be identified as either public or private. |       |                   |            |          |

**\*\*\*\*\*End of Checklist for Preliminary Plat\*\*\*\*\***