



# Preliminary Plat Checklist

For office use:

Case #:	Submission Date:	Planner Assigned:
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**Preliminary plats submitted for review shall meet (at a minimum) the following criteria. Failure to provide the requested information may result in review and approval delays.**

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### Minimum Submittal Requirements

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*Sec. 25-23 Concept Review – generally:*

- Concept review meeting held on \_\_\_\_\_

*Sec. 25-25 Preliminary plat review:*

- All contiguous unplatted land under single ownership or control, up to 80 acres, is included in the platted area
- Submitted 5 copies of plat to Planning Dept.
- Signature block for Planning & Zoning Commission approval

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### Preliminary Plat Specifications (Sec. 25-26)

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- Drawn at a scale of not more than 1 inch equals one hundred feet (1" = 100')
- Signed and sealed by a registered land surveyor or registered professional engineer
- Key map showing entire subdivision and its relationship to the surrounding area
- Title of the subdivision by name and plat number
- Graphic scale and north arrow
- Location of subdivision boundary lines in relation to adjacent section, quarter-section, & corporate boundaries
- Names and addresses of property owner of record and the subdivider
- Names of all immediately adjacent subdivisions, and property owners of record for unsubdivided land
- Existing zoning of the subdivision and immediately adjacent property
- All restrictions of record on site, which may affect division & use of land as contemplated by the subdivision
- Locations of the following features:
  - Existing property lines, buildings and structures
  - Building setbacks, street plan lines, streets, & utilities
  - Watercourses, stream buffer limits, & flood prone areas (Refer to 12/1/1981 flood hazard boundary map)
  - Cemeteries, burial grounds, railroads, bridges, culverts, drain pipes, & lagoons
  - Natural features, such as wooded areas within and adjacent to proposed subdivision
  - Location & width of existing street right-of-way, alleys, roads, railroad right-of-way, & recorded easements
- Five-foot topographic contours, based on City datum (Differing contour intervals may be required by Director on rough or flat terrain, as needed to better delineate the terrain)
- Size of the proposed subdivision to the nearest one-tenth of an acre
- Proposed location and grades for all streets
  - If proposed grades are not easily attainable due to existing terrain, indicate how grades will be attained
- Proposed names for all streets and walkways
- Proposed location, dimension, and use of all lots
  - Label areas designated for park, church, school site, or other special uses of land or features
  - Number all lots
- Proposed location of required storm sewers and sanitary sewers
- Any existing obligation/restriction affecting any part of the site that was set forth on a previous plat of the land
  - If any obligation or restriction is omitted, provide a letter identifying omissions and justification for omission

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### Statement of Certification

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I/we--the applicant(s) or agent--have reviewed the submitted plans and attest that the above minimum requirements have been shown on the attached plans submitted for review.

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**Signature of Applicant or Agent**