



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.

Minimum Submittal Requirements

- Concept review meeting held on _____
- Sec. 29-5.2(c)(3) Preliminary plat review:*
- All contiguous unplatted land under single ownership or control, up to 80 acres, is included in the platted area
Submitted land analysis map for land area of five (5) acres or more
- Design adjustment worksheet, if applicable
- Signature block for Planning & Zoning Commission approval

Preliminary Plat Specifications Sec. 29-5.2(c)(3)

- 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
 - Street plan lines, streets, & utilities
 - Watercourses, stream buffer limits, & flood prone areas
 - 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

Statement of Certification

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.

Signature of Applicant or Agent