



# Preliminary Plat Checklist

(For a complete list of required guidelines, refer to Section 1120 of the Subdivision Ordinance.)

**APPLICATIONS WILL BE PROCESSED ONLY IF ALL  
REQUIRED ITEMS ARE SUBMITTED.**

Petitioner Check-in		City Check-in
	<p><b>Twenty-eight (28) 11"x17" or 8 1/2"x11" sets and eight (8) 24"x36" sets of the following:</b></p> <ol style="list-style-type: none"> <li>1. Preliminary Plat including:               <ol style="list-style-type: none"> <li>A. Date, north arrow, scale and title of the proposed subdivision</li> <li>B. Names and addresses of the plat preparer</li> <li>C. Names and boundary lines of abutting subdivisions or unplatted property</li> <li>D. Legal description and location of the subdivision</li> <li>E. Block numbers, lot lines, lot numbers, and square footages of each lot.</li> <li>F. Streets, street names, right-of-way, roadway widths, approximate grades, location, parking stalls, loading spaces, access aisles, and all other circulation elements including bike and pedestrian ways, and the total site coverage of all circulation elements</li> <li>G. Other right-of-way or easements, showing location, width, and purpose</li> <li>H. Total acreage of subdivision</li> <li>I. Existing topography at five-foot intervals or less</li> <li>J. Location and elevation of all water bodies including 100-year flood elevation and the Ordinary High Water Level (OHWL)</li> <li>K. Proposed and existing storm and sanitary sewers, water mains, other utilities, and their respective profiles, if required</li> <li>L. All existing structures and other physical features which would influence the layout and design of the subdivision</li> <li>M. Sites proposed to be reserved or dedicated for parks or other public uses</li> <li>N. Front, rear, and side yard setbacks</li> <li>O. Delineation of all wetlands</li> <li>P. Existing zoning of the proposed subdivision and adjacent tracts</li> <li>Q. Source of water supply</li> <li>R. Location of historic and cultural sites</li> </ol> </li> <li>2. Site Plan including:               <ol style="list-style-type: none"> <li>A. Map indicating plans for the development of the entire area, if the preliminary plat is a portion of a larger development</li> <li>B. Location map showing the relationship of the preliminary plat to the surrounding area</li> </ol> </li> <li>3. Utility Plan</li> <li>4. Grading Plan and Erosion Control Measures</li> <li>5. Landscaping and Sidewalk/Trails Plan</li> <li>6. Any additional information requested by the Community Development Director</li> </ol>	
	<b>Twenty-eight (28) sets of written narrative</b>	
	<b>Cash fee:</b> \$350.00 plus \$10.00 per lot	
	<b>Escrow deposit:</b> \$10,000.00 (paid at sketch plan by certified check only)	
	<b>Public hearing notice fee:</b> \$50.00	
	<b>Completed application form</b>	

ALL PLANNING & ZONING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED COSTS.