

Preliminary Plat and Final Plat Checklist

Preliminary Plat

Subdivision Name: _____

Date of Preliminary Plat: _____ Surveyor: _____

Developer: _____ Owner (if different): _____

Section 103.04.01 Preliminary Plat Specifications

The preliminary plat should be provided on paper and electronically.

The plat should include, show or be accompanied by the following:

- The proposed name of the subdivision, which must not be so similar to that of an existing subdivision as to cause confusion.
- The names and addresses of the owner and subdivider, engineer, surveyor or landscape architect responsible for the survey or design.
- The legal description of the area being platted.
- The boundary line (accurate in scale), dimensions and location of the property to be platted, and the location of section lines; contours, with intervals of five feet or less; and the approximate acreage of the property to be platted.
- A date, scale and north point, and a key map showing the general location of the proposed subdivision in relation to surrounding development.
- The names and location of adjacent subdivisions and the names of record owners and location of adjoining parcels of unplatted land.
- Location of property lines and the width and location of platted streets or alleys within or adjacent to the property; physical features of the property, including location of watercourses, ravines, bridges, culverts, present structures and other features affecting the subdivision; and the location of all existing utilities with their sizes indicated. The outline of wooded areas or the location of important individual trees may be required.
- The layout or location, number or names, and dimensions or widths of all proposed lots, of all building setback lines and easements, and of all streets, alleys and grounds proposed to be dedicated for public use.
- The location and width of proposed streets, roads, lots, alleys and other features, and their relation to streets and alleys in adjacent subdivisions. If there are no adjacent subdivisions, then the key map shall show the location and distance to adjoining land and how the streets, alleys or highways in the subdivision offered for approval may connect with those in the adjoining properties.

- Where a tract of land proposed for subdivision is part of a larger parcel for future development under common ownership, the commission may require the subdivider to prepare a concept plan of the entire area, such plan to be used by the commission and the council as an aid in considering the proposed plat and future development of the remaining parcel.
- The existing zoning classification and proposed uses of land within the proposed subdivision shall also designated.
- Written and signed statements of the appropriate officials, obtained by the developer, of the availability and planning for gas, sewer (storm and sanitary), electricity and water to and inside the proposed subdivision.
- Any restrictive covenants proposed to be included in the owner's declaration of plat.

Review of the Preliminary Plat

Staff/Development Team Review Date: _____

Planning and Zoning Commission Review Date: _____

City Council Approval Date: _____