

## Preliminary Plat Checklist

The Preliminary Plat for a subdivision shall be clearly and legibly drawn at a scale of not less than 100 feet to one inch. The sheet size shall not exceed 48 inches by 36 inches, provided, however, a scale of 200 feet to one inch may be used to avoid sheets in excess of 48 inches by 36 inches. The minimum sheet size shall be 8½ inches by 11 inches. The City Manager may approve other scales and sheet sizes as deemed appropriate.

The Preliminary Plat shall contain the following:

- (a) Proposed name of the subdivision.
- (b) Names, addresses and telephone numbers of the property owner of record and the developer or subdivider.
- (c) Name, address and telephone number [of] each professional firm associated with a Preliminary Plat.
- (d) Date of survey, north point and graphic scale.
- (e) Subdivision location including land lot(s) and land district(s), area in acres, internal and abutting zoning, proposed number of lots with minimum lot size, and proposed phasing, if any.
- (f) A location sketch or vicinity map positioning the subdivision in relation to the surrounding area with regard to recognized permanent landmarks. The location sketch scale shall be not greater than 2,000 feet to the inch.
- (g) Boundary lines of the overall property perimeter showing bearings in degrees, minutes and seconds and distances in feet and hundredths of a foot along all lines and the bearing and distances to an existing street intersection or other recognized permanent landmark. The source of boundary information shall be shown.
- (h) Topography with mean sea level contours at intervals no greater than five feet. The source of topographic information shall be shown.
- (i) Natural features such as lakes, ponds, streams, creeks, State waters, wetlands, 100-year floodplains and other significant features. The source of floodplain information shall be shown.
- (j) Cultural features such as rights-of-way, easements, pavements (including widths), bridges, culverts and storm drains, utility lines, appurtenances and structures, City and County jurisdictional limits, land lot and district lines, zoning districts and limits and other significant features.
- (k) Proposed layout including lot lines with preliminary dimensions, lot numbers, block letters, street rights-of-way with names and widths, easements, public use facilities, facilities exclusively for subdivision uses, and all relevant conditions of zoning.
- (l) Location of all existing or previous landfills.
- (m) Proposed method of sewage disposal.
- (n) Preliminary Plat Certifications as specified in Section 7.5 [6.5].

Sec. 6.2. - Preliminary plat supplemental information.

In addition to the Preliminary Plat, the following information shall be provided to the Planning Commission with each Preliminary Plat submittal:

- (a). A written summary of the proposed subdivision giving information as to the overall development plan including, as appropriate, the types and square footage's of structures, number of housing units, types of land uses, anticipated traffic generation, and other pertinent information so that the effects of the subdivision can be fully considered by the Planning and Zoning Commission.

- (b). Description of the anticipated utility systems required to serve the proposed subdivision including projected average and peak demands or flows for potable water, fire protection, sewerage, and electrical power.
- (c). Description of proposed storm water management practices for the subdivision including the ownership and proper maintenance provisions of all storm water detention facilities within the subdivision.
- (d). Such additional information as may be reasonably required to obtain an adequate understanding of the subdivision.