



PRELIMINARY PLAT CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH SUBMITTAL

* This checklist is not all-inclusive of all Town ordinances and standards.
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GENERAL

- Title block located in lower right corner with proposed subdivision name, Plat type (i.e. Preliminary Plat), block and lot numbers, survey name and abstract number, number of acres, preparation date, town, county and state, space for Town Project Number.
- Legend, if abbreviations or symbols are used
- North arrow and scale (1"=100' or larger – multiple pages may be required)
- Entity name, contact name, address and phone number for owner, applicant, and surveyor
- Location/vicinity map – single line drawing
- Overall phasing plan, if applicable – show on a 22"x34" sheet - proposed phasing lines and street connectivity to separate subdivision sections.
- Property boundary drawn with "phantom" line type (---) with dimensions and bearings
- Legal (metes and bounds) description with total acreage
- Lot dimensions in feet with bearings and angles to street and alley lines
- Lots and blocks with lot and block numbers. Include a table of lot and block numbers with the square footage of each lot and the zoning designation of each lot (must be on a separate 8 ½ x 11 for the file)
- Building Lines (along streets)
- Location of existing buildings and structures
- Conceptual detail of proposed screening and landscaping (including location, ROW, materials, description, height, etc.) and location
- General arrangements of land use, park and school sites, public facilities, private open space, habitat restorations and floodplains
- Phasing lines and numbers
- Outline of all property offered for dedication for public use or reserved in the deeds for the use of all property owners in the proposed subdivision, together with the purpose or conditions of limitations of such reservation
- Names of adjacent subdivisions or names of record of owners of adjacent parcels, the location, widths, and names of all existing or platted streets, easements or other public ways within or adjacent to tract, existing railroad rights-of-way, and other important features such as section lines, political subdivisions or corporation limits and school district boundaries
- Show and label the layout, names, and width of proposed streets, alleys, or easements being dedicated, abandoned or modified per the plats - in such a way so that so that they stand out from the existing easements
- Surveyor's certificate (signed and sealed) with notary block
- Certificate of ownership with notary block(s)
- Dedication language for easements (fire lane esmt, access esmt, landscape esmt, visibility, access and maintenance esmt, drainage esmt, and drainage and detention esmt).
- Note stating which zoning or planned development standards apply to the subdivision
- Typical Lot Detail showing all setbacks for all single family districts
- List the following note on the plat: "Notice: Selling a portion of this addition by metes and bounds is a violation of city ordinance and state law and is subject to fines and withholding of utilities and building permits."
- List the following note on the plat: Placement of street trees shall not interfere with the placement of traffic control devices or visibility at intersections. Existing and future traffic control devices may require the removal or preclude the planting of street trees.
- For plats that have alleys, add the following note: Where alleys are provided, all driveways shall access the alleys; no driveways may access streets.
- Add the following note: Development standards of this plat shall comply with Zoning Ord. 66 as amended.
- Necessary offsite improvements (roads, drainage, fire lanes, median openings, etc...)

ENGINEERING

- Existing and proposed utilities and easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television, fire lane, etc. within the tract and immediately adjacent thereto with pipe sizes and locations indicated
- Filing information for all existing easements and rights-of-way. Provide all bearing and distance information on existing easements, including separate instruments. Where property or easement extends into multiple counties, plats and separate instruments are to be filed in each county
- Length of all arcs, radii, internal angles, points of curvature, length, and bearings of all tangents
- Location of existing water courses, railroads, and other similar drainage and transportation features
- Existing and proposed FEMA 100-year floodplain and elevation. Include minimum finished floor elevations of all lots adjacent to floodplain. If the site does not contain a floodplain, note that: “No floodplain exists on the site.” A floodplain reclamation study will be required with the final plat if necessary.
- Existing and proposed topography at two (2) foot contours or less, including drainage channels and creeks
- Locations, material, and size of all monuments
- In addition, the following plans shall be submitted with a preliminary plat application; approval is necessary prior to final authorization for development:
 - Any necessary offsite easements (by plat or separate easement in accordance with the Subdivision Ordinance)
 - Preliminary Utility Plan, showing proposed water and sanitary sewer lines with sizes indicated and valves, fittings, manholes, and other appurtenances shown
 - Preliminary Drainage Plan, showing proposed storm sewer pipes or culverts with sizes indicated and manholes, inlets, culverts, bridges, and other appurtenances or structures shown, including storm water retention basins as required
 - Landscape Plan Cross Section showing location of tree plantings along street, sidewalk, easements, right-of-way, etc.

TRAFFIC

- Location and dimensions of existing and proposed streets and alleys with centerline design radii, medians, median openings, turn lanes with storage and transition dimensions, right-of-way widths, and names of proposed streets (submit letter requesting street name approval with application)
- If preliminary plat contains proposed thoroughfares add note: “The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat.”
- Dimension of property to centerline of right-of-way
- Typical Street Section Detail showing dimensions for paving section, parkway, street tree placement, and sidewalk.
- Right-of-way dedications

Preparer's Name: _____

Preparer's Signature: _____