

2012 Submittal of Preliminary Plat or Replat - 17 sets

11/1/2011

(this checklist is to be **completely filled out by applicant** before submittal)

Each set to contain all of the following:

- | | |
|--|---|
| <input type="checkbox"/> 1 (17) Drawings, folded to 10x12 or smaller | <input type="checkbox"/> 22 Zoning within and around plat |
| <input type="checkbox"/> 2 (17) Letter of requests, stating any waivers
(one checklist <u>paper clipped</u> to each set) | <input type="checkbox"/> 23 FEMA Panel Number with 100 year elevation |
| <input type="checkbox"/> 3 (17) Preliminary Plat checklists
(one checklist <u>paper clipped</u> to each set)
(omission of any required items may
cause postponement or refusal) | <input type="checkbox"/> 24 Flood Plain / wetlands contours |
| | <input type="checkbox"/> 25 Area in acres on each lot |
| | <input type="checkbox"/> 26 Total acreage of subdivision |

Title Block to include:

- | | |
|---|---|
| <input type="checkbox"/> 4 Title "Preliminary Plat" | <input type="checkbox"/> 27 Contour Intervals |
| <input type="checkbox"/> 5 Name of subdivision | <input type="checkbox"/> 28 Preliminary Engineers Certificate |
| <input type="checkbox"/> 6 Lot and block numbers | <input type="checkbox"/> 29 Preliminary Surveyors Certificate |
| <input type="checkbox"/> 7 Date of drawing | <input type="checkbox"/> 30 Preliminary Plat Approval Certificate |

Required Items on all Preliminary Plats

- | | |
|---|--|
| <input type="checkbox"/> 8 Graphic scale | <input type="checkbox"/> 32 Municipal, County or Section lines |
| <input type="checkbox"/> 9 North arrow | <input type="checkbox"/> 33 Phase map, if staging is planned |
| <input type="checkbox"/> 10 Legal description | <input type="checkbox"/> 34 Storm water detention easement |
| <input type="checkbox"/> 11 Vicinity map | <input type="checkbox"/> 35 Other easements _____ |
| <input type="checkbox"/> 12 Engineers / Surveyors name and address | <input type="checkbox"/> 36 Natural features |
| <input type="checkbox"/> 13 Developers name and address | <input type="checkbox"/> 37 Cultural features |
| <input type="checkbox"/> 14 Owners name and address | <input type="checkbox"/> 38 Linear feet of new streets |
| <input type="checkbox"/> 15 Names of abutting subdivisions/owners | |
| <input type="checkbox"/> 16 Street names | |
| <input type="checkbox"/> 17 Street centerlines with right-of-way widths | |
| <input type="checkbox"/> 18 Boundary lines with dimensions | |
| <input type="checkbox"/> 19 Utility easements | |
| <input type="checkbox"/> 20 Building setbacks | |
| <input type="checkbox"/> 21 Section corners or other monuments | |

Required Items if applicable:

Preliminary Plat Fees

Inside the City

less than 10 acres =\$100
plus \$1 per lot
more than 10 acres = \$200
plus \$2 per lot

Outside the City

less than 10 acres =\$150
plus \$1 per lot
more than 10 acres = \$300
plus \$2 per lot