

NOT TO BE SUBMITTED WITH SKETCH DESIGN APPROVAL
Subdivision Checklist: Major Subdivision Preliminary Plat

Must be received with \$200.00 review fee no later than 20 days prior to Planning Board meeting, which is normally the first Monday of the month (certain holidays may modify meeting date). **CAUTION: This checklist is for reference purposes only. The adopted Subdivision Ordinance shall be used to determine compliance for subdivision approval.**

Subdivision Name: _____ Section(s): _____

Developer: _____ Phone: _____

Date Checked (P&Z): _____ Date Checked (Engineering): _____

Items for Planning & Zoning Department Review:

- A minimum of eight (8) copies of the preliminary plat shall be submitted. No specific graphic media must be employed unless the preliminary plat will also serve as the final plat. In such case, the graphic media employed shall be of the same type as required for final plat.
- Major subdivision Preliminary Plats shall be drawn at a scale that assures legibility.
- Name of proposed subdivision.
- Name(s), address(es), and telephone number(s) of owner(s) of the property included in the proposed subdivision.
- Name(s) of the City, Township(s), County, and State in which the subdivision is located.
- Scaled denoted graphically and numerically.
- Date of Preparation
- Name(s), address(es), and telephone number(s) of the surveyor, engineer, landscape architect, planner or other individual responsible for the design and layout of the proposed subdivision or for the preparation of the plat.
- Zoning classification of the land to be subdivided and of a fifty (50) foot area of the property immediately adjoining it.
- Proposed riding trails, natural buffers, pedestrian, bicycle, or other rights-of-way or other easement(s), their location, width and purpose.
- Layout of lot arrangement including lot lines, lot dimensions, and block numbers. *The width of a lot shall be measured across the required front setback line, provided, however, that width between side lot lines where they intersect with the street line shall not be less than eighty percent of the required minimum lot width except in the case of lots on the turning circles of*

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Items for Planning & Zoning Department Review (continued):

cul-de-sacs or at similar points of street curvature where the radius of the right-of-way line (or a circle approximately following the right-of-way line and intersecting the foremost points of the side lot line (or a circle approximately following the right-of-way line and intersecting the foremost points of the side lot lines) is less than ninety feet, in which case the eighty percent requirement shall not apply. However, in no case shall the required minimum lot width be less than 50% on the turning circles of cul-de-sacs. The minimum building line on such lots where the radius is less than 90 feet will be point where the required lot width is met.

- Proposed location and size of parks, school sites, and other recreational or open spaces accompanied by provisions concerning their future ownership.

Site Data

- a.) Acreage in total tract
- b.) Acreage in parks and other non-residential use
- c.) Total number of lots
- d.) Average lot size
- e.) Linear feet of streets
- Base flood elevation data if proposed subdivision is within a flood hazard area

Items for Engineering Department Review:

- North arrow with indication whether true grid or magnetic and date of magnetic reading
- Vicinity map at any convenient scale, inset on the plat showing the location of the proposed subdivision with respect to the surrounding area including principal highways and streets.
- Boundaries of the tract to be subdivided
- The location of existing and platted property lines, streets, structures, water courses, railroads, utility transmission lines, water lines, sewer lines, bridges, culverts, storm drain pipes, City limit lines, and any easements within the boundaries of the tract to be subdivided and on a 50 foot area immediately adjoining it.
- The location of wooded areas, swamps, bogs, rock outcrops of a magnitude to cause development problems, ponds or lakes, streams or stream beds, channels and any other natural features affecting the site of the proposed subdivision.
- Name of proposed streets and the locations and widths of proposed street rights-of-way and street pavement.

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Items for Engineering Department Review (continued):

- Location of proposed utilities (water, sewer, drainage, gas, electricity, telephone, etc.) showing connections to existing systems or location plans to existing systems or a note that utilities will be provided by individual water supply, or sewage disposal.

- Grading plans indicating proposed modifications to the topography, other than street construction, at a contour of not more than five (5) feet (*amended 12/89*).

- Engineering Data shall be submitted at time Preliminary Plat is submitted:**
 - a.) Design data for streets and curves;
 - b.) Plan and profiles for streets, water, sewer, and storm sewer lines.