

Submittal of Preliminary Plat or Replat - 17 sets

10/20/2015

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

Each set to contain all of the following:

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

Title Block to include:

- 4 Title "Preliminary Plat"
- 5 Name of subdivision
- 6 Lot and block numbers
- 7 Date of drawing
- 27 Contour Intervals
- 28 Preliminary Engineers Certificate
- 29 Preliminary Surveyors Certificate
- 30 Preliminary Plat Approval Certificate

Required Items on all Preliminary Plats

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

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