

TABLE 3-1: Application Requirements

City staff will initial and date when completed/received



PRELIMINARY PLAT REQUEST CHECKLIST

MAJOR SUBDIVISION (more than 4 lots and requires infrastructure)

Planning and Zoning Meeting Date: / / .

City Council Meeting Date: / / .

REQUIREMENTS FOR MAJOR SUBDIVISION

DOCUMENTS REQUIRED

DATE	INITIALS	
		Application Form
		Preliminary Plat - Major Subdivision Checklist
		Annexation process completed (if required)
		6 copies of Preliminary Plat (no smaller than 8 1/2" x 11" & no larger than 24" x 36")
		6 copies of the Street Tree Plan
		PDF file of all documents
		Draft of Subdivision Development Agreement outlining responsibilities of developer and city
		City Staff Review
		City Legal Review
		Treasurer's Tax Certificate
		Improvement financing plans, including sources of funding
		Payment of application fee

REQUIRED PLAT INFORMATION

DATE	INITIALS	
		Name, address of owner and applicant
		Name, address, seal, and signature of engineer
		Legal description, general location
		Map showing location w/reference to the following:
		surrounding properties
		streets
		city limits
		zoning district
		other features within 1/4 mile (such as parks and etc.)
		Signature blocks for P&Z Chairman, Administrative Official, and Mayor
		Acreage of tract
		Date of original subdivision and any revisions
		Name of subdivision, north arrow, & scale
		Setbacks, buffers, proposed lot lines, lot dimensions, lot areas in square feet
		Location, dimensions, and names of existing and proposed streets
		New lot and block numbers
		Location of proposed sidewalks/trails
		Copy of any existing or proposed deed restrictions
		Existing or proposed easements or land reserved for public use within 200 feet
		Property owners and lines within 300 feet
		Zoning of site: Present _____ Proposed _____.
		Proposed Utilities easements (water, sanitary sewer, storm sewer, public utilities, & others)
		Phasing plan of development if any

REQUIRED ENVIRONMENTAL INFORMATION

DATE	INITIALS	
		Identify environmentally sensitive features within 200 feet
		watercourses
		lakes
		wetlands
		habitat areas
		flood plains
		Survey of trees and wooded areas, and mature or environmentally sensitive vegetation
		Existing ROW's and easements within 200 feet
		General Construction Site Erosion and Sediment Control plan
		Topography map at 5 ft contours
		Existing site drainage system
		Drainage calculation and perc tests (optional)
		Storm Water Management Plan
		Stormwater Pollution Prevention Plan

REQUIRED IMPROVEMENTS AND CONSTRUCTION INFORMATION

DATE	INITIALS	
		Proposed utility infrastructure plans including water and sanitary sewer (General)
		Road and paving cross-sections plans
		Proposed street names
		Sidewalk plan/Trail plan
		Conceptual lighting plan