

PRELIMINARY PLAT REVIEW

Name of Proposed Subdivision _____

Engineer/Surveyor who prepared the plat _____

Date plat received _____ No. of Copies _____

Required information shown on plat:	YES	NO
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| 1. | The name of the owner and subdivider with address and phone number. | _____ | _____ |
| 2. | The name of the licensed land surveyor or registered professional engineer effecting the survey and design of the plat. | _____ | _____ |
| 3. | The title or name of the subdivision (which must not be so similar to that of an existing subdivision as to cause confusion). Do not use City Block for a name. Use a new name and reference the City Block (i.e., Main St. 250 Addition) | _____ | _____ |
| 4. | North point, date, scale (not to exceed one (1) inch to two hundred (200) feet) and the approximate acreage of the proposed subdivision and lots. | _____ | _____ |
| 5. | The location and width of all existing and dedicated streets, right-of-ways and alleys within or adjacent to the proposed subdivision for a distance of two hundred (200) feet from the proposed subdivision. If there are no adjacent existing or dedicated streets and alleys within the two hundred (200) feet of the proposed subdivision on any side, then a map on a smaller scale must accompany the preliminary plat showing the outline and ownership of adjacent properties, locations of the nearest subdivision and existing or dedicated streets and alleys. | _____ | _____ |
| 6. | All physical features of the property to be subdivided, including location and size of all watercourses, ravines, existing bridges, culverts and structures and other features pertinent to subdivision, a preliminary drainage plan, with proposed structures and drainageways with acres by class to be drained. The outline of wooded acres and the location of important individual trees are required. Show all trees (type and location) over 19-inches in diameter at 4-1/2 feet above the ground. Show the trees that will be removed. | _____ | _____ |
| 7. | The location, size and approximate depth (if known) of all existing utilities shall be shown. | _____ | _____ |
| 8. | Plats of subdivisions exceeding three (3) acres in gross area shall have contour maps on the same scale as the preliminary plat accompanying said plat. All elevations on the contour map shall be referenced to the City datum (true elevations). The contours shall be shown at intervals of not more than five (5) feet or less than one (1) foot. The contour interval between these limits shall be determined by the topography of the land to be subdivided | _____ | _____ |
| 9. | The proposed plan of the subdivision shall be shown, including all proposed streets and their names, right-of-ways, alleys, easements, blocks, lots, building lines, parks, etc., with principal dimensions. Blocks shall be lettered and Lots shall be numbered. | _____ | _____ |

- | | YES | NO |
|--|-------|-------|
| 10. Show the existing zoning. Any zoning change shall be submitted separately. | _____ | _____ |
| 11. If the proposed subdivision is a portion of a tract, which is later to be subdivided in its entirety, then a tentative master plat of the entire subdivision shall be submitted with the preliminary plat of the portion first to be subdivided. The master plat shall conform in all respects to the requirements of the preliminary plat; except, it may be on a scale of not more than one (1) inch to four hundred (400) feet. | _____ | _____ |
| 12. The proposed improvements and utilities to be constructed in the subdivision shall be set forth on the preliminary plat over the subdivider's signature. Check the master plan for water and sewer to determine if any lines need to be upsized. | _____ | _____ |
| 13. The following notice shall be placed on the face of each preliminary plat by the subdivider, "Preliminary Plat for inspection Purpose Only". | _____ | _____ |
| 14. The following certificates shall be placed on the preliminary plat: Approved for Preparation of Final Plat (with a place for the Chairman of P&Z to sign). | _____ | _____ |
| 15. Street extensions if applicable. | _____ | _____ |
| 16. Minimum 25' R.O.W. from centerline of road in front of plat. Label the ROW width and distance from the roadway centerline to the property line. The standard street is 39-feet wide and has a 60-foot right-of-way. Check the Thoroughfare Plan for additional ROW. | _____ | _____ |
| 17. Additional Easement for R.O.W. widening, utilities, etc. | _____ | _____ |
| 18. All lots will have water and sewer service installed by developer. | _____ | _____ |
| 19. Fire protection according to Code. A fire hydrant must be within 500 of all portions of any building. | _____ | _____ |
| 20. Is the property in the Historic District? YES / NO | | |

Comments:

Reviewed by: _____

Date