

Submittal of Preliminary Plat or Replat - 8 hard copy sets + a copy on a CD

01/02/2019

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

Each set to contain all of the following:

- | | |
|--|---|
| <input type="checkbox"/> 1 (8) Drawings, folded to 10x12 or smaller | <input type="checkbox"/> 23 Zoning within and around plat |
| <input type="checkbox"/> 2 (8) Letter of requests, stating any waivers (one checklist <u>paper clipped</u> to each set) | <input type="checkbox"/> 24 FEMA Panel Number with 100 year elevation |
| <input type="checkbox"/> 3 (8) 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"/> 25 Flood Plain / wetlands contours |
| <input type="checkbox"/> 4 (1) CD - Letter, checklist & drawings should be combined into one .pdf file (not all separate files) | <input type="checkbox"/> 26 Area in acres on each lot |
| | <input type="checkbox"/> 27 Total acreage of subdivision |
| | <input type="checkbox"/> 28 Contour Intervals |

Title Block to include:

- | | |
|---|---|
| <input type="checkbox"/> 5 Title "Preliminary Plat" or "Replat" | <input type="checkbox"/> 29 Preliminary Engineers Certificate |
| <input type="checkbox"/> 6 Name of subdivision | <input type="checkbox"/> 30 Preliminary Surveyors Certificate |
| <input type="checkbox"/> 7 Lot and block numbers | <input type="checkbox"/> 31 Preliminary Plat Approval Certificate |
| <input type="checkbox"/> 8 Date of drawing | |

Required Items on all Preliminary Plats

- 9 Graphic scale
- 10 North arrow
- 11 Legal description
- 12 Vicinity map
- 13 Engineers / Surveyors name and address
- 14 Developers name and address
- 15 Owners name and address
- 16 Names of abutting subdivisions/owners
- 17 Street names
- 18 Street centerlines with right-of-way widths
- 19 Boundary lines with dimensions
- 20 Utility easements
- 21 Building setbacks
- 22 Section corners or other monuments

Required Items if applicable:

- 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

Preliminary Plat Fees = \$250

Replat Fees = \$250