



Residential Preliminary Plat Checklist

Sheet Format

- A. All sheets 24" x 36" (match lines acceptable)
- B. North arrow to the top or left of sheet
- C. Locator map
- D. Scale (1" = 100' preferred)
- E. Title block
 1. Subdivision name
 2. Owner(s) name, address, and phone number
 3. Surveyor name, address, and phone number
 4. Abstract and survey number

Required Information

- A. Property boundary (provide bearings and distances)
- B. Proposed lot layout
 1. Indicate proposed lot and block numbers
 2. Dimensions
 3. Front yard setbacks (including side yards adjacent to a street)
- C. Existing and proposed easements (indicate by using a dashed line and label)
 1. Indicate and dimension all proposed easements
 2. Indicate and label all property lines and easements within 50' of subject property
 3. Indicate and label all offsite easements necessary for the development
 4. Abandoned easements to be indicated by using a dotted line and label "to be abandoned with this plat"
- D. Street and alley right-of-way
 1. Location
 2. Width
 3. Additional width at intersection if required by Master Thoroughfare Plan
 4. Proposed street names and symbols for street name changes

Residential Preliminary Plat Checklist *(cont'd)*

- E. Existing and proposed contours
 1. Accurately indicate topography
 2. Minimum one-foot intervals or as approved by the City Engineer
 3. Show floodplain boundaries and FEMA panel numbers and community panel numbers if property is in floodplain
- F. Physical features of property
 1. Water courses
 2. Culverts
 3. Roads and Bridges
 4. Railroads
 5. Existing structures
 6. Existing water and sewer mains with sizes
- G. Boundary lines outside of property
 1. County lines, if applicable
 2. City limit line, if applicable
 3. Abstract lines and names
 4. Adjacent subdivision layout, name, and zoning
 5. Abutting property owners (research ownership information in the Tax Department)
 6. Bearing and Distance
- H. Preliminary water and sewer plan
 1. Indicate sizes on all lines
 2. Show flow direction on all sewer lines existing and proposed
- I. Preliminary drainage plan
- J. Tree survey
 1. Existing tree lines or tree massings (label size and species of trees of 6" or greater caliper).
 2. Existing and proposed contours
 3. Proposed street and lot layout
 4. Buildable area of each lot (potential building pad area)
 5. Proposed utilities and easements
 6. Graphically indicate tree massings that must be removed to accommodate street, utility, or home construction, or due to grading changes which must be made to the property. Attempts should be made to preserve desirable specimen trees.

Residential Preliminary Plat Checklist *(cont'd)*

- K. Project summary
 - 1. Zoning (classification and ordinance number)
 - 2. Special conditions (from zoning ordinance)
- a. Land area
- b. Square footage
- c. Acreage
- d. Show CFS flowing out of drives
 - 3. Number of lots
 - 4. Minimum area of regulations
- a. Setbacks
- b. Lot depth
- c. Lot width
- d. Lot size
- e. Dwelling unit size