

PRELIMINARY PLAT CHECKLIST

- _____ 12 **folded** copies (more copies will be required later) of preliminary plat on 24"x36" paper, drawn at a scale of 1" = 50' for small subdivisions and 1" = 100' on large subdivisions.
- _____ 1 copy of preliminary plat reduced to 8.5"x11" paper
- _____ Payment of required fees. Minor plats (no proposed street(s) and less than four lots) are \$75 plus \$10 per lot, major plats (new street(s) proposed or four or more lots) are \$150 plus \$10 per lot.

Required Information on Plat

- _____ Name of Subdivision.
- _____ Legal description.
- _____ Name and Address of recorded owner and developer.
- _____ Point of compass, scale, and date.
- _____ Name and Address of Engineer and/or Land Surveyor.
- _____ Existing buildings, railroads, underground utilities, and other right-of-way.
- _____ Location, names and widths of all existing and proposed roads, alleys, streets, and highways in or adjoining the area being subdivided.
- _____ Location and names of adjoining subdivisions, and the names of owners of adjoining acreage parcels.
- _____ Proposed lot lines with approximate dimensions and the square foot area of non-rectangular lots.
- _____ Areas dedicated for public use, such as schools, parks and playgrounds.
- _____ Contour lines at intervals of not more than 5 feet.
- _____ Building setback lines.
- _____ Boundaries of the proposed subdivision shall be indicated by a heavy line.
- _____ Zoning classification of the area.
- _____ Proposed utility service:
 - _____ Source of water supply;
 - _____ Provision for sewage disposal;
 - _____ Provision for storm water drainage.
- _____ Vicinity sketch at a legible scale showing the relationship of the plat to the area.
- _____ Lot numbers.
- _____ Proposed street widths.

Accompanying Material

- _____ An attorney's opinion in duplicate showing that the fee title to the subdivision land is in the owner's name, as shown on the plat and showing any encumbrances that may exist against said land. Any plat that cannot reasonably be served by public sewer shall show results of soil percolation tests made by the Engineer preparing the plat. Such tests shall be made in accordance with specifications approved by the City Engineer.