



## Preliminary Plat Requirements Checklist

- An accurate boundary survey, including a metes and bounds description prepared by a registered public surveyor, of the property with bearings and distances referenced to survey lines and established subdivisions, at a scale of one inch equals 100 feet, unless prior approval for a variation in scale is obtained from the planning administrator.
- The name and location of a portion of adjoining subdivisions shall be drawn to the same scale and shown in dotted lines adjacent to the tract proposed for subdivision in sufficient detail to show the actual existing streets and alleys and other features that may influence the layout and development of the proposed subdivision. Where adjacent land is not subdivided, the owner's name of the adjacent tract shall be shown.
- The angle of intersection of the centerlines of all intersecting streets which are intended to be less than 90 degrees.
- The location and widths of all streets, alleys, and easements proposed for the subdivision, and all known rights-of-way and/or easements within or affecting the area to be subdivided.
- All proposed streets, alleys, easements, blocks, lots, building lines, parks, etc., with principal dimensions.
- Proposed names of subdivisions and streets shall not have the same spelling or be similarly pronounced to that of any other subdivision or street located within the city.
- Contours at five-foot intervals, except on terrain with less than a two percent grade, in which event contours at two-foot intervals are required. The source of contour information will be placed on the plat. Contours are to be based on the National Geodetic Vertical Datum of 1929 (NGVD 1929). All easements or rights-of-way necessary for drainage within or without the boundaries of the subdivision shall be reflected upon the preliminary drainage plan.
- The location of the designated 100-year floodplain and the designated floodway per the Federal Emergency Management Agency (FEMA) floodplain maps. All easements or rights-of-way necessary for drainage within or without the boundaries of the subdivision shall be reflected upon the preliminary drainage plan.



- The title under which the proposed subdivision is to be recorded, and the name of the individual who prepared the plat.
- A vicinity map, showing the location of the tract by reference to existing streets or highways.
- Sites proposed to be reserved or dedicated for parks, schools, playgrounds, or other public uses.
- The scale, north arrow, and date of preparation.
- Each lot or block should be identified by number or letter
- The property owner's name, address, and telephone number.
- A designation of the existing zoning of land within the subdivision and any zoning conflicts with proposed uses noted.
- The location of the city limits line and zoning district boundaries if they traverse the subdivision, form part of the boundary of the subdivision, or are contiguous to such boundary.
- If the proposed subdivision is a portion of a tract which is later to be subdivided in its entirety, then a preliminary plat of the entire tract shall be submitted.
- Tax certificates indicating that all taxes on the land being subdivided by the applicant have been paid to the current year.
- Preliminary drainage study, on a separate sheet, with 100-year floodplain limits and water and sewer layouts for the city engineer to review. If there is a FEMA zone A area located on the property beyond the limits of a detailed study, the developer's engineer will need to determine the limits of the 100-year floodplain.