

PRELIMINARY PLAT CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION. FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS, MAY RESULT IN AN INCOMPLETE SUBMITTAL AND REJECTED BY THE PLANNING DEPARTMENT.

INSTRUCTIONS:

- Use the attached list to verify the completeness of the Preliminary Plat request being submitted.
- Check the box next to each item that has been provided on the plans.
- If an item or section is not applicable to the given project, write "N/A". Add notes next to any items where clarification to Town staff is needed.
- Signed and complete checklist.
- Attach the completed checklist with the annexation request at the time of first submittal only.
- Electronic files in pdf format submitted to the Town for initial review.
- Each request should be directly created in Adobe or similar (no scanned versions)
- Failure to submit any required documents associated with this checklist, may result in a rejection of submittal.

A Preliminary Plat shall be accompanied by the following materials:

- A fully completed application, either signed by the property owner or accompanied by a signed, notarized letter from the property owner giving the applicant and/or representative the ability to make the application on behalf of the owner
- A Letter of Intent (LOI) describing the project.
- Current tax certificate or statement showing there are no delinquent taxes
- Payment of all review fees (see Schedule of Fees)
- Copies of the Plat as well as one copy of all other exhibits (such as civil engineering plans, legal descriptions, , etc.) required on the checklists
- .dwg and .pdf files of all plats

The following checklists is not intended to be a definitive list of all information. **Items listed in bold and marked with an " * " are required information. Submittals shall be rejected if denoted items are not included.**

- Plat shall contain the following information:
 - Location map, north arrow, scale and title block (titled as a Preliminary Plat and listing the subdivision name, acreage, survey name and abstract number, town, county, space for the Town project number [provided at the time of the case submittal], and preparation date)***
 - Legend, if abbreviations or symbols are used
 - Name, address and phone number for owner, applicant, and surveyor
 - North arrow and scale appropriate for the level of detail – multiple pages may be required
 - Property boundary with dimensions and bearings and indicate the Point of Beginning
 - Legal (metes and bounds) and description with total acreage

- The Point of Beginning is to be tied to original survey and abstract corner with distance and bearing
- Lot dimensions in feet with bearings and angles to street and alley lines***
- Lots and blocks with lot and block numbers***
- A table of lot and block numbers with the square footage of each lot listed on the plat
- Building lines
- Location of existing water courses, railroads, and other similar drainage and transportation features
- Location of existing buildings and structures
- Location of existing and proposed streets and alleys with centerline design radii, medians, median openings, turn lanes with storage and transition dimensions, right-of-way widths, and names of proposed streets. Submit letter requesting street name approval with application
- Right-of-way dedications or reservations***
- Existing and proposed easements – water, wastewater, drainage, electric, telephone, gas, cable television, fire lane, landscape, access easement etc.
- Existing easements and property lines within one hundred feet (100') of the subject property
- Filing information for all existing easements and rights-of-way. Provide all bearing and distance information on existing easements, including separate instruments. Where property or easement extends into multiple counties, plats and separate instruments are to be filed in each county***
- Conceptual detail of proposed screening and landscaping showing height, materials, and location of berms and walls in relation to the right-of-way and the lots
- Length of all arcs, radii, internal angles, points of curvature, length, and bearings of all tangents
- Finished floor elevation - FFE shall be two feet (2') above the 100-year flood elevation
- Existing and proposed FEMA 100-year floodplain and elevation. Include minimum finished floor elevations of all lots adjacent to floodplain. If the site does not contain a floodplain, note that: "No 100-year floodplain exists on the site." A floodplain reclamation study will be required with the Final Plat if necessary
- Existing and proposed Fully Developed 100-year floodplain. All floodplain data shall be for urban developed conditions upstream
- Existing and proposed topography at five-foot (5') contours or less, including drainage channels and creeks, as appropriate for the size of the subject property, and shown in a manner as to not clutter the plat
- General arrangements of land use, park and school sites, public facilities such as hike and bike trails, private open space, and floodplains
- Phasing
- Locations, material, and size of all monuments
- Outline of all property offered for dedication for public use
- Adjacent properties – land use, zoning, subdivision name, owner name of un-platted property, and recording information
- Surveyor's certificate (signed and sealed) with notary block
- Town approval signature block
- Certificate of ownership with notary block(s)
- Other information as considered essential by the Town
- Standard language and/or notations, as follows:
 - Dedication language for easements for fire lane, landscape, visibility and maintenance, utility, access, drainage and floodway, and/or drainage and detention (see easement language)

- All open space lots are owned and maintained by the HOA.
- If the Preliminary Plat contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of Final Plat."
- List the following note on the plat: "Notice: Selling a portion of this addition by metes and bounds is a violation of Town Ordinance and state law and is subject to fines and withholding of utilities and building permits."
- Note stating which single-family district standards apply to the subdivision, if applicable
- If the site does not contain a floodplain, note that: "No 100-year floodplain exists on the site."
- Open fencing is required along all open space lots with trails.
- Note including the number of lots, acreage, density, and average lot size (residential only)
- Table to include the listing of the lots, and the associated lot width at the front building line, depth, and area, as well as the lot type/percentage of each lot type (if applicable)
- All landscape easements must be exclusive of any other type of easement
- In addition, the following plans and associated checklists shall be submitted with a Preliminary Plat application:
 - General Tree Survey
 - Preliminary Utility Plan
 - Preliminary Drainage Plan
 - Additional items as requested

Preparer's Signature _____