

PRELIMINARY PLAT CHECKLIST
Subdivision Regulations Sect. 5.1

Subdivision Name: _____

A. Format and Identification

- 1. Scale 1" = 100' or less _____
- 2. Vicinity Map 1" = 2000 _____
- 3. Title Block Information
 - a. Subdivision Name _____
 - b. Owner/Developer Name, address, phone # _____
 - c. Surveyor Name, Address, phone # _____
 - d. Legend, scale (graphic and written) _____

B. Site Data

- 1. Boundary w/bearings and distances _____
- 2. Surrounding Property owners and record sources _____
- 3. Existing utilities (water, sewer, storm drainage) _____
- 4. Existing topographic information (2' contour min) _____
- 5. Existing buildings, structures and improvements _____
- 6. Existing streams, ponds, flood zones, and wetlands _____
- 7. Existing streets, road or alleys within 200' _____

C. Proposed Design and Improvements

- 1. Lots consecutively numbered with area to the hundredth of an acre _____
- 2. All easements and building setback line w/typical lot layout _____
- 3. Location, names and typical cross section of all proposed streets _____
- 4. Location of all existing and proposed monuments _____
- 5. Location of all existing and proposed utility easements _____

D. Additional Data Required

- 1. Completed application and receipt for all fees _____
- 2. Three copies of all supplementary materials (sect 4.2-C)
 - a. Letter for utilities availability _____
 - b. Letter from 911 services coordinator _____
- 3. Latitude and Longitude of proposed and existing street _____

E. Certifications and Notes Required

- 1. Certifications
 - a. Owners Certification w/notary _____
 - b. Commission Certification _____
 - c. Surveyors Certification _____
- 2. Notes Required
 - a. Flood note _____
 - b. PVA Parcel Number _____
 - c. Site Statistics _____
 - d. Recordable Document note _____

F. Other Review Items

- 1. Minimum Road Frontage (appendix A) _____
- 2. 4:1 Length to depth ratio _____
- 3. Signatures _____

Comments: _____

