
DEVELOPMENT APPLICATION REVIEW CRITERIA

UPD 08.07.20

7.7.204: PRELIMINARY PLAT REQUIREMENTS:

A. Submission:

1. Application Form: The subdivider shall submit with the preliminary plat a completed application and a plat submittal checklist form as provided by the Department.
2. Submission Fee: The subdivider shall pay the application fee at the time of submitting the preliminary plat.
3. Required Number Of Plats: The subdivider shall submit to the Department the required number of plats.
4. Public Notice: The public notice requirements as defined by article 5, part 9 of this chapter shall apply.
5. Material Required To Accompany Preliminary Plat:
 - a. Where the preliminary plat layout covers only a part of the subdivider's entire holding, a sketch of the prospective street system of the unsubmitted part shall be furnished insofar as it affects the plat submitted for consideration of the overall street system.
 - b. Proof of ownership of land proposed to be platted or power of attorney from the owner of the land proposed to be platted. Proof of ownership may consist of a deed, title insurance policy, Tax Assessor's statement or sworn statement of the owner.

B. Information Required On Preliminary Plat:

1. Name of subdivision.
2. An accurate and clear legal description of the subdivision with the acreage of the subdivision.
3. Name and address of the legal property owner and/or subdivider.
4. Name and address of the designer, surveyor and/or engineer.
5. Date of preparation, scale and north point.
6. A vicinity location map necessary to locate the tract.

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7. Existing zoning and/or proposed zoning boundary lines, including zoning of contiguous properties.
8. Approximate location of land intended to be conveyed or reserved for public use or reserved in the deeds for the use of all property owners in the proposed subdivision.
9. Approximate layout, dimensions and number of lots.
10. Show all adjacent public rights of way and improvements, including location of existing curb, pavement, gutter and sidewalk.
11. Names of the public or private streets or other public or private ways, easements, railroad and utility right of way, section and incorporation lines within the tract. Any private street shall include the designation "(Private)" immediately following street name; any other private right of way that is not named shall include the designation "(Private)" in a manner that clearly conveys such a status.
12. The approximate radii of all street curves.
13. Approximate location of all areas subject to inundation or stormwater overflow with a 100- or 500-year storm and the location, width and direction of flow of all watercourses.
14. Existing location of bridges, culverts and other provisions for collection and discharge of surface drainage.
15. Accurate existing contours shall be shown at intervals of two feet (2') or less; contours at intervals of five feet (5') will be acceptable for very rough topography. The contours shall be extended onto adjacent property a sufficient distance to establish proper topographical relationships. Proposed grading including approximate street grades.
16. Location and dimension of all existing buildings to remain.
17. Means of providing vehicular access to adjoining properties.
18. Approximate area in square feet of each lot proposed to be platted.
19. All existing and proposed easements. Indicate the book and page and/or reception number for all existing easements.

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20. Indication of existing easements requested to be vacated. (Ord. 96-44; Ord. 01-42; Ord. 08-44; Ord. 09-79)