

PRELIMINARY PLAT CHECKLIST

REQUIRED INFORMATION FOR FINAL PLAT, WITH SOME EXPLANATIONS

- _____ Proposed subdivision drawn to scale no smaller than one hundred feet (100') to one inch (1").
- _____ Boundary lines, bearings & distances sufficient to locate the exact area proposed for subdivision
- _____ The name and location of all 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 accurately the existing streets and alleys and any other features that may influence the layout and development of the proposed subdivision. Adjacent unplatted land shall show property lines and owner of record.
- _____ The location, dimensions, description, name and purpose of all existing or proposed streets, alleys, reservations, easements, and rights-of-way. Proposed street names shall be included on the preliminary plat.
- _____ The location of all existing property lines, buildings, utility lines, sewer or water mains, gas mains or other underground or above ground structures, easements, or other existing features within the area proposed for subdivision.
- _____ Proposed arrangement of blocks and lots and proposed use of same -- all lots, plots, or building sites in any original subdivision shall be numbered consecutively from one (1) to the total number of lots in the block. All lots, plots, or building sites in any resubdivision shall be lettered A-B-C, etc. Block numbers may be used to identify large tracts of land expected to be resubdivided.
- _____ Topographic data on a contour base with all elevations referenced to the Flood Insurance Rate Map (FIRM). The contours shall be shown at intervals of two feet (2').
- _____ The title under which the new subdivision is to be recorded, the name of the owner with sufficient data to show ownership, and the name of the surveyor platting the tract.
- _____ Sites, if any, to be reserved or dedicated for parks, playgrounds, or other public uses.
- _____ Scale, north arrow, date and other pertinent data.
- _____ Vicinity map -- sufficient to clearly locate proposed subdivision site

ADDITIONAL CONSIDERATIONS IN CHECKING PLAT

- _____ Flood area statement with reference to map number & effective date of map
- _____ Check GIS or flood maps to ensure that flood statement is accurate
- _____ Check GIS and flood maps to confirm that no known utilities cross the proposed subdivision that are not shown on the plat
- _____ Check GIS with aerial to see if any structures where new lot lines run or anything that would create illegal lot
- _____ Drainage easements & detention easements
- _____ Check maps & plats to be sure any alleys etc are shown if adjacent