

PRELIMINARY PLAT REQUIREMENTS
(as per Sections 8 and 11 of the Subdivision Regulations)

Name of Subdivision _____

A filing fee of \$400.00 + \$5.00 per lot is required of ALL preliminary plat submissions.
Fee Paid _____

Before being placed on the Planning Board Agenda, ALL of the below-listed items must be completed.

THE SUBMISSION FOR PRELIMINARY PLAT APPROVAL SHALL INCLUDE THE FOLLOWING:

A. SUBDIVISION MAP (10 copies initially)

1. Size of map is 18x24 inches or larger _____
2. Scale of map is 1 inch = 100 feet _____
3. Name of subdivision _____
4. Labelled "Preliminary Plat" _____
5. Date, north point, bar scale _____
6. Location map _____
7. Acreage in subdivision _____
8. Prepared by registered engineer or surveyor _____
9. Name, address of engineer or surveyor _____
10. Names, addresses of owners _____
11. Outer boundary of S/D indicated by heavy line _____
12. Locate names of adjacent subdivisions _____
13. Locate names of owners of adjoining properties _____
14. Location and widths of:
 - a. existing and platted streets (show names) _____
 - b. existing railroad R-O-W's _____
 - c. existing easements (show purpose) _____
 - d. existing alleys _____
15. Location of:
 - a. existing property lines _____
 - b. existing buildings _____
 - c. existing drainage channels _____
 - d. existing bridges _____
 - e. existing parks and open spaces _____
 - f. existing and proposed power poles and lines (label) _____
(Note: "label" means designate whether the utility is "existing" or "proposed" on the map.)
 - g. existing and proposed water mains (label) _____

- 1) show pipe sizes _____
 - 2) show location of valves _____
 - 3) show location of fire hydrants _____
- h. existing and proposed sanitary sewer (label) _____
- 1) show pipe sizes _____
 - 2) show pump stations _____
 - 3) show manholes _____

- i. existing and proposed storm sewer (label) _____
 - 1) show pipe sizes _____
 - 2) show manholes _____
 - 3) show inlets, catch basins, cleanouts, discharge points _____
 - j. other storm drainage or flood control features (such as special landscaping or storm water retention ponds) _____
 - k. City limit lines _____
 - l. zoning boundaries _____
 - m. wooded areas _____
 - n. boundary of floodway _____
 - o. boundary of floodway fringe _____
- 16. Locations, bearings, and distances of:
 - a. proposed street R-O-W's (show widths & names) _____
 - b. proposed lot lines _____
 - c. proposed alleys (show widths) _____
 - d. proposed easements (show widths & purpose) _____
 - e. proposed boundaries of proposed parks, open spaces, and other public areas (show purpose) _____
- 17. Locate proposed setback lines (from streets) _____
- 18. Locate lot and block numbers _____
- 19. Locate appropriate base flood elevations _____
- 20. Locate existing topographic two-foot contour intervals based on sea-level datum _____

B. SKETCH PLAN (20 copies)

Is the land subdivided part of a larger parcel of land and will part of this larger parcel be left unsubdivided? _____

If answer is "NO," skip this item and go to item C.

If answer is "YES," is future subdivision or development anticipated for the remaining portion? _____

If answer is "NO," skip this item and go to item C.

If answer is "YES," a sketch plan is required that includes both the subdivided portion and the unsubdivided portion. This sketch plan may be included on the subdivision map described above or submitted as a separate map.

At a minimum, the sketch plan shall include the following for both the entire parcel and the subdivided portion:

1. Vicinity map showing how entire parcel relates to surrounding development and features _____
2. Boundaries of both _____
3. Acreage of both _____

4. Location of existing and proposed:
 - a. streets _____
 - b. lot lines _____
 - c. zoning boundaries _____
 - d. land uses _____
 - e. curb cuts on lots NOT used for single-family development _____
5. Location of:
 - a. drainage channels _____
 - b. wooded areas _____
 - c. wetlands _____
 - d. boundary of floodway _____
 - e. boundary of floodway fringe _____
6. Name, address, phone of owners _____

C. LAND-USE

1. Statement of proposed land-use _____
 - a. If residential:
 - (1) type of buildings _____
 - (2) number of dwelling units _____
 - b. If business, type _____
 - c. If industrial, type _____
2. Proposed deed restrictions _____
3. Source of water supply:
 - a. City water as illustrated on map _____
 - b. Well (show Health Department approval) _____
 - c. Other (describe) _____
4. Provisions for sewage disposal:
 - a. City sewer as illustrated on map _____
 - b. Septic tank (show Health Department approval) _____
 - c. Other (describe) _____
5. Proposed zoning plan (if any) _____

D. DEVELOPMENT SCHEDULING

Will this subdivision be developed in phases or sections? __

If answer is "NO," skip this section.

If answer is "YES," you must specify the number of phases or sections and estimate a completion date for each. You may use this form, a separate letter or memo, or so note on the subdivision map. (NOTE: Each phase or section shall require a separate final subdivision approval.)

FOR PLANNING DEPARTMENT USE ONLY

1. Date received _____
2. TRC review date _____
3. Planning Board hearing date _____
4. City Council hearing date _____

5. On agenda letter sent (date) _____
6. TRC packets (date) _____
7. Date adjacent property owners notified
by mail at least 14 days prior to
Council hearing (and 7 days prior to
Planning Board hearing) _____
8. Date legal ad published in newspaper at
least 15 days prior to Council hearing _____
9. Plan Board Findings to applicant (date) _____

10. Date of approval by TRC _____
11. Date of approval by Plan Board _____
12. Date of approval by City Council _____
13. Council action letter sent (date) _____

14. Notes: