



SUBDIVISION AMENDMENT OFFICE OF DEVELOPMENT ASSISTANCE

APPLICANT _____ DATE _____

PROJECT _____

AMENDED SUBDIVISION PLAT

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Owner Affidavit
<input type="checkbox"/>	<input type="checkbox"/>	Fees
<input type="checkbox"/>	<input type="checkbox"/>	6 copies 24 x 36 no smaller than 1"=100';
<input type="checkbox"/>	<input type="checkbox"/>	1 reduced copy on 11 x 17 paper
<input type="checkbox"/>	<input type="checkbox"/>	Title report prepared within 30 days
<input type="checkbox"/>	<input type="checkbox"/>	1 set of Envelopes: Stamped (not metered) and addressed letter-sized (#10) envelopes with the name of property owners within a 300' radius of the boundary of the subject property. Do not use envelopes with your business return address
<input type="checkbox"/>	<input type="checkbox"/>	Property Owners List: Provide a copy of the list of property owners mentioned above.
<input type="checkbox"/>	<input type="checkbox"/>	Petition from property owners who consent to the project.
<input type="checkbox"/>	<input type="checkbox"/>	CD of all plans in PDF Format



SUBDIVISION AMENDMENT PLANNING DEPARTMENT

APPLICANT _____ DATE _____

PROJECT _____

AMENDED SUBDIVISION PLAT

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Name of subdivision
<input type="checkbox"/>	<input type="checkbox"/>	Location Map – include name of adjacent subdivision, developments, property owners, land use and buildings
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map – legible with major street names and highlighted subject property
<input type="checkbox"/>	<input type="checkbox"/>	Applicant name and addresses
<input type="checkbox"/>	<input type="checkbox"/>	Developer name and address
<input type="checkbox"/>	<input type="checkbox"/>	Design Firm name and address
<input type="checkbox"/>	<input type="checkbox"/>	Acreage/square footage of each lot
<input type="checkbox"/>	<input type="checkbox"/>	Legal Description
<input type="checkbox"/>	<input type="checkbox"/>	Date of Drawing
<input type="checkbox"/>	<input type="checkbox"/>	Revision blocks
<input type="checkbox"/>	<input type="checkbox"/>	Legend showing all symbols, line types, hashing and abbreviations
<input type="checkbox"/>	<input type="checkbox"/>	Scale and North Arrow

Additional Information: The following information can be supplied either with the plat map or on a separate Cover/Title sheet

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Show Remaining Lots
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed lot lines, numbers, dimensions and area
<input type="checkbox"/>	<input type="checkbox"/>	Overall subdivision layout
<input type="checkbox"/>	<input type="checkbox"/>	Boundary lines and dimensions
<input type="checkbox"/>	<input type="checkbox"/>	Existing fences
<input type="checkbox"/>	<input type="checkbox"/>	Existing buildings
<input type="checkbox"/>	<input type="checkbox"/>	Existing streetlights
<input type="checkbox"/>	<input type="checkbox"/>	Street layout: including curb, gutter, and sidewalk
<input type="checkbox"/>	<input type="checkbox"/>	Geologic obstacles – floodplain, sensitive hillsides, wetlands, 100 year flood plains
<input type="checkbox"/>	<input type="checkbox"/>	Hillside District Overlay Zone - The project is within the Hillside District Overlay Zone
<input type="checkbox"/>	<input type="checkbox"/>	Well Protection Overlay Zone - The project is within the Well Protection Zone
<input type="checkbox"/>	<input type="checkbox"/>	Airport Overlay Zone - The project is within the Airport Zone



SUBDIVISION AMENDMENT

ENGINEERING DEPARTMENT

APPLICANT _____ DATE _____

PROJECT _____

AMENDED SUBDIVISION PLAT

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Right-of-way and easements -
<input type="checkbox"/>	<input type="checkbox"/>	Existing structures within the subdivision or within 200 feet thereof
<input type="checkbox"/>	<input type="checkbox"/>	Property and survey monuments
<input type="checkbox"/>	<input type="checkbox"/>	Snow Storage areas
<input type="checkbox"/>	<input type="checkbox"/>	Transportation linkage to adjacent properties
<input type="checkbox"/>	<input type="checkbox"/>	Street monuments
<input type="checkbox"/>	<input type="checkbox"/>	Owners Dedication and Acknowledgement
<input type="checkbox"/>	<input type="checkbox"/>	Surveyor's certificate stamped and signed by engineer
<input type="checkbox"/>	<input type="checkbox"/>	Property Description
<input type="checkbox"/>	<input type="checkbox"/>	Signature Blocks
<input type="checkbox"/>	<input type="checkbox"/>	Fire Hydrants locations
<input type="checkbox"/>	<input type="checkbox"/>	Street Names
<input type="checkbox"/>	<input type="checkbox"/>	Lot Addresses
<input type="checkbox"/>	<input type="checkbox"/>	Bearings and Curve Data

GRADING AND DRAINAGE PLAN – A separate sheet showing the grading and drainage plan

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Overall Subdivision: showing roads, lot layout, curb, gutter, sidewalk and easement line.
<input type="checkbox"/>	<input type="checkbox"/>	A north arrow
<input type="checkbox"/>	<input type="checkbox"/>	Subdivision name
<input type="checkbox"/>	<input type="checkbox"/>	Topography - 2-foot contour intervals, show proposed (solid lines and existing (dashed lines). Use spot elevations where appropriate.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed detention facility: Include contours, spot elevations, high water mark, and access ramp.
<input type="checkbox"/>	<input type="checkbox"/>	Hydraulic and hydrologic storm drainage calculations, signed and stamped by a registered surveyor
<input type="checkbox"/>	<input type="checkbox"/>	Show Existing water courses, canals, ditches, springs, wells, culverts, detention ponds and storm drains.
<input type="checkbox"/>	<input type="checkbox"/>	Show Existing and proposed storm drain lines, manholes, inlet boxes, combination boxes, and cleanouts. Include size, type, elevations and slope



SUBDIVISION AMENDMENT ENGINEERING DEPARTMENT

Grading and Drainage Plan cont.

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Natural Channels: Include typical section, erosion protection, permanent structures, freeboard, and access. |
| <input type="checkbox"/> | <input type="checkbox"/> | FEMA 100 year flood plain location |
| <input type="checkbox"/> | <input type="checkbox"/> | Any necessary agreements with adjacent property owners regarding storm drainage, irrigation or other matters. |
| <input type="checkbox"/> | <input type="checkbox"/> | Areas of substantial earth moving with erosion control plan. |
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UTILITY PLAN – A separate sheet showing the utility plan

Your Checklist	City Checklist	Description
<input type="checkbox"/>	<input type="checkbox"/>	Overall Subdivision: showing roads, lot layout, curb, gutter, sidewalk and easement line.
<input type="checkbox"/>	<input type="checkbox"/>	A north arrow
<input type="checkbox"/>	<input type="checkbox"/>	The subdivision name
		Existing and Proposed Utilities - Show all existing and proposed utilities including:
<input type="checkbox"/>	<input type="checkbox"/>	1) Sewer
<input type="checkbox"/>	<input type="checkbox"/>	2) Culinary water
<input type="checkbox"/>	<input type="checkbox"/>	3) Secondary water
<input type="checkbox"/>	<input type="checkbox"/>	4) Fire hydrants
<input type="checkbox"/>	<input type="checkbox"/>	5) Storm drains
<input type="checkbox"/>	<input type="checkbox"/>	6) Subsurface drains
<input type="checkbox"/>	<input type="checkbox"/>	7) Gas lines
<input type="checkbox"/>	<input type="checkbox"/>	8) Power lines
<input type="checkbox"/>	<input type="checkbox"/>	9) Street lights
<input type="checkbox"/>	<input type="checkbox"/>	Show location and dimensions of all utility easements
