



PRELIMINARY MAJOR SUBDIVISION OFFICE OF DEVELOPMENT ASSISTANCE

APPLICANT _____ DATE _____

PROJECT _____

PRELIMINARY MAJOR SUBDIVISION

| 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"/> | 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"/> | CD of all plans in PDF Format |



PRELIMINARY MAJOR SUBDIVISION PLANNING DIVISION

APPLICANT _____ DATE _____

PROJECT _____

PRELIMINARY PLAT MAP

| Your Check | City Check | Description |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed 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"/> | Dimension, acreage and 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"/> | Dimension and survey boundary information of the subdivision |
| <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"/> | Phases – All proposed phases of development, numbered and defined, with timetable for development |
| <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 and proposed easements |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing and proposed fences |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of all existing buildings |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of existing and proposed 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"/> | Proposed dedication of public use areas – Right of ways |
| <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 |



PRELIMINARY MAJOR SUBDIVISION

ENGINEERING DEPARTMENT

APPLICANT _____ DATE _____

PROJECT _____

PRELIMINARY UTILITY AND DRAINAGE PLAN

| Your Check | City Check | Description |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Subdivision Name |
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow, legend |
| <input type="checkbox"/> | <input type="checkbox"/> | Show existing roads, lots, and easement lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show proposed roads, lots, and easement lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | Topography - 2-foot contour intervals. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show the existing FEMA 100 year flood plain zone. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show existing channels, canals, ditches, springs, wells, wetlands, culverts, and ponds. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show existing storm drains, manholes, inlet boxes, combination boxes, and cleanouts. |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate on the plans the proposed project connection to the existing storm water system. Include project discharge amount. (0.2 cubic feet per second per acre max.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate on the plans the location of the proposed detention facility. |
| <input type="checkbox"/> | <input type="checkbox"/> | Drainage arrows indicating the direction of storm water flow in proposed streets. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show existing sanitary sewer system, culinary water system, subsurface drains, gas lines, power lines, cable lines, and phone lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate on the plans the location of the proposed project connection to the existing City water system. Include project fire flow, fire storage and demand calculations. |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate on the plans the location of the proposed project connection to the existing City sanitary system. Include project peak discharge amount. |
