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Planning Department

Major Subdivision: Preliminary Plat Checklist

Pre-Application Meeting Per Section 10.2-7 B.

Prior to submitting a complete application to the Planning Division, applicants shall do the following:

- The Applicant is required to hold a Development Review Team meeting for any preliminary plat application to identify and address issues prior to submission of any application and avoid needless expenditure of time and money on a proposed subdivision design that will not meet the approval of the City without extensive revision. A copy of the minutes of the Development Review Team meeting will be distributed to the Applicant or their designee.

Application Submittal, the following shall be included in the application at a minimum:

- Landowner Approval. The Applicant, if other than the property owner, shall provide documentation of landowner approval.
- Preliminary Plat. A preliminary plat containing:
 - a. The location of the present property lines, streets, buildings, water courses and floodplains, tree masses, and other existing conditions of land immediately adjacent thereto.
 - b. The names and adjoining boundaries of all adjoining subdivisions.
 - c. Existing sanitary and storm sewers, water mains, culverts, and other underground structures within the premises to be subdivided or immediately adjacent thereto.
 - d. Contours with intervals sufficient to determine the character and topography of the premises to be subdivided; but in no case shall the intervals be more than five (5) feet.
 - e. The manner in which any proposed streets or public rights-of-way within the premises to be subdivided will interconnect with the nearest arterial or minor arterial street.
 - f. Such other information as the City Engineer may reasonably require to understand the existing environmental conditions and intent of the Applicant.

Completed Application Form, signed by the property owner(s).

Application Fee, as listed on application cover sheet.

*Application forms are available at the Planning Division or on the City's website.