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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, building, 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.