

Preliminary Plat Review Checklist

Applicant: _____

Date Submitted: _____

Address: _____

Phone: _____

Property

Address: _____

Email: _____

| | Pass | Fail | N/A |
|---|------------|-----------|-----|
| REQUIRED INFORMATION | YES | NO | |
| (1) Names, address and telephone numbers of the record owner and owner's agent (if any) | | | |
| (2) Metes & bounds description of the proposed subdivision and of the lot, tract or parcel from which the subdivision is proposed | | | |
| (3) Subdivision boundary lines indicated by heavy lines. | | | |
| (4) Lot lines and computed area of the subdivision and of each lot | | | |
| (5) Date of preparation, scale (1" = 20' min.) and north arrow | | | |
| (6) Front building setback line on all lots and tracts | | | |
| (7) Side setback lines on corner lots | | | |
| (8) The street to which the lot or tract is dedicated and the proposed street address of each lot | | | |
| (9) All proposed easements for public utilities, drainage, and public and private streets | | | |
| (10) Adequate topographical information to define site drainage. | | | |
| (11) Location inset, preferable in the upper right corner of the plat, showing the subdivision in relation to well known street and watercourses in all directions for a distance of at least a fourth mile | | | |
| (12) Other matters required by State Law | | | |
| (13) Twelve paper prints from the original drawing of the plat, reproduced on white paper with blue or black lines | | | |
| (14) One reproducible copy | | | |
| (15) A notarized certificate on the face of the plat, executed by the subdivider, which certifies that all existing encumbrances, such as easements, fee strips or significant topographical features on the land being plated, are fully shown and accurately identified on the face of the plat. Such certificate shall further state whether the plat being submitted includes all of the contiguous land which the applicant owns or has a legal interest in or whether the applicant owns or has a legal interest in any adjacent property; and if so, a statement of such ownership and a boundary description of the land involved | | | |
| (16) A current title report, or title commitment from a title guaranty company authorized to do business in this state, certifying that such a search of the appropriate records was made within the last 60 days prior to the application covering the land proposed to be subdivided and stating an opinion as to current record title ownership and any encumbrances, restrictions, and encroachments, if any, shown of record. | | | |
| (18) A copy of all land use restrictions or deed restrictions, if any shall be provided with application | | | |

Required Information Provided: _____

Resubmission Required: _____

Signature: _____

Date Received: _____