

# PRELIMINARY PLAT CHECKLIST

Subdivision Name: \_\_\_\_\_

Vicinity (Street): \_\_\_\_\_

Owner's Name & Address: \_\_\_\_\_

- \_\_\_\_\_ 1. Ten (10) copies of plat at a scale of 1"=100' or less with the following information:
- \_\_\_\_\_ 2. Legal description and approximate acreage.
- \_\_\_\_\_ 3. Graphic scale.
- \_\_\_\_\_ 4. North arrow.
- \_\_\_\_\_ 5. Date.
- \_\_\_\_\_ 6. The words "Preliminary Plat".
- \_\_\_\_\_ 7. Conveyance (book and page) to owner.
- \_\_\_\_\_ 8. Name and address of licensed professional engineer preparing the preliminary plat.
- \_\_\_\_\_ 9. Location of property, building lines, and bearings of all lines.
- \_\_\_\_\_ 10. Location of watercourses and ditches.
- \_\_\_\_\_ 11. Statement that subdivision is located wholly or partially within the Designated Flood Plain Area.
- \_\_\_\_\_ 12. 100 year flood elevation contour line.
- \_\_\_\_\_ 13. Topographic contour lines.
- \_\_\_\_\_ 14. Park and recreation area dedication (not mandatory).
- \_\_\_\_\_ 15. Location and names of all streets within, adjoining, intersecting and bordering the subdivision tract.
- \_\_\_\_\_ 16. Dimensions of street right-of-way, lots and easements (both utility and drainage).
- \_\_\_\_\_ 17. Location of railroads and other property owned by utilities.
- \_\_\_\_\_ 18. Other items to be checked are the following:
- \_\_\_\_\_ 19. Letter of Intent.
- \_\_\_\_\_ 20. Is zoning change required?
- \_\_\_\_\_ 21. Availability of water and sewer.
- \_\_\_\_\_ 22. Proposed streets' conformance to the master street plan.

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- \_\_\_\_\_ 23. Streets logical relation to the topography.
- \_\_\_\_\_ 24. No street name duplication (check with the Postmaster).
- \_\_\_\_\_ 25. "T" intersections on opposite sides of the streets shall be separated by more than one hundred twenty five feet (125') from centerline to centerline.
- \_\_\_\_\_ 26. A distance of three hundred feet (300') from centerline to centerline should be maintained between streets emptying into same side on any arterial street.
- \_\_\_\_\_ 27. Cul-de-sacs shall be no more than five hundred fifty feet (550') long and contain a turnaround with a minimum of fifty-foot ROW (50') radius.
- \_\_\_\_\_ 28. Right-of-way widths:  
Arterials - 80'-0"  
Collectors - 60'-0"  
Residential - 50'-0"
- \_\_\_\_\_ 29. Streets' connection with public storm sewers or natural drainage way.
- \_\_\_\_\_ 30. Location of proposed monuments.
- \_\_\_\_\_ 31. Blocks consecutively numbered or lettered.
- \_\_\_\_\_ 32. Lots in each block consecutively numbered.
- \_\_\_\_\_ 33. Minimum lot area (Consult Zoning Ordinance for other housing types):  
R-1 Rural Residential -----16,500 sq. ft.  
R-2 Single-family Residential ----- 8,400 sq. ft.  
R-3 Low Density Residential ----- 6,000 sq. ft.  
• Single-family ----- 6,000 sq. ft.  
• Duplex -----10,000 sq. ft.  
R-4 Medium Density Residential  
• Single-family ----- 5,000 sq. ft.  
• Duplex -----8,000 sq. ft.  
• Multi-family -----10,000 sq. ft.
- \_\_\_\_\_ 34. Minimum lot width (Consult Zoning Ordinance for other housing types):  
R-1 Rural Residential -----100 ft.  
R-2 Single-family Residential ----- 70 ft.  
R-3 Low Density Residential  
• Single-family ----- 50 ft.  
• Zero Lot Line ----- 45 ft.  
• Duplex ----- 70 ft.  
• Townhomes ----- 22 ft.  
R-4 Medium Density Residential  
• Single-family ----- 50 ft.  
• Zero Lot Line ----- 45 ft.  
• Duplex -----65 ft.  
• Townhomes ----- 22 ft.  
• Multi-family -----75 ft.