



## PRELIMINARY SUBDIVISION PLAT CHECKLIST

**Thirty hard copies and one electronic version of all of the following information shall be submitted with any application that requires a preliminary plat, unless one or more items are specifically waived in writing by the Town Administrator:**

- The Land Use Application form provided by the Town Administrator.
- A cover letter including a statement of the purpose of the application and a brief description of the proposed major subdivision.
- A letter of representation, signed by the property owner(s), for any applicant that is not a property owner.
- Names and mailing addresses of all persons owning property within three hundred (300) feet, excluding public rights-of-way, of the property subject to the application. Written confirmation, from all utility providers that service is available or will be available upon completion of utility construction as approved by the utility service provider.
- Names and mailing addresses of any mineral owners/lessees of the property subject to the application.
- Mailing envelopes for notification of property owners and mineral owners/lessees.
- A site plan, at a scale of 1" = 100', on sheets which shall be 24"x36". If it is necessary to place the plan on more than one (1) sheet, an index map shall be included on the first map. A vicinity sketch map showing the location of the area being developed as it relates to the rest of the community, showing major streets in the area, shall be included. The site plan shall include the following:
  - Proposed name of the development;
  - Location and boundaries of the development as part of a larger area;
  - Date of preparation, scale and north sign (designated as true north);
  - Name, address and telephone number of owner and registered land surveyor, registered engineer or designer of the plan;
  - Total acreage involved;
  - Contours at two-foot intervals where the slope is less than ten percent (10%) and at five-foot intervals where the slope is greater than ten percent (10%);
  - Location and dimensions of all existing streets, alleys, easements, drainage areas, irrigation ditches and laterals, and other significant features within or adjacent to the tract to be subdivided or developed;
  - Location and dimensions of all proposed streets, alleys and easements, whether public or private, for the entire project;



### PRELIMINARY SUBDIVISION PLAT CHECKLIST

- Location and dimensions of all areas which are to be conveyed, dedicated or reserved as common open space or scenic areas, including public parks, scenic and recreational areas, and as sites for schools or other public buildings;
- Designation of areas subject to a one-hundred-year (intermediate regional) flood;
- An identification of any geologic hazard areas affecting the site, whether on or off the site to be developed;
- Land use district designation on and adjacent to the tract;
  
- Proposed lots and blocks, and typical lot sizes;
- All proposed land uses;
- The location and size of existing utilities within or adjacent to the tract, including water, sewer, electricity and gas (may be placed on a separate sheet); and
- Proposed private and public utility system, including water, sewer, electricity, gas and telephone and any other services which will supply the area (may be placed on a separate sheet).

In addition to the information listed above, the Town Administrator may also require the following:

- Additional preliminary information in order to adequately review proposed utility systems, drainage plans, surface improvements or other construction projects contemplated within the area to be subdivided, in order to assure that the subdivision is capable of being constructed without an adverse effect upon the surrounding area or that the surrounding area will not have an adverse effect upon the subdivision.
- An application fee per the Fee Schedule.
- A deposit to cover the reasonable anticipated costs for outside professional services.