



PLANNING DIVISION  
PRELIMINARY SUBDIVISION REVIEW CHECKLIST

Date: \_\_\_\_\_

**Applicant:** \_\_\_\_\_

**Subdivision:** \_\_\_\_\_

**Total Acres:** \_\_\_\_\_

**Location of site:** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_

**Engineer/Consultant:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Meets Requirements**

Yes No

\_\_\_ \_\_\_ All property lines and rights-of-way, drawn to a scale at no greater than one inch equals 100 feet.

\_\_\_ \_\_\_ Subdivision name and location.

\_\_\_ \_\_\_ Names and addresses of owner(s), surveyor, and engineer.

\_\_\_ \_\_\_ Date of plat.

\_\_\_ \_\_\_ North direction/north arrow and graphic scale.

\_\_\_ \_\_\_ Location of all existing natural or manmade features or structures. On all underground items, the locations, pipe sizes, and direction of flow shall be indicated.

\_\_\_ \_\_\_ Location and width of any existing easements.

\_\_\_ \_\_\_ Names of adjoining subdivisions and property owners.

\_\_\_ \_\_\_ Location map showing the relationship of the subdivision site to the surrounding area.

\_\_\_ \_\_\_ Computed square footage of each lot.

\_\_\_ \_\_\_ Existing topography at 2 foot contours.

\_\_\_ \_\_\_ A typical cross sections of each street, and profiles(referenced to sea level datum) with stations indicated, percent grades on slopes and vertical curves lengths, street and rights of-way widths, center line bearings and curve radii, and turning radii.

\_\_\_ \_\_\_ Have the centerline staked for all proposed streets unless waived by the Development Coordinator.

\_\_\_ \_\_\_ Sight distances at each entrance and exit along existing roadways.

\_\_\_ \_\_\_ Required subdivision processing fees.