

City of North Liberty  
Preliminary Plat Application Form



Project Name:		
Site Location (address or legal description):		
Existing Zoning District:		
Project Description:		

Property Owner:		
Owner Mailing Address:		
Phone:	Fax:	Email:

Applicant:		
Applicant Mailing Address:		
Applicant Contact Person:		
Phone:	Fax:	Email:

Applicant's Engineer (Contact Person):		
Company:		
Address:		
Phone:	Fax:	Email:

Applicant's Attorney:		
Company:		
Address:		
Phone:	Fax:	Email:

Other comments:
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<b>OFFICE USE ONLY</b> Date Submitted: Fee Amount:
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# Preliminary Plat Information, Submittal Requirements, & Checklist



**Submittal Deadline:** 1<sup>st</sup> working day of each month at 12:00 Noon

**Fees:** Application fee is due at time of submittal.

- Application Fee: Lots 1 – 30: \$30 per lot. Lots 31 and up: \$15 per lot. Minimum charge of \$150.00.
- Applicants are responsible for actual costs of the City Engineer's review and any additional engineering reviews.

**Reviewing Bodies:**

- City staff
- Planning Commission
- City Council

**First Submittal Materials Requirements:**

- 1 completed copy of this application form, including checklist.
- Application fee – see above.
- 7 copies folded to 8.5"x11". If readable at reduced scale, submit all at 8.5"x11" or 11"x17". If larger pages are needed to read plan details, submit 3 full sized and 4 reduced size copies (or, if you would prefer, submit all full-sized copies).
- Other information deemed necessary by the City Planner for the review of the proposed project.
- If the applicant is other than the legal owner, the applicant interest shall be indicated and the legal owner's authority to apply shall be included in a certified legal form.

**Minimum Preliminary Plat Information:**

- Location Map, including subdivision name, outline of the area to be subdivided, existing streets and city utilities on the adjoining property, and North point, scale, and date.
- Preliminary Plat of the subdivision with scale of one inch to one hundred feet minimum.
- Legal description including total area of the property and name of the proposed subdivision.
- Names of the persons preparing the plat, owner's attorney, representative, or agent.
- North point and graphic scale.
- Contours at two-foot intervals, or less.
- Locations of existing lot lines, streets, public utilities, water mains, sewers, drainpipes, culverts, water courses, bridges, railroads and buildings in the proposed subdivision.
- Layout of proposed blocks, if used, and lots, including the dimension of each lot and the lot and block number in numerical order.
- Locations, names, widths and other dimensions of proposed streets, alleys, utility and other easements, parks and other open spaces or reserved areas.
- Grades of proposed streets and alleys.
- A cross section of the proposed streets showing the roadway locations, the type of curb and gutter, the paving, and sidewalks to be installed.
- The layout and size of proposed water mains and sanitary sewers.
- The drainage of the land, including proposed storm sewers, stormwater management facilities, ditches, culverts, bridges and other structures.

**Note: Staff will review the first submittal and request resubmission with any necessary changes, and Acrobat "PDF" files of all materials, prior to Planning Commission agenda setting.**