

Preliminary Plat Application



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

Property Owner:	
Owner Mailing Address:	
Phone:	Email:

Applicant:	
Applicant Mailing Address:	
Phone:	Email:

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

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

Comments:

OFFICE USE ONLY
Date Submitted:
Fee Amount:

Preliminary Plat Information and Submittal Requirements



Submittal Deadline: 1st working day of each month at 12:00 Noon

Fees: Application fee is due at time of submittal.

- Application Fee: \$30 per lot, minimum charge of \$300.00.
- 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. Good Neighbor Meeting required.

First Submittal Materials Requirements:

- 1 completed copy of this application form.
- Application fee.
- 7 copies of the plat, folded to a manageable size, plus one Adobe Acrobat (pdf) digital file.
- 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.

Process: Staff will review the submittal and provide a draft report outlining any necessary changes around mid-month. Resubmission of final materials will be Acrobat "PDF" files only.

Minimum Preliminary Plat Information:

- Location Map, including subdivision name, existing and proposed zoning, 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 and details for existing lot lines, streets, public utilities, water mains, sewers, drainpipes, culverts, easements, water courses, bridges, railroads and buildings in the proposed subdivision. Include book and page recording information for existing easements.
- 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, sidewalks, utility and other easements, and 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.