



PRELIMINARY PLAT CHECKLIST

Plat Name: _____

Subdivider's Name _____

Preliminary Plats shall include the following information:

Requirement, General: A preliminary plat shall be based on a boundary survey of the property including a certified legal description of the property and a preliminary drainage report. A preliminary plat shall, at a minimum, meet the design standards set forth in the attached regulations. Sheet sizes for plats shall be adequate to provide for a scale of 1" equals 100' making it possible to clearly read all necessary information shown thereon.

Requirements, Specific: Preliminary Plats shall include the following information:

Identification and description:

- ☐ Name of subdivision and applicant
- ☐ Name of subdivider, engineer, landscape architect, or surveyor.
- ☐ Certification and Dedication Statements (*see Schedule B*)
- ☐ North arrow and graphics scale
- ☐ Proposed location and size of lots, alleys, easements, streets (with suggested names) and other proposed dedicated areas shall conform to current Zoning Ordinance, or a proposed zoning plan deemed acceptable by Planning Commission.
- ☐ Show all existing structures in the area.
- ☐ All lands and/or subdivisions shall be shown for a distance of two hundred (200) feet from all sides of land in question showing location, names and width of streets and highways, etc.
- ☐ Building setback lines, as required by Zoning Ordinance for that district or proposed zone district.
- ☐ Location of section and half-section lines in relation to plat.

Other data:

- ☐ Total acreage of the subdivision, number of lots and acreages designated to other uses.

- ❑ Contours with intervals of five (5) feet. If the subdivision exceeds ten (10) acres in area or contains unusual topographic features, closer contour lines may be required by the Planning Commission.
- ❑ Delineation of public grounds other than streets or alleys.
- ❑ Location and size of proposed utilities and facility.
- ❑ Location, widths, and other dimensions of proposed streets, alleys and easements.
- ❑ Layout, numbers and approximate dimensions of proposed lots, blocks.
- ❑ Drainage channel, flood plains and floodways, wooded areas, rock out crops and other significant natural features.
- ❑ Existing sewers, water mains, culverts or other underground structures within the tract and immediately adjacent thereto. If water mains and sewers are not on or adjacent to the tract, direction and distance to the nearest ones shall be shown including invert elevations of sewers.
- ❑ Location, widths and names of all existing or platted streets or other public ways within and immediately adjacent to the tract, existing permanent buildings, railroad rights-of-way, section lines, and other such important features.
- ❑ Proposed public improvements; highways or other major improvements planned by public authorities for future construction on or near the tract.
- ❑ Vicinity Map. A map shall be presented accompanying or included on the Preliminary Plat showing the geographic relationship of the proposed subdivision to the surrounding area. Features to be noted on the vicinity map include major streets, railroads, public areas. Vicinity maps shall be prepared at a scale of no smaller than 1" equals 2000'.
- ❑ A description of proposed curbs, gutter, sidewalks, street surfacing, and street sub-structure.
- ❑ When required by the Planning Commission, there shall be furnished profiles showing existing ground surface and proposed street grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision; typical cross sections of the proposed grading, roadway and sidewalk.
- ❑ Names of adjacent property owners or subdivisions.

**Please refer to the Springfield Subdivision Regulations for subdivision design standards.*