CHECKLIST – PRELIMINARY PLAT – TECHNICAL

DATE SUBMITTED: _____
NAME OF PROPOSED SUBDIVISION: _____
NAME OF APPLICANT: _____
NAME OF OWNER: _____

PRELIMINARY PLAT
INFORMATION SHOWN ON PRELIMINARY PLAT: (Y/N)

_____ Location map (corporate limits within 1.5 miles).

_____ Subdivision Title.

_____ Tract boundary lines.

_____ Date.

_____ North arrow.

_____ Scale (one inch to 50 feet).

_____ Index drawing (if more than one plat sheet).

_____ Names of owners and subdivider.

_____ Name of licensed land surveyor.

_____ Statement that "This plat is not for record".

_____ Existing subdivisions and platted streets (within 250 feet).

_____ All adjacent lot lines and lot numbers.

_____ Locations of all existing easements (width and purpose).

_____ Locations of all existing utilities (size and available capacity).

_____ Locations of major watercourses, ponding areas, natural drainage ways and flood hazard areas.

_____ Locations of rock outcrops, sinkholes, forested areas, other pertinent features, buildings, etc.

_____ Contour intervals.

_____ Lot Dimensions, area and numbers.

_____ Proposed street layout.

_____ Street names.

_____ Street lights.

_____ Street grades.

_____ Street right-of-way (width and area).

_____ Pavement type and width.

_____ Proposed type of curb and gutter.

_____ Sidewalks, bikeways, trails, etc.

_____ Crosswalks (on long blocks).

_____ Landscaping, planting strips and screens.

_____ Locations, type and size of all proposed utilities:
_____ water _____ fire hydrants _____ sewer
_____ drainage _____ gas _____ electric

_____ Proposed retention basins and drainage area.

_____ Erosion and sediment control measures.

_____ Percolation test locations.

_____ Location of soils and groundwater test pits.

_____ Location of all proposed easements (width and purpose).

_____ Proposed community facilities (conforming with Official Map and Master Plan).

_____ Proposed parks and playgrounds.

_____ Open spaces (acreage noted).

_____ Future subdivisions.

_____ Planning Commission and County Board Certificates (Preliminary Plat)

OTHER SUBMISSION ITEMS TO ACCOMPANY PRELIMINARY PLAT:

_____ Zoning compliance (if not in compliance, refuse plat unless applicant is concurrently applying for re-zoning).

_____ Final land use plan for all project phases.

_____ Development schedule.

_____ Gross area (includes street R-O-W).

_____ Off-street parking and loading plan.

_____ Landscaping and tree planting plan.

_____ Statement as to how all proposed easements will be maintained.

_____ Agreements, covenants, restrictions or proposed associations (terms or text).

CHECKLIST – PRELIMINARY PLAT – ADMINISTRATIVE

APPLICATION NO: _____ DATE SUBMITTED: _____

NAME OF PROPOSED SUBDIVISION: _____

NAME OF APPLICANT: _____

NAME OF OWNER: _____

PRELIMINARY PLAT

_____ Application and supporting documents received in accordance with subdivision regulations. Date: _____

_____ Application fee paid. Amount: $_____ Date: _____

_____ Layout prepared by: _____ Date: _____

_____ Number of lots: _____

_____ Plat submitted to Planning Commission for study. Date: _____

_____ Adjoining municipality notified if required. Date: _____

_____ Copies of plat forwarded to:

COMMENTS RECEIVED

_____ Engineer _____ _____
(date) (date)

_____ Shelby County Health Dept. _____ _____
(date) (date)

_____ Planning Commission _____ _____
(date) (date)

_____ Zoning Official _____ _____
(date) (date)

_____ _____ _____
(other) (date) (date)

_____ _____ _____
(other) (date) (date)

_____ _____ _____
(other) (date) (date)

Action taken by Planning Commission:

_____ Tentative Approval _____ Denied _____

_____ Copy of plat returned to applicant with letter regarding Planning Commission's action and recommendations: DATE: _____

_____ Lapse date for filing final plat: _____