



Preliminary Plat Application Sufficiency Checklist

§ 4.1.4.1.2.2.2 and 4.1.4.2.2.1, DRPM

Items listed under Part A of this check list are required for a sufficient application submittal. Applications will not be accepted if all required Part A items are not included with the initial submittal package. All application items are to be submitted unless the Engineer of Record (EOR) indicates they are not applicable. Not applicable items must be denoted as "NA" accordingly. Any item that is not initialed or shown as "NA" will be considered missing. Items listed under Part B are required for review of a project. If one of the Part B items is missing, the application will be considered insufficient and the review will be stopped, the application marked insufficient and the review time will be restarted once the missing item(s) have been submitted.

| Staff Initials | EOR's Initials | PART A: Required Submittal Items |
|-------------------|-------------------|---|
| | | Fee Payment |
| | | Application |
| | | Transmittal Letter that clearly describes project scope |
| | | Owner Affidavit |
| | | Natural Resources Application |
| | | Concurrency Application including School Concurrency, 3 copies (Stormwater, Transportation & Utilities) |
| | | No Tree Affidavit, if applicable |
| | | Current aerial photograph (1 inch equals 200 feet) outlining subject property boundaries, names of adjacent streets, and with subdivision geometry overlaid |
| | | Copy of Vesting Letter (if applicable) |
| | | Copy of Water, Wastewater, & Reclaimed Water Master Plan – phased projects served by County |
| | | Copy of Conceptual Plan - for extension of water & wastewater to adjacent tracks |
| | | Deed – copy of recorded deed |
| | | Building Elevations (6 copies for townhome projects located in zoning or overlay districts) |
| | | Preliminary Plat (3 sets of plans or number determined at Pre-Submittal) |
| | | Vicinity map to scale – showing proposed subdivision in relation to surroundings |
| | | Key Map – If plat consists of more than one page |
| | | Plant and Wildlife Survey for endangered, threatened or species of special concern, if applicable |
| | | Conditions of Approval for PD or rezoned property including the petition number |
| | | Certification of Complete Submittal |
| | | Wetland Delineation Letter (if applicable) |
| | | *PDF Copy of all Plans and Paperwork on CD or Flashdrive* |

Signature of Person Submitting Application/Date



| EOR's Initials | PART B: Information Required on Preliminary Plat |
|-------------------|--|
| | Title Block – including the following: |
| | Name of proposed subdivision |
| | County and state |
| | Date of preparation |
| | Name, address, and phone number of the subdivider |
| | Name, address and phone number of the applicant/agent |
| | North arrow |
| | Scale |
| | Total Acreage – include total acreage of site |
| | Minimum lot size |
| | Total number of lots |
| | Legal description – including township and range and the section or part of sections to be platted |
| | Existing features – indicate location, name, and size of the following features, both on or contiguous to subdivision |
| | Platted property lines |
| | Streets |
| | Sidewalks |
| | Bridges |
| | Railroads |
| | Public and private rights-of-way and easements – including proposed easements and common areas |
| | Parks & other open spaces |
| | Stormwater features |
| | Approximate Wetland and upland conservation & preservation area boundaries |
| | Land to be dedicated or reserved for public or private use, together with limitations/conditions of dedication or reservation |
| | Lot lines and lot numbers |
| | Smallest lot, regular and irregular shaped lots – including building envelope |
| | Topography – one foot contours to minimum of 25 feet outside project boundaries, vertical datum based on NAVD 88 and horizontal datum based on NAD 83, in feet, latest adjustment unless otherwise approved by County Surveyor |
| | Identify and Locate: |
| | All FEMA designated flood hazard areas & floodways, flood zone designations & elevations |
| | Onsite stormwater basins & offsite basins contributing to site |
| | Pre-development curve number (CN) based on soil types |
| | Pre-development impervious area in square feet |
| | Proposed medians and guardhouses |
| | Existing platted areas within proposed subdivision |
| | Number and type of dwelling units proposed |
| | Location of all utility poles adjacent to subdivision boundaries |
| | Identification of all Grand Oaks |
| | Statement regarding how water & wastewater service will be provided |
| | Electric utility transmission easements |