

PRELIMINARY PLAT APPLICATION INSTRUCTIONS/CHECKLIST

- (including Replats)

In order to process your request for PLATTING, the attached plat application must be completed and filed with the Director of Planning or Planning Commission Secretary a minimum of 20 days prior to hearing by Planning Commission.

To process your request in a timely manner, completion of the attached checklist will expedite review of the plat. This checklist should be completed prior to submitting your plat.

1. The application form must be completely filled out with information pertaining to the requested plat.

2. **Filing fee:**

SKETCH	\$500.00
PRELIMINARY	\$10.00 Per Residential Lot
	\$10 Per Acre/Commercial or Multi.-Family
FINAL	No Fee
FINAL PLAT FORM ONLY	\$500.00

3. **25 copies** are needed of Preliminary Plat for Mailing out to appropriate governmental agencies and public and private utilities for their recommendations. Agencies will have 10 days to review and comment.

ADDITIONAL INFORMATION:

The following information may be submitted as separate documents accompanying the preliminary plat, however, if practical, such data and information should be shown on the plat:

Appl. / Eng.

- ___ ___ 1. A vicinity map showing existing subdivision, streets and unsubdivided tracts adjacent to the proposed subdivision and showing the manner in which the proposed streets may be extended to connect with existing streets. Such vicinity map shall also include a location map which identifies the area of the municipality in which the tract to be subdivided is to be located.
- ___ ___ 2. Proposed restrictive covenants, if any, in outline form.
- ___ ___ 3. A statement of the manner in which it is proposed to finance improvement including any improvement that are to be installed by petition.
- ___ ___ 4. In preparation for the developer's agreement, a statement of the improvements that will be installed by the developer and the appropriate time that such improvements will be completed. This statement shall contain sufficient detail with respect to the proposed improvements to permit a determination to be made with respect to whether such improvements will comply with these regulations and other applicable statutes, ordinances and regulations.

If the nature of the improvement is such that it is not practical to prepare and submit all necessary details prior to the approval of the preliminary plat, then the Planning Commission may waive the submission of such details provided that the additional data is submitted at least 30 days prior to the date that approval of the final plat is requested.

- ___ ___ 5. A drainage concept showing the means by which drainage shall be accepted from adjacent properties, handled internally and discharged from the plat (i.e.: storm water sewers, open channels, storm water detention facilities, natural streams, etc.) and also showing preliminary street grades.

Storm water detention facilities shall be required where in new subdivisions exceed the following sizes:

ZONING

PLAT SIZE

R-1 and R-2 Zonings
All Other Zonings

1 or more acres
1/2 or more acres

Where possible, detention facilities shall be combined for various land uses or ownerships. Size of the detention facilities shall be in accordance with design policies, criteria and specifications established by the City Engineer.

PRELIMINARY PLAT CHECKLIST

This information is to be turned in with the Preliminary Plat.

NAME OF PLAT: _____

The Applicant is to initial the first column to indicate the step has been completed before submitting to the director of Planning or the Planning Commission Secretary.

The Engineering Department will initial the second column to verify completion. If item has not been completed, the request will not be forwarded to Planning until request is complied with.

Appl. / Eng.

- | | | |
|-----|-----|--|
| ___ | ___ | 1. The preliminary plat shall be drawn at a scale of not less than one inch equals 100 feet; however, areas over 100 acres may be a scale of one inch equals 200 feet. |
| ___ | ___ | 2. The proposed name of the subdivision. This name shall not duplicate or resemble the name of any existing subdivision within the area subject to these regulations. |
| ___ | ___ | 3. Date of preparation, north point and scale of drawing. |
| ___ | ___ | 4. An identification clearly stating that the drawing is a preliminary plat. |
| ___ | ___ | 5. Location of the subdivision by measured distances to a section corner to define the location and boundaries of the tract which will be subdivided. |
| ___ | ___ | 6. Names of adjacent subdivisions or, in the case of unplatted land, the name of the owner(s) of adjacent property. |
| ___ | ___ | 7. The name and address of the owner, subdivider and engineer. |
| ___ | ___ | 8. Date of the topographic survey. |

EXISTING CONDITIONS:

Appl. / Eng.

- ___ ___ 1. The location, width and names of all existing or private streets within or adjacent to the tract, together with easements, railroads rights-of-way and other important features such as section lines and corners, city and township boundary lines and monuments.

- ___ ___ 2. Contour lines or spot elevations related to Mean Sea Level or other datum approved by the City Engineer having the following intervals:
 - (A) Two foot contour intervals for ground slopes less than 10%.
 - (B) Five foot contour intervals for ground slopes exceeding 10%
 - (C) Spot elevations where the ground is too flat for contours and corresponding elevations.

- ___ ___ 3. The location and direction of all watercourses and areas subject to flooding, including floodway and flood fringe areas, and base flood elevations where required by Section 6-606 of the Derby Subdivision Regulations.

- ___ ___ 4. Natural features such as rock out croppings, marshes and wooded area.

- ___ ___ 5. Existing uses of the property including the location of all existing structures that will remain on the property after the final plat is recorded.

- ___ ___ 6. The horizontal location, to the nearest foot, within the subdivision and in the adjoining streets and property, of existing sanitary and storm water sewers including flow lines, water mains, culverts, drain pipes, underground wiring and gas lines proposed to serve the property to be subdivided.

- ___ ___ 7. Zoning district classifications on and adjacent to the tract, if any.

- ___ ___ 8. Location, elevation and description of the bench mark controlling the vertical survey.

PROPOSED DEVELOPMENT:

The following information with respect to the manner in which the tract is to be subdivided and developed shall be indicated on the preliminary plat:

Appl. / Eng.

- ___ ___ 1. Streets, showing the location, width, names and approximate grades thereof. The preliminary plat shall show the relationship of all streets to any projected streets shown, or any applicable comprehensive Plan proposal, or if none, then as suggested by the Planning Commission.
- ___ ___ 2. Easements showing width and purpose.
- ___ ___ 3. Lots showing approximate dimensions, minimum lot sizes and proposed lot and block numbers.
- ___ ___ 4. Sites, if any, to be allocated for development with other than single-family dwellings.
- ___ ___ 5. Location and type of utilities to be installed including provision for storm water drainage.
- ___ ___ 6. Sites, if any, to be dedicated or reserved for park, playground or other public purposes.
- ___ ___ 7. Proposed building setback lines, if any, but not less than current applicable zoning regulations.