



Preliminary Plat Submittal Checklist (MAJOR SUBDIVISION)

	APPLICANT MUST READ AND INITIAL EACH BOX TO THE RIGHT —————→	INITIALS
a)	Required for all major subdivisions. A major subdivision is any subdivision not classified as a minor or administrative subdivision, including, but not limited to: <ol style="list-style-type: none"> 1. Subdivisions of five or more lots. 2. Any subdivision of any size requiring the creation of any new street, the installation of any public improvements or utilities, the extension of any public utilities; the dedication of land for public rights-of-way, parks, or other public purposes, the creation of any public improvements, or the dedication of easements. 	
b)	A pre-application meeting with City staff is required.	
	For a Preliminary Plat request, the following items shall be provided:	
	General Requirements	
1	Name, address, zoning, and property lines of all property owners adjacent to the exterior boundaries of the project	
2	Name, address, phone numbers of owner(s), developer(s), and representatives	
3	North arrow, scale, date of preparation, zoning classification, map/parcel numbers, total acreage, and proposed use	
4	Title block located in the lower right hand corner indicating the name and type of project, scale, firm/individual preparing drawing, date, and revisions	
5	Legend containing all symbols and lines shown in the drawing	
6	A purpose statement for subdivision	
7	A vicinity map of the project with a radius of 1.5 miles from the project, any Major Thoroughfare Plan streets, and the 100 year floodplain boundary	
8	The location and type of all existing structures on the property	
9	Site coverage note indicating the percentage of the site that is currently covered by impervious surface	
10	Title, name, address, stamp, and signature of the design professional(s) licensed to prepare the required plans and plats	

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11	The current date of the Unified Development Code in effect at the time of submittal	
12	Demonstrate compliance with Ordinance 25-29	
	Floodplain/Floodways/Wetlands	
1	Show 100-year floodplain and/or floodway and base flood elevations. Reference the FIRM panel number and effective date	
2	Note and delineate wetlands on the property	
3	Existing and proposed topographic information with source of information noted	
4	Show stream buffers	
5	Plans showing the nature, location, dimensions, and elevation of any part of the property within a flood prone area; existing or proposed structures or building sites, fill storage of materials and flood proofing measures; the relationship of the above to the location of the stream channel, floodway, floodway fringe, regulatory flood elevations, and the regulatory flood protection elevation; and specifications for building construction and materials, flood proofing, filling, dredging, grading, storage of materials, water supply, and sanitary facilities	
6	A typical valley cross-section showing the channel of the stream, elevation of land areas adjoining each side of the channel, cross-sectional areas to be occupied by a development in a flood prone area, and high-water information, if required by the Planning Commission	
7	Any work in a flood plain requires a flood plain development permit.	
	Tree Protection and Landscaping	
1	Delineate trees to be retained on-site and the measures to be implemented for their protection	
2	Depict the limits of soil disturbance to include all areas to be graded both on- and offsite	
3	Landscaping proposals for parking lots, streets, greenspace, and required screening or buffer yards, including proposed plant size and species. Show existing and proposed utility lines, and state the method for irrigation.	
	Utilities, Existing	
1	Utility flow and capacity analysis for water and sewer services	

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2	Conceptual utility layout, including connection points for water, sewer, location of stormwater detention ponds, and stormwater sewer outfalls	
3	Preliminary service demand analysis	
4	Show, note, and dimension all known existing on- and off-site utilities and easements	
5	Show invert and rim elevations of all existing sanitary sewer, stormwater drains, and fire hydrants	
6	Existing easements shall show the name of the easement holder and the purpose of the easement. If an easement is blanket or indeterminate in nature, a note to this effect shall be added to the plat/plan	
	Utilities, Proposed	
1	Show all storm sewer structures, sanitary sewer structures, and drainage structures. Provide structure locations and types. Provide pipe types and sizes.	
2	Stormwater drainage plans and calculations	
3	Sanitary sewer systems: show manhole locations and provide pipe locations, sizes, and types	
4	Show invert elevations and connections of all proposed sanitary sewer, stormwater drains, and fire hydrants	
5	Note the occurrence of previous water, sewer, or storm sewer overflow problems onsite or in the proximity of the site	
6	If a septic system is to be utilized, provide a table of the acreage and percolation rates	
7	Water systems, on or near the site: provide pipe locations, types, and sizes; note the static pressure and flow of the nearest hydrant; show location of proposed fire hydrants and meters	
8	Underground or surface utility transmission lines: locations of all related structures; locations of all lines; a note shall be placed where streets will be placed under existing overhead facilities and the approximate change in grade for the proposed street	
9	State the width, location, and purpose of all proposed easements or rights-of- way for utilities, drainage, sewers, flood control, ingress/egress or other public purposes within and adjacent to the project	

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	Streets/Rights-Of-Way/Easements	
1	Delineate, label, and dimension from centerline existing street right-of-way (ROW) lines and Major Thoroughfare Plan ROW lines	
2	Delineate, label, and dimension from centerline any required ROW dedication	
3	Show the location, widths, grades, and names of existing streets, alleys, paths, and other ROW, whether public or private, within and adjacent to the project	
4	Where a proposed road intersects an existing public way or ways, the elevation along the centerline of the existing public way within one hundred (100) feet of the intersection.	
5	Show the location, widths, grades, and names of proposed streets, alleys, paths, and other ROW, whether public or private, within and adjacent to the project	
6	Show radii of all curves, lengths of tangents, and central angles on all public ways	
7	Provide a layout of adjoining property in sufficient detail to show the effect of proposed and existing streets (including those in the Major Thoroughfare Plan), adjoining lots, and off-site easements	
8	Plans and profiles indicating the locations and typical cross-section of public way pavements, including curbs and gutters, sidewalks, drainage, rights-of-way, manholes, and catch basins	
9	Location of public way signs, including street extension and speed limit signs	
10	The location of all existing and proposed street lights	
11	Traffic impact study	
12	Description of how the Bicycle and Greenway Plan has been implemented	
13	Provide Spring Hill Bike and Greenway Plan into development.	
	Subdivision of Land	
1	The lot layout, the dimensions of each lot, number of lots, and total area in square footage or acreage to the nearest one-hundredth acre of each lot	
2	Show the approximate finish grade where pads are proposed for building sites	
3	Number lots consecutively	

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4	For phased developments, identify all phase lines and the phase sequence	
	Site Information	
1	Identify the location of known, existing, or abandoned water wells, sumps, cesspools, springs, streams, bodies of water, water impoundments, and underground structures within the project	
2	Show the location of known existing or proposed ground leases or access agreements (shared parking lots, drives, etc.)	
3	The location of any potentially dangerous areas, including areas subject to flooding, slope stability, settlement, excessive noise, previously filled areas, and any means of mitigating hazards	
4	For residential development, indicate the use and list in a table the number of dwelling units	
5	For non-residential development, indicate the gross floor area, all proposed uses, and the floor area devoted to each type of use	
6	Site amenity plan, if applicable	
7	Pedestrian circulation plan	
8	Show location and size of existing or proposed signs, if any	
9	Show general location and size of parking, loading areas, and traffic flow	
10	Show location, size, and construction details of parking and loading areas	
11	Show the location, size, surfacing, landscaping, and arrangement of parking and loading areas. Indicate pattern of traffic flow. Include a table showing the required, provided, and handicapped accessible parking spaces	
12	Show location and width of curb cuts and driveways. Dimension driveways and curb cuts from side property lines and surrounding intersections	
13	Show location and dimensions of buffer strips, fences, or walls, if required	
14	Provide a description of commonly held areas, if applicable	
15	Show required building setbacks. Provide a note of the current setback requirements for the property/project	
16	Show location of adjacent parks, cemeteries, structures, development, and any historically significant properties, as identified on the City's GIS software, within 300' of the subject property	

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17	Show location and dimensions of all property proposed to be set aside for park, playground, or other public/private use, with designation of the purpose and conditions of use	
18	Show contours at vertical intervals of not more than two feet	
19	Street names and property addresses as assigned	
20	Preliminary grading and drainage plans and reports as required by the City Engineer	
21	Any other data or reports as deemed necessary for project review by the Planning Director, City Engineer, Planning Commission, or other approving authority	
22	All required signature blocks	

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