



## Minor Subdivision Review **Final Plat Submittal Checklist**

	<b>APPLICANT MUST READ AND INITIAL EACH BOX TO THE RIGHT</b> <span style="color: red;">→</span>	<b>INITIALS</b>
a)	Minor subdivision is the division of a parcel or parcels into a maximum of four lots all of which front on an existing street and do involve: 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 conference with City staff is required.	
	<b>For a Minor Subdivision request, the following items shall be provided:</b>	
	<b>General Requirements</b>	
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	
11	The current date of the Unified Development Code in effect at the time of submittal	

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12	Demonstrate compliance with <a href="#">Ordinance 25-29</a>	
	<b>Floodplain/Floodways/Wetlands</b>	
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	Show stream buffers	
4	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	
	<b>Utilities, Existing</b>	
1	Show, note, and dimension all known existing on- and off-site utilities and easements	
2	Show invert and rim elevations of all existing sanitary sewer, stormwater drains, and fire hydrants	
3	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	
	<b>Utilities, Proposed</b>	
1	Show all storm sewer structures, sanitary sewer structures, and drainage structures. Provide structure locations and types. Provide pipe types and sizes	
2	Sanitary sewer systems: show manhole locations and provide pipe locations, sizes, and types	

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3	Show invert elevations and connections of all proposed sanitary sewer, stormwater drains, and fire hydrants	
4	Note the occurrence of previous water, sewer, or storm sewer overflow problems onsite or in the proximity of the site	
5	If a septic system is to be utilized, provide a table of the acreage and percolation rates	
6	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	
7	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	
	<b>Streets/Rights-Of-Way/Easements</b>	
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	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	
5	Show radii of all curves, lengths of tangents, and central angles on all public ways	
6	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	
	<b>Subdivision of Land</b>	
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	

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3	Number lots consecutively	
4	For phased developments, identify all phase lines and the phase sequence	
	<b>Site Information</b>	
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	Pedestrian circulation plan	
7	Show location and size of existing or proposed signs, if any	
8	Show location and width of curb cuts and driveways. Dimension driveways and curb cuts from side property lines and surrounding intersections	
9	Show location and dimensions of buffer strips, fences, or walls, if required	
10	Provide a description of commonly held areas, if applicable	
11	Show required building setbacks. Provide a note of the current setback requirements for the property/project	
12	Show location of adjacent parks, cemeteries, structures, development, and historically significant properties	
13	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	

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14	Street names and property addresses as assigned	
15	Any other data or reports as deemed necessary for project review by the Planning Director, City Engineer, Planning Commission, or other approving authority	
16	All required signature blocks	

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