

Preliminary Plat Checklist

The preliminary plat shall depict or contain the information indicated in the following table. An “x” indicates that the information is required. A “check” to the right of the “x” indicates the information has been provided on the plat.

Information Required	Preliminary Plat
Title block containing	
Property designation	x_____
Name of owner	x_____
Location (including township, county and state)	x_____
Date or dates survey was conducted and plat prepared	x_____
A scale of drawing in feet per inch listed in words or figures	x_____
A bar graph	x_____
Name, address, registration number and seal of the Registered Land Surveyor	x_____
The name of the subdivider	x_____
A sketch vicinity map showing the relationship between the proposed subdivision and surrounding area	x_____
Corporate limits, township, boundaries, county lines if on the subdivision tract	x_____
The names, addresses and telephone numbers of all owners, mortgagees, registered land surveyors, land planners, architects and professional engineers responsible for the subdivision	x_____
The registration numbers and	x_____
Date of plat preparation	x_____
North arrow and orientation	x_____
The boundaries of the tract or portion thereof to be subdivided, distinctly and accurately represented with all bearings and distances shown	x_____
The exact boundary lines of the tract to be subdivided, fully dimensioned by lengths and	x_____

bearings and the location of existing boundary lines of adjoining lands

The names of owners of adjoining properties x_____

The names of any adjoining subdivisions of record or proposed and under review x_____

Minimum building setback lines x_____

The zoning classifications of the tract to be subdivided and adjoining properties x_____

Existing property lines on the tract to be subdivided and on adjoining properties x_____

Existing buildings or other structures, water courses, railroads, bridges, culverts, storm drains, both on the land to be subdivided and land immediately adjoining x_____

Proposed lot lines, lot and block numbers and approximate dimensions x_____

The lots numbered consecutively throughout the subdivision x_____

Wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or streambeds and any other natural features affecting the site x_____

The exact location of the flood hazard, floodway and floodway fringe areas from the community's FHBM or other FEMA maps x_____

The following data concerning streets:

Proposed streets x_____

Existing and platted streets on adjoining properties and in the proposed subdivision x_____

Rights-of-way, locations and dimensions x_____

Pavement widths x_____

Approximate grades x_____

- Design engineering data for all corners and curves x_____

- Typical street cross sections x_____

- Street names x_____

- Street maintenance agreement in accordance with x_____

- Type of street dedication; all streets must be designated either “public” or “private”. Where public streets are involved which will not be dedicated to a municipality, the subdivider must submit the following documents to the State Department of Transportation District Highway Office for review: a complete site layout, including any future expansion anticipated; horizontal alignment indicating general curve data on site layout plan; vertical alignment indicated by percent grade, PI station and vertical curve length on site plan layout; (the District Engineer may require the plotting of the ground profile and grade line for roads where special conditions or problems exist); typical section indicating the pavement design and width and the slopes, widths and details for either the curb and gutter or the shoulder and ditch proposed; drainage facilities and drainage areas. x_____

- If any street is proposed to intersect with a state maintained road, the subdivider shall apply for driveway approval as required by the State Department of Transportation, Division of Highways’ Manual on Driveway Regulations. x_____

- Evidence that the subdivider has obtained such approval. x_____

- The location and dimensions of all:

- Utility and other easements x_____

- Riding Trails x_____

- Natural buffers x_____

- Pedestrian or bicycle paths x_____

Parks and recreation areas with specific type indicated	X_____
School sites	X_____
Areas to be dedicated to or reserved for public use	X_____
Areas to be used for purposes other than residential with the purpose of each stated	X_____
The future ownership (dedication or reservation for public use to governmental body, for owners to duly constituted homeowners' association or for tenants remaining in subdivider's ownership) of recreation and open space lands	X_____
The plans for utility layouts including:	
Public or Community Sewage System (if any)	X_____
Storm sewers	X_____
Other drainage facilities, (if any)	X_____
Public water system (if any)	X_____
Natural gas lines	X_____
Telephone lines	X_____
Electric lines	X_____
Illustrating connections to existing systems, showing line sizes, the location of fire hydrants, blowoffs, manholes, force mains and gate valves.	X_____
Plans for individual water supply and septic tank systems, if any	X_____
Profiles based upon mean sea level datum for sanitary sewers and storm sewers	X_____
Site calculations including:	
Acreage in total tract to be subdivided	X_____

Acreage in parks and recreation areas and other nonresidential uses	X_____
Total number of parcels created	X_____
Acreage in the smallest lot in the subdivision	X_____
Linear feet in streets	X_____
The name and location of any property or buildings within the proposed subdivision or within any contiguous property that is located on the U.S. Department of Interior's National Register of Historic Places	X_____
Sufficient engineering data to determine readily and reproduce on the ground every straight or curved line, street line, lot line, right-of-way line, easement line and setback line, including dimensions, bearings or deflection angles, radii, central angles and tangent distance for the center line of curved property lines that are not the boundary line of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute.	X_____
The accurate locations and descriptions of all monuments, markers and control points.	X_____
A copy of any proposed deed restrictions or similar covenants. Such restrictions are mandatory when private recreation areas are established.	X_____
A copy of the erosion control plan submitted to the appropriate authority and a copy of the letter of approval of the erosion control plan by the appropriate authority.	X_____
Topographic map with contour intervals of five feet	X_____
All certifications required in § 154.31	X_____
Any other information considered by either the subdivider or the Planning Board to be pertinent to the review of the plat.	X_____