

Appendix A

Application Requirements

REQUIRED INFORMATION (Required to be part of the Application)	MINOR SUBDIVISION	MAJOR SUBDIVISION		
		Preliminary Plat	Construction Plans	Final Plat
Pre-application Review	Recommended			
Completed Application Form	Required	Required	Required	Required
Number of copies of plat	6	10	7	10
Filing Fee per schedule	Required	Required	Required	Required
Description of type of water supply and sewerage system and utilities to be provided	Required	Required	Required	Required
Soil test for each lot proposed for on-site septic tank and drainfield	-	Required	-	Required
Data on existing conditions	Required			
Hydrological or other engineering study (passthrough costs to be covered by developer)	Per City Engineer		Required	
Subdivision entrance monument and landscaping plan prepared by landscape architect, if applicable			Required	
As-built drawings of public improvements				Required
Maintenance bond or equivalent form of security as approved by the City Attorney.				Required
Recordable plat	Required			Required

Appendix A

Plat Specifications

REQUIRED INFORMATION (Required to be on the plat or construction plans)	Preliminary Plat	Construction Plans	Final Plat
Scale (minimum)	1"=200 feet	1"=100 feet	1"=100 feet
Sheet size (maximum)	24" x 36"	24" x 36"	18" x 24"
North arrow and graphic engineering scale	Required	Required	Required
Reference to north point (magnetic, true north, or grid north)			Required
Proposed name of subdivision or project and all phases if applicable	Required	Required	Required
Total acreage of the property being subdivided	Required	Required	Required
Name, address, and telephone of owner of record	Required	Required	Required
Name, address, and telephone of subdivider	Required	Required	Required
Name, address and telephone of preparer of plat	Required	Required	Required
Date of plat drawing and revision date(s), if any	Required	Required	Required
Exact boundaries of the tract to be subdivided by bearings and distances.		Required	Required
Names of owners of record of all abutting land	Required	Required	Required
Municipal, County, and land lot lines inside the property or within 200 feet.		Required	Required
Existing buildings and structures on or encroaching on the tract to be subdivided	Required	Required	Required
Existing streets, utilities and easements on and adjacent to the tract	Required	Required	Required

Environmental conditions (streams, wetlands, watershed protection districts, flood hazard areas, river corridor boundaries, etc.)	Estimated	Required	Required
Block boundaries lettered and each lot numbered consecutively counterclockwise without repetition	Required		Required
Dimensions and acreage of all lots	Approximate	Approximate	Exact
Any public use reservations and/or common areas; areas to be dedicated to the public	Approximate	Exact	Exact
Right-of-way widths and pavement widths for existing and proposed streets	Required	Required	Required
Locations, widths and purposes of easements		Required	Required
Street centerlines showing angles of deflection, angles of intersection, radii, and lengths of tangents and arcs, and degree of curvature and curve data		Required	Required
Street names	Recommended	Required	Required
Street mailing address for each lot (addresses are assigned following recording of Final Plat and/or designation of tax parcels)			Only Lot Numbers Required
Topography	Approximate	Per City Engineer	Not Shown
Minimum front building setback lines for all lots	Required	Required	Required
Location and description of all monuments			Required
Certificate of ownership and dedication			Required
Statement of and reference to private covenants		Recommended	Required
Schedule of construction for all proposed projects with particular attention to development planned for the first year	Required	Required	
Layout of proposed streets (required) and sidewalks (recommended) showing right-of-way and roadway widths	Approximate	Exact	Exact

Curbs and gutters, grades and cross-sections		Exact	
Plans for the water supply system with grade, pipe sizes and location of hydrants, valves and all appurtenances.		Required	
Plans for the storm drainage system with grade, pipe sizes, and point of discharge, together with a certified copy of all load design factors and computations. (Sec. 21-106)		Required	
Location and size of all underground utilities or structures.		Required	
Inscription stating "NOT FOR FINAL RECORDING."	Required	Required	
Traffic control plan for all traffic control devices including but not limited to, street signs, stop signs, yield signs and pavement markings		Required	
Stormwater Management Plan		Required	
Road Grading Plan		Required	
Existing trees within the public right-of-way along with indication if trees are to remain or be removed	Required		
Land surveyor's stamp, certificate, signature, including field survey and closure statement		Required	Required
Signature block for Planning and Zoning Commission recommendation	Required		
Signature block for Mayor and City Council approval or Zoning Administrator with Council approval date	Required		Required
Signature block for City Engineer approval		Required	
Signature block for Public Works Director approval		Required	

