



CITY/ETA SUBDIVISION PRELIMINARY PLAT SUBMITTAL CHECKLIST

The following is a summary of the information required on all subdivision plats submitted for review and approval, based on the requirements of Section 14-09-07 of the City Code of Ordinances (Specifications for Plats). The applicant checklist column for the appropriate subdivision plat type (preliminary or final/minor) must be completed by the applicant and this form must be submitted in conjunction with the unified development application. If required items are not included on a plat submitted for approval, the application will be deemed incomplete.

I. PRELIMINARY SUBDIVISION PLATS		
General Information	Applicant Checklist	Staff Checklist
a. Proposed name of the subdivision plat (if in City use "addition", if in ETA use "subdivision").	<input type="checkbox"/>	<input type="checkbox"/>
b. Location of subdivision plat by section, township and range (to the quarter section).	<input type="checkbox"/>	<input type="checkbox"/>
c. Names and addresses of property owner(s) and registered land surveyor who prepared the plat.	<input type="checkbox"/>	<input type="checkbox"/>
d. Scale of 1" = 100' or less, shown graphically (A different scale may be used only if it has previously been approved by the Director of Planning & Development).	<input type="checkbox"/>	<input type="checkbox"/>
e. Date.	<input type="checkbox"/>	<input type="checkbox"/>
f. North point indication (arrow or compass rose).	<input type="checkbox"/>	<input type="checkbox"/>
g. Boundary line of proposed subdivision plat indicated by a solid heavy line.	<input type="checkbox"/>	<input type="checkbox"/>
h. Total acreage within the subdivision plat.	<input type="checkbox"/>	<input type="checkbox"/>
i. A location map inset showing the boundary of the proposed subdivision plat and covering an area within a one mile radius of the subdivision plat.	<input type="checkbox"/>	<input type="checkbox"/>
Existing		
j. Existing & proposed access points along public right-of-way within or adjacent to the subdivision plat. For subdivision plats within the ETA, all access points within ¼ mile of the subdivision plat shall be shown.	<input type="checkbox"/>	<input type="checkbox"/>
k. Name, location, and width of all existing or previously platted streets, including the type and width of surfacing, within or adjacent to the subdivision plat.	<input type="checkbox"/>	<input type="checkbox"/>
l. Name, dimensions and location of any railroad right-of-way within or adjacent to the subdivision plat.	<input type="checkbox"/>	<input type="checkbox"/>
m. Name, dimensions and location of any utility easements within or adjacent to the subdivision plat.	<input type="checkbox"/>	<input type="checkbox"/>
n. Name, dimensions and location of any parks, public land or multi-use trails or crosswalks within or adjacent to the subdivision plat.	<input type="checkbox"/>	<input type="checkbox"/>
o. Name, dimensions and location of any permanent buildings or structures within or adjacent to the subdivision plat.	<input type="checkbox"/>	<input type="checkbox"/>

Existing <i>continued</i>	Applicant Checklist	Staff Checklist
p. Location of any corporate boundary if within or adjacent to the subdivision plat.	<input type="checkbox"/>	<input type="checkbox"/>
q. Location and identification of any sections lines within or adjacent to the subdivision plat.	<input type="checkbox"/>	<input type="checkbox"/>
r. Existing water mains, storm sewers, sanitary sewers, culverts, bridges, poles, pipelines and other utility structures within or adjacent to the tract, indicating pipe sizes, grades, and exact locations.	<input type="checkbox"/>	<input type="checkbox"/>
s. Existing zoning of proposed subdivision plat and adjacent tracts of subdivided and un-subdivided land.	<input type="checkbox"/>	<input type="checkbox"/>
t. Boundary lines of tracts of subdivided and un-subdivided land within or adjacent to the proposed subdivision plat (including any lots being replatted). Owners names are not needed for adjacent tracts within the corporate limits but must be shown for any adjacent tracts within the ETA.	<input type="checkbox"/>	<input type="checkbox"/>
u. Topographic contours with a minimum contour interval of 2 feet, with indication of datum used (NGVD29 or NAVD88 with NAVD88 required for areas with floodplain information in that datum).	<input type="checkbox"/>	<input type="checkbox"/>
v. 100-year floodplain and floodway elevations if any portion of the subdivision plat is within the floodplain, with indication of datum used (NAVD88 required for areas with current information in that datum).	<input type="checkbox"/>	<input type="checkbox"/>
Proposed		
w. Layout, numbers and dimensions of lots and blocks.	<input type="checkbox"/>	<input type="checkbox"/>
x. Layout of proposed streets, alleys, crosswalks and easements, showing all widths and proposed street names.	<input type="checkbox"/>	<input type="checkbox"/>
y. Location and dimensions of proposed utility easements, including easements for storm water management facilities and proposed locations of culverts and retention/detention areas, if available.	<input type="checkbox"/>	<input type="checkbox"/>
z. Location and dimensions of non-access lines.	<input type="checkbox"/>	<input type="checkbox"/>
aa. Identification of parcels of land intended to be dedicated or reserved for public uses, or set aside for use of property owners within the subdivision plat.	<input type="checkbox"/>	<input type="checkbox"/>
bb. Fencing note, if required, in accordance with Section 14-09-06 for property adjacent to I-94 or any open drainage facility.	<input type="checkbox"/>	<input type="checkbox"/>
cc. Airport noise contours within or adjacent to the subdivision plat as established by the latest available data.	<input type="checkbox"/>	<input type="checkbox"/>
dd. Location of streams, water courses and marshy or swampy areas within or adjacent to the subdivision plat, including federally designated wetlands (must be labeled).	<input type="checkbox"/>	<input type="checkbox"/>