

Plan Requirements Checklist:

REQUIRED INFORMATION	Preliminary Plat	Construction Plans	Final Plat
Pre-Application Review with staff	Recommended		
Number of Copies	5	5	5
Description of type of water supply and sewage system and utilities provided	Required	Required	Required
Soil test for each lot proposed for on-site septic tank and drain field	Required	Required	Required
Data on existing conditions	Required		
Hydrological and/or other engineering studies		Required	
Subdivision entrance monument and landscaping elevation/plan (prepared by landscape architect)		Required	
Warranty deed for the dedication of streets and other public places			Required
Written approval from electric utility company regarding installation of service points and streetlights			Required
As-built drawings of public improvements			Required
Subdivision improvement guarantee			Required
Certificate of title			Required
Plat certificates			Required
Scale (Minimum)	1" = 100 feet	1" = 100 feet	1" = 100 feet
Sheet Size (Maximum)	24" x 36"	24" x 36"	24" x 36"
North Arrow and Graphic Engineering Scale	Required	Required	Required
Reference to North Point	Required	Required	Required
Proposed Name of Subdivision or Project and Places, if any	Required	Required	Required

Vicinity Map with North Arrow	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	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, Tied to One or More Benchmarks	Required	Required	Required
Names of Owners of Record of all Abutting Land		Required	Required
Municipal, County, and Land Lot Lines Inside the Property or Within 500 Feet	Required	Required	Required
Existing Buildings and Structures on or Encroaching on the Tract to be Subdivided	Required	Required	Not Shown
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.)	Required	Required	Required
Block Boundaries Lettered and Each Lot Numbered Consecutively Counterclockwise Without Repetition	Required	Required	Required
Dimensions and Acreage of All Lots	Approximate	Approximate	Exact

Locations of Streets, Alleys, Lots, Open Spaces, and Any Public Use Reservations and/or Common Areas	Required	Required	Required
Right-of-Way Widths and Pavement Widths for Existing and Proposed Streets		Required	Required
Locations, Widths, and Purpose of Easements		Required	Required
Street Centerlines Showing Angles or Deflection, Angles of Intersection, Radii, and Lengths of Tangents and Arcs, and Degree of Curvature and Curve Data		Required	Required
Acreage to Be Dedicated to the Public	Approximate	Approximate	Exact
Street Names	Recommended	Required	Required
Street Mailing Address for Each Lot			Required
Topography		Required	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
Plat Recording and Signature Block			Required
Signature Block for Planning and Zoning Commission Approval	Required	Required	Required
Signature Block for Mayor	Required	Required	Required
Land Surveyor's/Professional Engineer Stamp, Certificate, Signature, Including Field Survey and Closure Statement		Required	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	