



## DEVELOPMENT SERVICES – PRELIMINARY PLAT CHECKLIST 2.1.2

Unified Development Code (UDC) Article 2, Applications, Procedures and Criteria provides the steps for applying the Unified Development Code standards to specific development applications. It includes the technical steps in the development review process and criteria for evaluating development applications. It is useful to anyone who may become involved in development review, including City staff, public officials, potential applicants and citizens.

1. Subdivision name in lower right-hand corner, including the tract or parcel of which the subdivision is a part, as well as the Section, Township, and Range from the sixth principal meridian, County and State.
2. Name and address of the Subdivider/Developer and the designer of the subdivision/development and the engineer and/or surveyor.
3. Location and principal dimensions for all existing or recorded section lines.
4. Designation of existing streets, alleys and other important features within and adjacent to the tract to be subdivided.
5. Location and principal dimensions for all proposed streets, alleys, easements (indicate utility, drainage, access, etc.).
6. Land dedication for public facilities, to include amount and location when mutually agreed upon by the Subdivider/Developer and the City.
7. Date of preparation, graphic scale and north sign designated as true north. The top of the sheet should be north, if practicable.
8. Topography (at two-foot intervals or at a greater interval, if prior approval by City Engineer) that will clearly show the drainage and road grade conditions. The Plat map shall state the source.
9. Arrows indicating direction of surface drainage on lots, streets, alleys and easements, including the location of major water courses and drainage easements.
10. General site information including the following:
  - a. Number of residential lots.
  - b. Size of each lot in acres or square feet.
  - c. Estimated lengths of lot lines.
  - d. Block numbers.
  - e. Total acreage of the subdivision.
11. Open Space. Label open space areas intended to satisfy requirements in UDC Table 4-15, include type of open space intended as described in Table 4-16 and intended ownership.
12. Connectivity. Block Perimeters of each block labeled on the map or related Table,0 measured by length of centerlines. Include lengths of centerline segments on the map and/or by reference table relating to the map.
13. Proposed sites, if any, for multi-family residential uses, business areas, schools, churches and other non-public uses exclusive of single-family residential lots.



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14. Proposed zoning & uses for all lots.
15. Current zoning on and adjacent to this Plat.
16. The names and addresses of the owners of all abutting property and property immediately across adjacent streets.
17. A vicinity map, indicating the location of the proposed subdivision with respect to the surrounding area. The area to be shown will be at least 500 feet from the proposed boundaries of the proposed subdivision/development.
18. The Preliminary plat must depict driveways on the opposite side that are within at least 100-feet on collectors and at least 200-feet on arterials. Driveways opposite the site's driveway should also be provided.
19. Preliminary layout information as to adequately describe the proposed water and sewer main systems, street improvements and construction project contemplated with the area to be subdivided. (However any approval of the preliminary plat is not approval of the layout of the proposed water and sewer main systems. All layouts and constructions plans of water and sanitary sewer utilities systems must meet the Rules, Regulations and Policies of the B.O.P.U. and must receive written approval from the B.O.P.U. before they can be considered "Approved").
20. Show FEMA floodplain or note if not applicable on the map.
21. Any recorded easements, deed restrictions, or covenants applicable to the subdivision, referenced to Register's book and page number.
22. Any phasing proposed in the application is clearly indicated and demonstrates a logical and well-planned development pattern. This may include consideration of amenities and public facilities of the subdivision within each phase compared to the anticipated timing or the likelihood of future phases being constructed as planned.
23. The Subdivider/Developer may attach a letter to all Preliminary Plats describing how they meet the review criteria described in UDC 2.1.2 and any unusual or unique design elements relating to the Preliminary Plat. The Subdivider/Developer may also include any other information that may be beneficial for all agencies that will be reviewing and commenting on the Preliminary plat.

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