



Preliminary Plat Submittal Checklist

The following is a summary of the information required on all preliminary subdivision plats submitted for review, based on Section 14-09-07 of the City Code of Ordinances (Specifications for Plats). The applicant column must be completed with by the applicant and submitted in conjunction with the unified development application. Applications with missing or incomplete checklists will be deemed incomplete.

1. General Information	Applicant		Staff	
	✓	n/a	✓	n/a
a. Name of subdivision plat (See Planning website for <u>naming conventions</u>)				
b. Location of plat by section/township/range to the quarter-section, or other legal description				
c. Names and addresses of property owner(s) and registered land surveyor who prepared plat				
d. Scale of 1" = 100' or less, shown graphically				
e. Date of survey				
f. North point indication (arrow or compass rose)				
g. Boundary line of plat indicated by a solid heavy line extending to the centerlines of adjoining streets				
h. Total acreage within plat				
i. A location map inset showing the boundary of the plat and an area within a 1 mile radius				
2. Existing				
a. Existing and proposed access points along public right-of-way within or adjacent to the plat. For plats within the ETA, all access points within ¼ mile of the plat shall be shown				
b. Name, location, and width of all existing or previously platted streets, including the type and width of surfacing, within or adjacent to the plat				
c. Name, dimensions and location of any railroad right-of-way within or adjacent to the plat				
d. Name, dimensions and location of any utility easements within or adjacent to the plat				
e. Name, dimensions and location of any parks, public land or shared use trails or crosswalks within or adjacent to the plat				
f. Name, dimensions and location of any permanent buildings or structures within or adjacent to the plat				
g. Location of any corporate boundaries within or adjacent to the plat				

h. Location and identification of any section lines within or adjacent to the plat		
i. 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		
j. Existing zoning of proposed plat and adjacent tracts of subdivided and un-subdivided land		
k. Boundary lines of all tracts of land, whether platted or not, within or adjacent to the plat		
l. Outside of city limits only, owners' names of all tracts of land adjacent to the plat		
m. Topographic contours with a contour interval of 2 feet or less, with indication of datum used (NGVD29 or NAVD88 with NAVD88 required for areas with floodplain in that datum)		
n. Special flood hazard area and floodway boundaries and elevations for any portion within the plat, with indication of datum used (NAVD88 required)		

3. Proposed

a. Layout, numbers and dimensions of lots and blocks		
b. Layout of proposed streets, alleys, crosswalks and easements, showing all widths		
c. Proposed street names (See Planning website for naming conventions)		
d. Location and dimensions of proposed utility easements, including easements for stormwater and drainage and proposed locations of culverts and retention/detention areas		
e. Location and dimensions of non-access lines		
f. Identification of parcels of land intended to be dedicated or reserved for public uses or set aside for use of property owners within the plat		
g. Fencing note for property adjacent to I-94 or drainage facility, per Section 14-09-06		
h. Airport noise contours within or adjacent to the plat as established by the latest available data		
i. Location of streams, water courses and marshy or swampy areas within or adjacent to the plat, including federally designated wetlands (must be labeled)		