

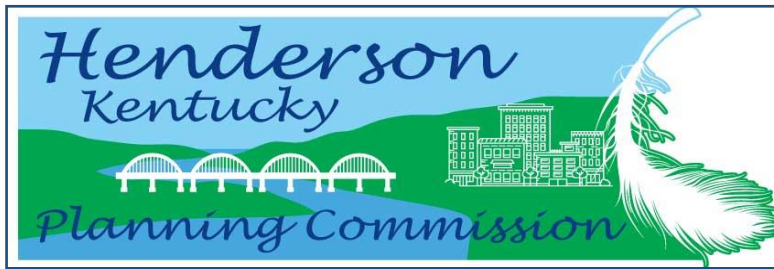


PLANNING COMMISSION MAJOR SUBDIVISION PRELIMINARY PLATS CHECKLIST

NAME _____

This checklist must be met and filled out before a preliminary plat will be placed on the agenda of the L.D.C. or the Planning Commission. The deadline for submittal is Wednesday at 11:30 p.m. preceding the Land Development Committee meeting. The L.D.C. meets 14 days prior to the Planning Commission meeting and the Planning Commission meets the first Tuesday of each month.

1. _____ Application form filled out.
2. _____ Fees: \$100.00 + \$1 per lot fee charged for each major subdivision preliminary plat.
3. _____ Current Zoning Classification.
4. _____ 10 copies of 18" X 24" plat or 24" X 36", 1 copy of plat 11" x 17", **plus one digital copy as per the Subdivision Regulations "Addendum A"**.
5. _____ Key map showing appropriate sectionalization process and overall plan required if the property is being sectionalized.
6. _____ Title block complete with:
_____ Subdivision Name
_____ Property Identification
_____ Name and address of property owners, developer's surveyor and/or engineer
_____ All legend information, graphic and written scale (1" = 100'), north arrow, date of preparation, etc.
7. _____ Certification of Developer's surveyor and/or Engineer as required.
8. _____ Acceptable Vicinity Map
9. **PLAT DESIGN: The design scheme shall be drawn at a scale of one hundred (100) feet to the inch, and shall show the following existing conditions and proposed development features:**



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- a. _____ Boundary Lines (full boundary survey)
 - _____ Location
 - _____ Distance
 - _____ Bearing

- b. _____ Streets (within proposed subdivision and all adjacent streets)
 - _____ Street Names
 - _____ Rights of way widths
 - _____ Grades
 - _____ Total number of lineal feet of new streets
 - _____ Tie in to existing streets

- c. _____ Sidewalks (proposed or requesting waiver)

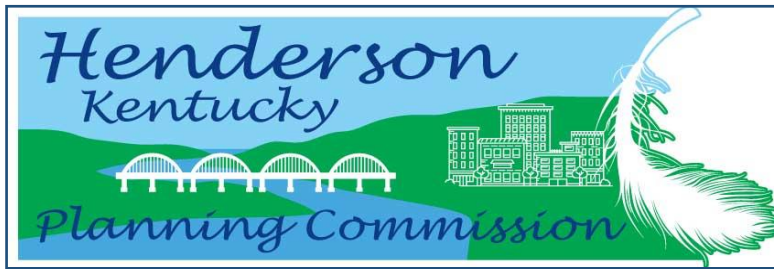
- d. _____ Utilities (within proposed subdivision and all utilities adjacent).
 - _____ Location
 - _____ Size
 - _____ Easements
 - _____ Fire Hydrant locations

- e. _____ Topography
 - _____ Correct contour intervals (existing and proposed - as per Section 3.5 (6)(c)(4) of the Subdivision Regulations

- f. _____ All adjoining property owners identified

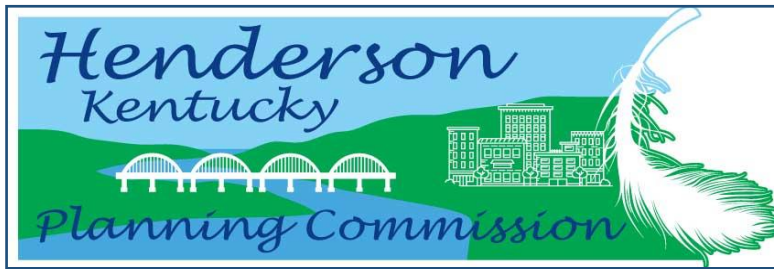
- g. _____ Subsurface Conditions
 - _____ Results of site evaluation tests

- h. _____ Other conditions and features (see Sub-Regs, Section 3.5 (6) (E&G))
 - _____ All water courses
 - _____ Existing structures (to be retained or removed indicated)



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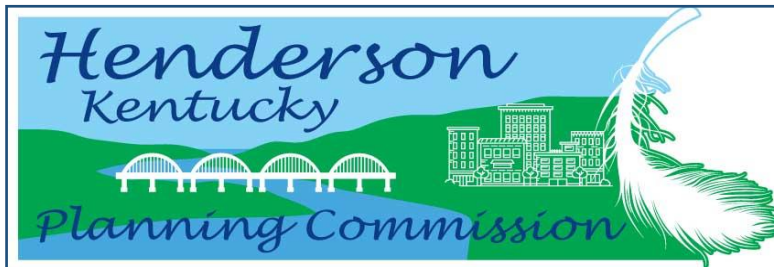
- i. _____ Other rights of way or easements
_____ Locations
_____ Widths
_____ Purpose
10. Lots
- _____ Lot lines (location and distances)
_____ Lot numbers
_____ Lot size (in sq. ft. if under an acre, in numbers and hundreds if over an acre)
_____ Location of all easements
_____ Contours
11. _____ Proposed Building Setback Lines
12. _____ Proposed Public Sites (names, acreage and use)
13. _____ Identify Lots Not Intended for Single Family Use
14. CONSTRUCTION DRAWINGS - Nine (9) copies of these drawings shall be submitted to the Planning Commission staff on a sheet size of 24" X 36" and be stamped by appropriate agency for drainage approval, water and sewer system approval, and electric utility approval. These drawings shall be referenced to the name and unit number of the proposed subdivision, and shall show the following information:
- a. Street Profiles - The profile of each street indicating the existing ground at a horizontal scale equal to the scale of 1/10th of the horizontal scale with final grades indicated.
- _____ Layout of streets and lots
_____ Rights of way width
_____ Surface width
_____ Certification by Professional Engineer
_____ Proper scale 1" = 50' horizontal and 1" = 5' vertical
_____ North arrow
_____ Proposed street grades in percent with grades calculated on 25' stations
_____ Vertical curve information
_____ Benchmarks shown and source of levels, tied to USGS datum



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14. Construction Drawings Cont'd

- Proposed taps on proposed sanitary sewers
 - Connections to existing streets in plan for minimum of 100 ft. showing
 - Existing pavements and curbs
 - Sidewalk location and design
 - Locations and size of existing storm and sanitary sewer, water and water valves
 - Storm sewer inlet location, size and type
 - Profile of streams crossing or parallel to proposed streets
- b. Street Cross-Section - A cross-section of each new street shall be shown at a scale of ten (10) feet or less to the inch, and shall include the width of pavement including curbs, and gutters, the location and width of sidewalks, the location of utilities, and the total right-of-way width.
- Right-of-way width in relation to centerline
 - Pavement width and type, and curbs and gutters in relation to centerline
 - Subgrade detail
 - Sidewalk location
 - Sidewalk width
 - Subgrade drainage
 - Perforated pipe under drain, location and detail
 - Utilities location (storm and sanitary sewers, water, etc.)
- c. Additional Plan and Profiles
- Drainage easements
 - Manholes and catch basins
 - Street signs
 - Street lights (as determined by the appropriate utility companies)
 - Existing and proposed sanitary sewers
 - Size
 - Location
 - Invert elevations
 - Storm drains
 - Fire hydrants
 - Connections to existing or proposed utility system
 - Exact location and size of all underground utilities or structures



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15. Storm Water System

- a. Existing and Proposed Storm Sewers
 - _____ Location
 - _____ Size
 - _____ Slope
 - _____ Inlet locations
 - _____ Inlet type
 - _____ Invert elevation
 - _____ Top elevation
- b. _____ All Drainage Computations Attached Including Narrative and Conclusions
- c. _____ All storm sewer design complies with provisions of Subdivision Regulations as a minimum
 - _____ Typical drawing of storm water inlet box
 - _____ Provide headwall at all inlet and outfall pipes
 - _____ Provide erosion protection at inlet and outlet structures
- d. Open Channel Flow
 - _____ Provide ditch design
 - _____ Provide proper cross sections

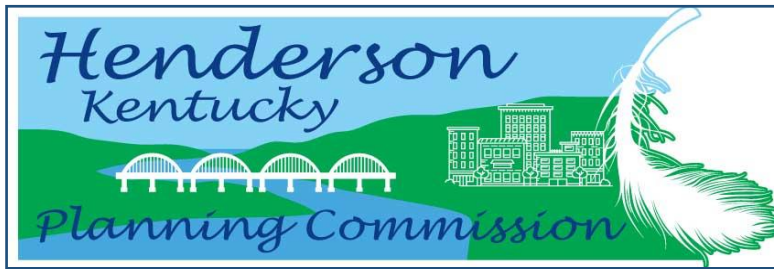
16. Other Materials:

- a. _____ When the tract shown on the subdivision plat represents only a portion of the developer's holding, an additional sketch shall be required to illustrate the proposed street layout for the remainder of the tract.

17. _____ Erosion Control Plan and Typical

18. _____ Attached any permits or approvals required by any other local, state or federal agencies, i.e.:

- a. Copy of Local Water, Sewer and Drainage Approval
- b. Copy of State Water, Sewer and Drainage Approval
- c. Copy of Highway Access Permit
- d. Electric Company Approval



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19. _____ Preliminary plat should be certified by developer's surveyor and construction drawings by developer's engineer.

This checklist does not replace the Henderson City-County Subdivision Regulations or any other design requirement. It is intended solely as a reviewing tool and any information may be required whether or not it is listed above. All applicable information listed on this checklist must be submitted by the deadline in order to have a valid submittal.

Surveyor Date

Engineer Date