

CHECKLIST FOR MAJOR SUBDIVISION PRELIMINARY PLATS

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:
 - 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)

- 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
- _____ 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

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
 - _____ Prove 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

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