



PLANNING COMMISSION

PRELIMINARY SUBDIVISION REVIEW SHEET

Proposed Preliminary Subdivision: (may also provide on a separate sheet):

Information required for preliminary subdivision shall include all of the following:

Please reach out to staff if you have any questions.

1. **Boundary lines:** bearing and distances of tract
2. **Easements:** location, width, and purpose
3. **Streets on and adjacent to the tract:** name and right-of-way width and location; types, width, and elevation of surfacing; any legally established centerline elevations; walks, curbs, gutters, culverts, etc.
4. Utilities on and adjacent to the tract: location, size, and invert elevation of sanitary and storm sewers; location and size of water mains; location of fire hydrants; if water mains and sewers are not on or adjacent to the tract, indicate the direction, distance to, and size of the nearest ones, showing inverted elevation of sewers. The city shall provide such data and recommendations as may be pertinent to this requirement.
5. **Ground elevations on the tract, based on datum plan approved by the City Engineer:** for land that slopes less than approximately two [2] percent, show spot elevations at all breaks in grade, along all drainage channels or swales, and at selected points not more than one hundred [100] feet apart in all directions; contours with an interval of not more than two [2] feet shall be shown for all lands on a plan with a scale of two hundred [200] feet per inch or large.



Community Planning & Economic Development

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6. **Subsurface conditions on the tract, if required by the Health Officer:** location and results of at least one [1] test per acre made to ascertain subsurface soil, rock and ground water conditions; depth to ground water unless test pits are dry at a depth of eight [8] feet; location and results of soil percolation tests if individual sewage disposal systems are proposed.
7. **Other conditions on the tract:** water courses, marshes, rock outcrops, wooded areas, isolated preservable trees one [1] foot or more in diameter, houses, barns, shacks, and other significant features.
8. **Titles and certificates:** present tract designation according to official records in office of County Register of Deeds; title under which proposed subdivision is to be recorded, with names and addresses of owners, notation stating acreage, scale, north arrow, datum, benchmarks, certification of registered civil engineer or surveyor, date of survey.
9. Preliminary plat shall be at a scale of two hundred [200] feet to one [1] inch or larger [preferred scale of one hundred (100) feet to one (1) inch]. It shall show all existing conditions required above in Section 6.11, and shall show all proposals including the following:
 - a. Streets: names, right-of-way and roadway widths, approximate grades and gradients, similar data for alleys, if any.
 - b. Other rights-of-way or easements: location, width and purpose.
 - c. Location of sewer and water facilities and fire hydrants, if not shown on other exhibits.
 - d. Lot lines and lot numbers.
 - e. Sites, if any, to be reserved or dedicated for parks, playgrounds, or other public uses.
 - f. Sites, if any, for multi-family dwellings, shopping centers, churches, industry or other non-public uses exclusive of single-family dwellings.
 - g. Site data, including total acres, number of lots, typical lot dimensions and area, lineal feet in streets, acres in streets, parks, etc.
 - h. Title, scale, north arrow, and date.
10. The Preliminary Plat shall be accompanied by profiles showing existing ground surface and proposed street grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision; typical cross sections of the proposed grading, roadway and sidewalk; and preliminary plan of proposed sanitary sewer