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CITY
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DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
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Date: _____
Case #: _____
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Planner: _____
Related Cases: _____

PRELIMINARY SUBDIVISION SUPPLEMENTAL

(This form is to be accompanied by the General Land Use Application)

Name of Subdivision: _____

Applicant or Authorized Representative: _____

Existing Zoning: _____

Proposed Density: _____

Total Site Acreage: _____

Number of Proposed Lots:

Single-Family: _____

Multi-Family: _____

Duplex: _____

Average Lot Size: _____

Smallest Lot Size: _____

Largest Lot Size: _____

Acreage in Parks/Common Open Space: _____

Area of Tree Tract: _____

Critical Area Tracts: _____

To Apply for a Preliminary Subdivision, the Following shall be Submitted:

- 25 copies of the General Land Use application
- 25 copies of the Preliminary Subdivision Supplemental Application
- 25 copies of the Preliminary Subdivision maps
- One 11" x 17" copy of the Preliminary Subdivision maps
- Environmental Checklist, with original signature and 25 copies (**must include 2 CD's containing .pdf copies of all submittal materials, including applications**)
- Plat certificate dated within 30 days of submittal
- Two (2) copies of all proposed lot owners association agreements and protective covenants
- Any additional information requested at the presubmission conference
- All application fees

The preliminary subdivision shall show specifically and clearly, all of the following features on one or more maps:

1. General Information:

- Proposed name of the subdivision (a name reservation request must be made by the applicant to the County Auditor's Office; proof of the name reservation shall be submitted with the final subdivision application)
- Plat scale, datum, north arrow and date
- The boundary lines of the tract to be divided

2. **Scale and Size:**

The preliminary plat shall be at a scale of not more than fifty (50) feet to the inch nor less than 200 feet to the inch

3. **Existing Conditions:**

Vicinity sketch showing boundary lines of adjacent parcels, and the relationship of the proposed division to major highways, schools, parks, shopping center.

If the application constitutes a re-plat, the lots, blocks and streets of the original plat shall be shown with dotted lines in their proper positions in relation to the new arrangement of the plat; the new plat being so clearly shown in solid lines so as to avoid ambiguity.

The location and direction of all watercourses, lakes, streams and the location of all areas subject to flooding.

Natural features such as rock outcroppings, marshes, wooded areas.

Existing uses on the property, including the location of all existing structures to remain on the property after platting.

The location and size of all pertinent existing sewers, water mains, culverts and other public or private underground installations within the division and immediately adjacent to, and elevations of sewers at points of probable connections.

The location, widths and names of both unopened and open streets, easements and other ways within or adjacent to the proposed binding site plan. The location of other important features such as the general outline of permanent buildings, water sources, power lines, telephone lines, railroads, city boundaries, section lines and section corners.

Contours of sufficient intervals to indicate the topography of the entire tract for a sufficient distance beyond the boundaries of the proposed binding site plan as follows:

a. Up to 5% slope, two-foot (2 foot) contours;

b. Five percent (5%) and over slopes, 5-foot contours.

The existing monuments or other such identifying markers as required.

4. **Proposed Plan of Partitioning**

Location, width, name and approximate grade and radii of curves of streets

Approximate centerline grades, elevations, cuts and fills, including individual lot driveways, with extensions of these items for a reasonable distance beyond the limits of the proposed subdivision showing the finished grade of streets and the nature and extent of street construction.

A proposal for domestic water supply; stating the source and a preliminary distribution system layout

Proposals for sewage disposal; storm water drainage, and flood control

If lot areas are to be substantially graded, a plan showing the nature of the cuts and fills and information on the character of the soil

Proposals for other improvements such as electric utilities and boat docks, pathways and recreation facilities

The layout of proposed street rights-of-way, alleys, easements, lots and blocks, and the approximate dimensions of each

All parcels of land intended to be dedicated or temporarily reserved for public use, or to be reserved in the deeds for common use of the property owners in the subdivision with the purpose, conditions or limitations of such dedications or reservations clearly indicated

Trees and natural features which are to be preserved in the subdivision

A vicinity map accurate enough for the planning staff to locate the proposed subdivision without referring to the legal description, along with common language description.

5. **Adjacent Property Owners Mailing List**

A mailing list, on labels, which includes the mailing addresses of the adjacent property owners within 300 feet of the exterior boundary of the property involved. The mailing list shall be obtained from a title company. Include mailing labels for the owners, applicant, engineer, and representative.