

Preliminary Plat Checklist

1. Subdivision Plat Application and all required fees submitted to Planning Department
2. Information required for preliminary plats
 - a. Layout of all property lines, lots, roads, easements, watercourses, parks and open spaces, and surrounding development
 - b. Flood hazard area note with FIRM panel number and date
 - c. Evidence that an approved road within a public ROW connects the proposed subdivision with an existing county, state or federal highway
 - d. Supplemental materials (if any)
 - (1) Narrative description
 - (2) Roadway design plans
 - (3) Bridge plans
 - (4) Water and sewer system plans, with or w/out engineer's report
 - (5) Storm drainage plans
 - (6) Supplemental terrain, geologic data as required
3. Content of preliminary plats
 - a. Plat title
 - (1) Primary title – subdivision name

If the plat continues to divide an existing subdivision, use that subdivision name
 - (2) Secondary title (complete legal description)

Names or numbers of new lots
Legal parcels from which lots are derived
Legal description of location
Reference to existing plat, if any
 - b. Note on existing plat (book & page number), if any
 - c. Vicinity map – subdivision boundaries, internal & external roads.
 - d. North arrow

e. Bar scale

f. Legend (corner monument symbols)

g. Easements

- (1) Boundary lines for all new, known and recorded easements
- (2) Purpose of easement (i.e., "Private Access Easement")

h. Public land – public rights of way, parks and open space or other public use

i. Tracts, Lots and Blocks

- (1) Name or number
- (2) Length (to 2 decimals) & bearing (nearest second) of all property lines
- (3) Acreage (to 2 decimal places)

j. Roads

- (1) Location of all existing and proposed road ROW within and adjacent to subdivision
- (2) Widths of all existing and proposed road ROW
- (3) Names of all existing and, subject to approval, proposed public roads

Final Plat Checklist

1. Content of final plats

- a. Plat title (primary & secondary) same as that approved for preliminary plat
- b. Exact location and precise measurements (length & bearing) of all subdivision boundaries – must be the same as for approved preliminary plat
- c. Exact location and precise measurements (length & bearing) of the boundaries of all lots, parcels or tracts within the subdivision
- d. Corner monuments - markers at the corners of each lot, shown as monument symbols
 - (1) Angles and curves shown as property corners with monuments
 - (2) Curve data
 - (3) Legend designating the types of monuments and the registration number of the surveyor who set the monument
- e. Section lines, section corners, and quarter corners should be shown if surveyed, including description of corner monuments
- f. Titles of adjoining subdivisions shown with ghost lines
- g. Names of former subdivisions, parcels and tracts that are being subdivided shown with ghost lines
- h. Exact location of the boundary lines and widths of all public ROW, easements, reservations and areas dedicated to public use. All public ROW must be designated as
 - (1) “Dedicated Public Right-of-Way” or
 - (2) “Public Right-of Way Easement”
- i. Reference bearing
- j. Acreage of every parcel
- k. Water Protection Statement
- l. From the preliminary plat requirements:
 - (1) North arrow, bar scale, vicinity map and floodplain note
 - (2) Each tract is named, lots are numbered

- (3) All public roads are named
- (4) Utilities and drainage easements shown or noted

2. Certifications and signatures required prior to approval:

- a. Landowner or agent's certification, notarized
- b. Surveyor's certification
- c. County Treasurer certification
- d. Highway Authority certification

3. Certifications and signatures required after approval:

- e. Commissioners' resolution of approval
- f. County Auditor's certification
- g. Director of Equalization certification
- h. Register of Deeds certification