



Replat Check List *P&Z Approval*

Submission Requirements:

- ✓ Completed Application Form, signed by the owner of the property.
- ✓ Filing Fee
- ✓ Transmittal Letter

The following sets of prints will be required throughout the review process:

- ✓ Mandatory Pre-Application
 - One (1) 24"x36" black line print of the plat, tree survey (if required) and the preliminary utility plan to be submitted for Staff's pre-review
- ✓ Filing Deadline
 - Seven (7) 24"x36" prints of the plat
 - Four (4) 24"x36" prints of the tree survey (if required)
 - One (1) print of the preliminary utility plan
 - PDF version of all exhibits (no larger than 2 MB), submitted via e-mail is preferred
- ✓ DRC Meeting
 - Two (2) REVISED sets of prints, addressing DRC comments, for discussion at DRC meeting. One set will be submitted to the staff, the other set is to record any additional revisions discussed at the meeting.
- ✓ For Planning and Zoning Commission Packets
 - Twelve (12) 24"x36" prints of the plat, and tree survey mitigation plan, if required. Do not resubmit Utility Plans, unless requested.
 - One (1) 8½"x11" paper copy of the plat
 - PDF version of all exhibits (no larger than 2 MB), submitted via e-mail is preferred

ALL STAFF PRESENTATIONS ARE VIA POWER POINT. APPLICANT'S POWER POINT PRESENTATIONS (IF DESIRED) MUST BE SUBMITTED TO STAFF NO LATER THAN NOON, THE DAY OF THE PUBLIC HEARING.

NOTE: ALL RESIDENTIAL RE-PLATS WILL REQUIRE NOTIFICATION OF PROPERTY OWNERS, WITHIN THE ORIGINAL SUBDIVISION, WITHIN 200 FEET OF THE LOT BEING RE-PLATTED.

Replat Check List:

Applicant/Staff

- Title block located in lower right corner with subdivision name, block and lot numbers, survey name and abstract number, number of acres, date of preparation, city, county and state
- Legend for abbreviations
- Name, address and phone and e-mail address for owner, applicant, and surveyor
- Location/vicinity map
- North arrow and scale (generally a minimum of 1" = 50'). The scale of the plat should be same as the scale of the site and landscape plans, whenever possible. The north arrow should be up or to the right.
- Adjacent properties – subdivision name, owner name of unplatted property, and recording information
- Property boundary with dimensions and bearings
- Legal (metes and bounds) description of the property
- Monument locations, materials and size
- Lot dimensions in feet and hundredths of feet and with bearings and angles to street and alley lines
- Lots and blocks with lot and block numbers
- Building Setback Lines
- Location of existing water courses, railroads, and other drainage and transportation features.
- Location and names of existing and proposed streets and alleys with centerline design radii, medians, median openings, left turn lanes with storage and transition dimensions, right-of-way widths, and names of proposed streets
- Accurate boundary and purpose of public dedications
- Fire lane easements with dimensions and bearings
- Existing and Proposed Utility Easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television
- FEMA 100 year floodplain areas
- Finish Floor Elevations of all buildings
- Proposed densities and lot sizes (residential plats only)
- Surveyor's certificate (signed and sealed) with notary block
- City approval signature blocks with notary blocks
- Certificate of ownership with notary blocks
- Franchise Utilities Note: "I, _____ (Surveyor or Engineer), verify that all franchise utilities have each been contacted and provided a copy of the plat and development proposal and all franchise utility easements and/or abandonments are currently shown."
- Flood Plain Administrators signature block
- Other information as considered essential by the Planning and Zoning Commission.
- PRELIMINARY UTILITY PLANS** of proposed water distribution system, including fire hydrants, sewage collection system, on-site and off-site drainage system and street improvements shall be provided.

NOTE: This checklist is only a supplement to the Subdivision Regulations. It is the applicant's responsibility to review and comply with the requirements of the Zoning Ordinance and Subdivision Regulations.