

ATTACH THE FOLLOWING:

1. Five copies of the proposed preliminary plat including the following information:
 - a. Drawn in ink to scale of one inch equals one hundred feet or larger on a sheet of eighteen by twenty-four inches.
 - b. Name of subdivision, which shall not be the same or similar name of any other subdivision in the county;
 - c. Legal description;
 - d. Scale, date, north arrow;
 - e. Basis of bearings;
 - f. Boundary lines of the property including length and bearing lines;
 - g. The relationship of the plat to section and half-section lines and to any adjacent city boundary lines and monuments;
 - h. The location, widths, and names of streets or other public ways, easements, railroad and utility rights-way within or adjacent to the property plat;
 - i. The name and location of adjacent subdivisions and the location and layout of existing or proposed streets which are adjacent to or across contiguous right-of-way from the proposed development;
 - j. The location and dimension of proposed lots, tracts, reserve areas and any public dedications, and lot and block numbers;
 - k. The location, dimensions, and cross sections of all proposed streets;
 - l. The location and dimension of all proposed access points to the lots
2. One reduced size copy of the preliminary plat (8.5" x 11");
3. Five copies of an existing conditions plan drawn to a minimum scale of one inch equals two hundred feet on a sheet no larger than twenty-four inches by thirty-six inches and including one reduced size copy no larger than legal size. The existing conditions plan shall contain the following features;
 - a. The subject property boundaries, dimensions and size,
 - b. Current structural or landscape setbacks;
 - c. Location of existing on-site driveways and access points within 100 feet of the subject site;
 - d. Location and dimension of any on-site structures;
 - e. Location of nearest utilities and their size and type;
 - f. Location of the nearest fire hydrant;
 - g. Location of existing structures within 100 feet of the site;
 - h. Locations and dimensions of adjacent public or private roads and right-of-way or easements;
 - i. Designated shorelines and FEMA designated floodway, floodplains and flood fringe areas;
 - j. Approximate location of significant natural features including slopes over 25%, water bodies, rock outcrops, wetland areas, areas of significant vegetation, the location of trees or groups of trees over six inches in diameter, and the location of any critical areas.
4. Assessors quarter section map indicating the property location;

5. Preliminary plans for all public improvements (sewer, water, roads, utilities, etc.);
6. Preliminary grading, erosion control and stormwater plan;
7. If the applicant is not the legal owner a signed authorization from the legal owner is required;
8. The names and addresses of all property owners within 300 feet of the short plat;
9. A statement of how the proposed preliminary plat complies with the approval criteria;
10. Sales or deed history or other evidence that the subject lot proposed for division is a legal lot of record such as a copy of a recorded plat;
11. Required Fee: \$2,000.00 plus \$150.00 per lot, plus hourly rate after the first twenty hours of staff time and for the cost of review of the public improvement plans by the City Engineer.

AUTHORIZATION:

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient for denial of the request. The applicant also agrees to reimburse the city for all expenses associated with reviewing the application. This application gives consent to the City to enter the properties listed above for the purposes of inspecting and verifying information presented in this application.

Signature

Date