

Part IV--PRELIMINARY PLAT REQUIREMENTS

Section 19. General

- 19.1 The Subdivider shall cause to be prepared a Preliminary Plat by an Engineer or Surveyor, in accordance with this Ordinance.
- 19.2 Until a Preliminary Plat of a subdivision shall have been approved in accordance with these controls, no person shall subdivide or shall submit a final plat thereof, or shall file a record of survey, or a map or plat for record, or proceed with any grading construction or other work on the same. .

Section 20. Application and Copies Required

- 20.1 The Subdivider shall submit it to the Town Engineer twenty (20) black or blueline prints, together with other required data, showing all preliminary information as hereinafter required by the first of the month on which formal application for preliminary approval will be filed for consideration by the Planning & Zoning Commission. The Planning and Zoning Commission will normally meet on the first Tuesday of each month. Prior to the date set for Commission consideration the Town Engineer shall submit two (2) copies of the Preliminary Plat information to the engineer for the Town to obtain his recommendations for the Planning & Zoning Commission.

Section 21. Filing Fee

When the preliminary plat and plans are filed with the Town Engineer for consideration and approval, it shall be accompanied by a filing fee as established by the Town Council. The payment of the preliminary plat fee shall constitute formal request for preliminary plat approval. No action by the Planning and Zoning Commission shall be valid until this fee is paid. This fee shall not be refunded should the Subdivider fail to make a complete Preliminary Plat submittal or should the preliminary plat and plans be disapproved. The Subdivider, however, may resubmit the Preliminary Plat information to the Planning and Zoning Commission with the required revisions or additional information without payment of an additional fee.

Section 22. Formal Application

- 22.1 Formal application for preliminary approval for subdivision development shall be made by the Subdivider in writing to the Commission at the official meeting at which the Preliminary Plat is to be considered by the Planning & Zoning Commission, which shall be considered as the filing date.
- 22.2 The Subdivider and his Engineer should be present at the meeting. The Subdivider, by written notice filed with the Town Engineer, may designate his Engineer as his agent in the processing of his subdivision.

Section 23. Form and Content of Preliminary Plat Information

- 23.1** The plans shall be drawn on sheets 24 inches wide and 18 inches high with a binding margin of not less than one and one-half (1½ ") inches on the left side of the sheet; and margins not less than one-half (½") inch on the other three sides.
- 23.2** The plans will be drawn to scale of not more than one hundred (100') feet to one (1) inch. Whenever the size of the subdivision is such that the full area cannot be covered on a single sheet with space for titles and other required identification, the plans may be drawn on a number of separate sheets with matching lines to facilitate joining them together as a continuous composite plat. When more than one sheet is necessary to accommodate the entire tract proposed for subdivision, an index map showing the entire subdivision shall be furnished and each portion of the subdivision shall be indicated on the index map.

Where the proposed subdivision constitutes a unit of a large tract owned by the Subdivider, which is intended to be subsequently subdivided as additional units of the same subdivision, the preliminary plats shall be accompanied by a layout of the entire area showing the tentative proposed layout of streets, blocks, drainage, water, sewerage, and other improvements for such areas.

- 23.3** Preliminary Plat Information shall consist of at least the following separate sheets:

23.4 Sheet No. 1 – Preliminary Plat

1. Name and address of the Subdivider, record owner, and of the engineer, planner, or surveyor.
2. Proposed name under which the subdivision is to be recorded, which shall not have the same spelling as or be pronounced similar to the name of any other subdivision located within the Town or within one-half (1/2) mile of the current Town Limits.
3. Name of contiguous subdivision, location of contiguous lots and the name and addresses of owners of all contiguous parcels of subdivided or unsubdivided land and an indication of whether or not contiguous properties are platted and filed of record.
4. The location of existing blocks, lots, building lines, water courses, ravines, bridges, culverts, present structures and any pertinent natural features in the area affected, with principal dimensions and all significant information in regard to property, immediately adjacent on all sides.
5. The tract designation and other description according to the real estate records of the Town or County Assessor and Recorder; also designation of the proposed uses of land within the subdivision.

6. Primary control points or descriptions, and ties to such control points to which all dimensions, angles, bearings, block numbers and similar data shall be referred.
7. A vicinity map showing location of tract by reference to existing streets or highways.
8. Subdivision boundary lines accurate in scale and indicated by heavy lines, of the total area proposed for subdivision and the computed acreage of the total area. Bearing and length of each boundary line shall be shown.
9. The location, dimensions, and name (if applicable) of all existing or recorded streets, alleys, reservations, easements or other public rights-of-way within the proposed subdivision, intersecting or contiguous with its boundaries or forming such boundaries. All existing or recorded residential lots, parks, public areas, permanent structures within or contiguous with the proposed subdivision shall be shown.
10. Other conditions adjacent to the tract affecting design of the subdivision including such information as may be available from field observation, aerial photographs and available maps.
11. The location, dimensions and name, if applicable, of all proposed streets, alleys, drainage structures, parks, public areas, reservations, easements or other rights-of-way, blocks, lots, commercial areas and other sites within the proposed subdivision. When curved streets are proposed, the radius of the curve shall be shown. For lots facing on curved streets, the chord width of the lot at the front building setback line shall be shown. A number or letter shall be used to identify each lot or site and block.
12. The location of lots and blocks proposed for inclusion in the first phase of development.
13. Front building setback lines on all lots and sites. Side yard building setback lines at street intersections and crosswalk ways.
14. Location of Town Limits line, the outer border of the Town's extraterritorial jurisdiction, and zoning district boundaries, if they traverse the subdivision, form part of the boundary of the subdivision, or are contiguous to such boundary.
15. The date of preparation, the scale of the drawing, and a north arrow.
16. All proposed planning shall conform to the current Town Zoning Ordinance.
17. Each proposed street, within the subdivision area, shall be named and shall conform with names of any existing streets of which they may be or become extensions. The names shall not duplicate, or be similar to, the

recognized name of any other street located elsewhere in the area to these rules and regulations.

18. Designation of all tracts, intended to be for multi-family dwellings, shopping centers, churches, industry or other uses.
19. Data specifying the gross area of the subdivision, the proposed number of residential lots and area therefore, and the approximate area in parks and in other non-residential uses.
20. All parcels of land intended to be dedicated for public use or reserved in the deeds for the use of all property owners in the proposed subdivision, together with the purpose of conditions or limitations of such reservations, if any.
21. The following notice shall be placed on the face of each preliminary plat by the Subdivider.

“Preliminary Plat for Review Purpose Only”

22. The following certificate shall be placed on the Preliminary Plat by the subdivider:

“Recommended for Approval by Planning and Zoning
Commission:
Chairman:_____

Approved by Town Council:

Mayor:_____

Attested _____ by:
Town Secretary:_____

Date of Town Council Approval: _____“

23. The signature of the owner on the preliminary plat, or a notarized statement from the owner, authorizing the applicant to submit a preliminary plat on the property.
24. The location of any existing buildings or other structures.
25. A number shall be used to identify each lot, site or block.
26. The specific size of each lot, in acres, and outside dimensions, in feet.
27. The boundaries and flood elevations of all areas located in flood hazard areas as determined by the Flood Insurance Rate Maps (FIRM) provided by the FEMA.

28. The location of all existing pipeline easements and information concerning the size of the pipe, type of product being transported.
29. A list of the proposed restrictive covenants, conditions, and limitations to govern the nature and use of the property being subdivided.
30. A North Point arrow and graphic scale.
31. Additional requirements for Phased Development:
 - (A) The plat shall show the proposed plans for the remainder of the subdivision entire subdivision.
 - (B) The location of lots and blocks proposed for inclusion in the first section of a development.

23.5 **Sheet No. 2- Preliminary Topography, Street, and Drainage Plan**

This sheet may be prepared on a reproducible copy of Sheet No. 1 so that the same information will be repeated together with the following:

1. Topographical information including contour lines on a basis of ten (10') foot intervals. All elevations shall be referenced to U.S.G.S. survey datum. The datum used shall be specified on the drawing. Existing drainage improvements, including culverts, should be identified.
2. Any proposed changes in topography shown by contour lines on a basis of five feet vertical interval in terrain with a slope of five percent or more, and on a basis of two feet vertical interval in terrain with a grade of less than five percent.
3. Type of street to be constructed (i.e. Hot Mix Asphaltic Concrete (HMAC) or Portland cement).
4. Classification of street (i.e. arterial, collector, residential).
5. Relationship of existing and planned streets, to topographical conditions, if applicable.
6. Planned grading contours, elevations, earth work (such as ponds, berms, etc.), slopes, retaining walls, or other grading information required by the Town Engineer.
7. Areas contributing drainage to the proposed subdivision shall be shown on small-scale supplemental drawings. The information to be submitted shall include the area, slope of drainage, time of concentration, rainfall intensity and runoff factors for all contributing areas.
8. The approximate location of all proposed drainage facilities. The location or locations for the discharge of drainage from the proposed subdivision including contributing areas shall be shown together with the quantity of

drainage. All drainage must be planned in the best interests of the immediate and adjacent properties.

9. Supplemental information sheets showing the preliminary design calculations for onsite and offsite drainage shall be furnished and attached to the Topography and Drainage Plan. Calculations shall conform to Section 51 of this policy. Areas subject to flooding shall be shown, delineating the 100-year flood limits if applicable.
10. The exact location, dimensions, description, and flow line of existing drainage structures and the location, flow line and flood plain of existing watercourses within the subdivision or contiguous tracts.
11. The width of drainage and other easements shall be shown.
12. A preliminary erosion and sedimentation plan shall be provided.
13. The responsible entity for the operation and maintenance of any building, park, equipment, pools, plantings, common areas or other legal interests if it is proposed that they are to be shared by owners of the real property within the subdivision.
14. Additional easement or right-of-way requirements.

23.6 **Sheet No. 3 – Preliminary Water and Sewerage Plan**

1. May be prepared from Sheet No. 1, but should also include topographical contours at the intervals specified for Sheet No. 2.
2. Existing sewers, water mains, gas mains, electric and telephone lines, culverts, or other underground structures or utilities within the tract and immediately adjacent thereto with pipe sizes, grades, and locations indicated. In the event water mains and sewers are not on or adjacent to the tract, indicate the direction and distance to, and size of the nearest ones, showing invert elevation of sewers.
3. Size and location of all proposed water distribution mains including valves and fire hydrants.
4. The size and location of all proposed sewer mains including manholes. Preliminary grades for each main between manholes and the depth at each manhole shall be shown. Preliminary sewer plans are required to determine location of easements.
5. In the event water mains and sewers are not on or adjacent to the tract, provide a plan at a larger scale showing manholes that will be connected to the sewerage system. Indicate the direction and distance to, and size of the nearest ones, showing invert elevation of sewers.

23.7 **Protective Covenants**

A copy of all existing protective covenants regulating the use of land or the construction of improvements shall be submitted with the Preliminary Plat. A preliminary draft or outline of protective covenants may be attached, as proposed by the Subdivider, to regulate land use in the subdivision and otherwise protect the proposed development.