

**CITY OF PIEDMONT  
CHECKLIST FOR SUBMISSION OF PRELIMINARY PLAT**

The following information must be submitted to the City Manager forty-two (42) days before the date of the meeting of the Planning Commission at which consideration is requested. Action must be taken ninety (90) days after submission of required information and formal acceptance by the City Staff. Staff will have most updated Checklist. Please verify this Appendix matches City Ordinances.

Date Submitted: \_\_\_\_\_ Date of Consideration: \_\_\_\_\_  
 Name of Proposed Subdivision: \_\_\_\_\_  
 Name of Owner or Sub-Divider: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Phone #: \_\_\_\_\_

***All items must be addressed and all fees must be paid in full before any item will be considered by the Piedmont Planning and Zoning Commission.***

	Yes	No	N/A
I. Required for submittal: <i>(All prints are to be 24x36 Size D)</i>	_____	_____	_____
a. Four (4) darkline prints of Preliminary Plat	_____	_____	_____
b. Four (4) darkline prints of each improvement plan	_____	_____	_____
c. One (1) digital copy of all plans submitted	_____	_____	_____
d. One (1) copy of this completed checklist	_____	_____	_____
e. Filing fee \$ _____ <i>(based on fee schedule)</i>	_____	_____	_____
f. Staff review fee \$ _____ <i>(based on fee schedule)</i>	_____	_____	_____
g. Name and addresses:	_____	_____	_____
i. Owner's name			
ii. Owner's address			
iii. Sub-divider's name			
iv. Sub-divider's address			
h. List of names and addresses of all record property owners within 300 feet of exterior boundary of the preliminary plat, certified by engineer, land surveyor, attorney, bonded abstractor.	_____	_____	_____
i. One (1) 8 ½ " x 11" copy of preliminary plat	_____	_____	_____
II. The Preliminary Plat must show:			
a. Format of plat:	_____	_____	_____
i. Plat title			
ii. Name of subdivision			
iii. City, county, and state			
iv. Boundary and written legal description			
v. Area of subdivision in acres			
vi. Date of plat			
vii. Map scale (1" = 100' or larger)			
viii. North point			
b. Location and description of land to be dedicated or reserved for the following:	_____	_____	_____
i. Parks			
ii. Schools			
iii. Churches			
iv. Street right-of-way			
v. Other public purposes			
c. Dimensions of all lots with total area in acres and square feet	_____	_____	_____
d. Lot and Block numbers in a logical sequence	_____	_____	_____

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- e. Building setback lines with dimensions \_\_\_\_\_
- f. Names of: \_\_\_\_\_
  - i. Adjacent subdivisions \_\_\_\_\_
  - ii. Owners of unplatted adjacent properties \_\_\_\_\_
- g. Locations, names, and dimensions of the following items **existing** within and abutting the subdivision: \_\_\_\_\_
  - i. Streets \_\_\_\_\_
    - 1. Location \_\_\_\_\_
    - 2. Name \_\_\_\_\_
    - 3. Dimensions \_\_\_\_\_
  - ii. Alley (if any) \_\_\_\_\_
    - 1. Location \_\_\_\_\_
    - 2. Name \_\_\_\_\_
    - 3. Dimensions \_\_\_\_\_
  - iii. Right-of Ways \_\_\_\_\_
    - 1. Location \_\_\_\_\_
    - 2. Name \_\_\_\_\_
    - 3. Dimensions \_\_\_\_\_
  - iv. Utility Easements \_\_\_\_\_
    - 1. Location \_\_\_\_\_
    - 2. Name \_\_\_\_\_
    - 3. Dimensions \_\_\_\_\_
  - v. Street Lighting \_\_\_\_\_
    - 1. Location \_\_\_\_\_
    - 2. Model or Type \_\_\_\_\_
    - 3. Dimensions \_\_\_\_\_
  - vi. Trails (in accordance to the Comprehensive Plan) \_\_\_\_\_
    - 1. Location \_\_\_\_\_
    - 2. Name \_\_\_\_\_
    - 3. Dimensions \_\_\_\_\_
    - 4. Easements \_\_\_\_\_
    - 5. Plans \_\_\_\_\_
- h. Location of areas within the subdivision: \_\_\_\_\_
  - i. That fall within the F.E.M.A. flood plain (floodplain must be illustrated on map) \_\_\_\_\_
  - ii. Being a health or safety hazard \_\_\_\_\_
- i. Location of the following existing within and abutting the subdivision: \_\_\_\_\_
  - i. Bodies of water \_\_\_\_\_
  - ii. Water courses and sizes \_\_\_\_\_
  - iii. Structures \_\_\_\_\_
  - iv. Other related physical structures \_\_\_\_\_
- j. Locations, names, and dimensions of the following items **proposed** within the subdivision: \_\_\_\_\_
  - i. Streets \_\_\_\_\_
    - 1. Location \_\_\_\_\_
    - 2. Name \_\_\_\_\_
    - 3. Dimensions \_\_\_\_\_
  - ii. Alley (if any) \_\_\_\_\_
    - 1. Location \_\_\_\_\_

**Appendix D**  
**CITY OF PIEDMONT**  
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*Revised: 6/2018*

- 2. Name
    - 3. Dimensions
  - iii. Right-of-Ways
    - 1. Location
    - 2. Name
    - 3. Dimensions
  - iv. Utility Easements
    - 1. Location
    - 2. Name
    - 3. Dimensions
  - v. Street lighting
    - 1. Location
    - 2. Model or Type
    - 3. Dimensions
  - vi. Sidewalks
    - 1. Location
    - 2. Name
    - 3. Dimensions
  - vii. Trails (in accordance to the Comprehensive Plan)
    - 1. Location
    - 2. Name
    - 3. Dimensions
    - 4. Easements
    - 5. Plans
- k. Location and description of:
  - i. Section line corners
  - ii. Government survey monuments (at least one of which the subdivision must be referenced)
- l. Profile sheets of : (1" = 50' horizontal, 1" = 10' vertical)
  - i. Streets
  - ii. Waterline
  - iii. Sewage disposal system
- m. Ground elevations shown:
  - i. Vertical intervals not exceeding two (2) feet
  - ii. Contours marked with elevation in accordance with datum plane
- III. The following certificates and references must be submitted with the Preliminary Plat:
  - a. Certificate for Planning Commission signature
  - b. Certificate of City of Piedmont approval
  - c. Name and seal of registered engineer or licensed land surveyor who prepared boundary survey and topographical information
- IV. Improvement Plans must include the following:
  - a. Grading Plan to show:
    - i. Contours to which the land will be changed with vertical intervals of not less than two (2) feet
  - b. Paving Plan to show:
    - i. Contours at intervals not to exceed two (2) feet
    - ii. Width of all proposed street surfacing
    - iii. Type profiles of all proposed streets with face-to-face curb dimensions

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- iv. Flow arrows indicating surface water on pavements
- v. Turning radii of all corners
- vi. Existing streets with their:
  - 1. Width
  - 2. Type of surface
  - 3. Right-of-way
- c. Proposed drainage system to show:
  - i. All pipes
  - ii. Culverts
  - iii. Bridges
  - iv. Open ditches
  - v. Retention/detention basins
- d. Proposed water plans must have an engineer’s statement and seal verifying that all improvements meet all Department of Environmental Quality (D.E.Q.) requirements for all lots at the time the plat is submitted. Pressure at fire hydrants must be the minimum p.s.i. and GPM as set by the Fire Department.
- e. Proposed sewer plans must have an engineer’s statement and seal verifying that all improvements meet all Department of Environmental Quality (D.E.Q.) requirements for all lots at the time the plat is submitted.
- f. All land under one ownership contemplated for the entire proposed subdivision
- V. Does the Preliminary Plat and the accompanying construction plans in your opinion meet all of the requirements of good engineering practices?

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Signature of Engineer Preparing Plat

\_\_\_\_\_  
Date

(Seal)

**Appendix D**  
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Revised: 6/2018

***This section reserved for City Engineer use only.***

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
Does the submitted Preliminary Plat comply with the Subdivision Regulations for the City of Piedmont?	_____	_____	_____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reviewed by City Engineer:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

***This section reserved for City Manager use only.***

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
Does the submitted Preliminary Plat comply with the Subdivision Regulations for the City of Piedmont?	_____	_____	_____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reviewed by City Manager:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date submitted to the Chairman of the Planning Commission: \_\_\_\_\_