

Appendix D
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 90 days after submission of required information and formal acceptance by City Staff. Staff will have most updated Checklist. Please verify this Appendix matches City Ordinances.

Date Submitted: _____ Date for Consideration: _____

Name of Proposed Subdivision: _____

Name of Owner or Subdivider: _____

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.

I.	Required for submittal: (All prints are to be 24x36 Size D)	<u>Yes</u>	<u>No</u>	<u>N/A</u>
A.	Four (4) darkline prints of Preliminary Plat	___	___	___
B.	Four (4) darkline prints of each improvement plan.	___	___	___
C.	Four (4) copies of the Department of Environmental Quality approval if private water and/or sewage disposal is to be used	___	___	___
D.	One (1) copy of this completed check list	___	___	___
E.	Filing Fee of \$60.	___	___	___
F.	Staff review fee \$_____. BASED ON FEE SCHEDULE	___	___	___
G.	Name and addresses:			
	1. Owner's name	___	___	___
	2. Owner's address	___	___	___
	3. Subdivider's name	___	___	___
	4. Subdivider's address	___	___	___
H.	List of names and addresses of all record property owners within 300 feet of the exterior boundary of the preliminary plat, certified by engineer, land surveyor, attorney, bonded abstractor.	___	___	___
I.	One (1) 8 1/2"x11" copy of preliminary plat	___	___	___
II. Bonds and inspections				
A.	Surety bonds (if required) of 115% of the estimated value of all improvements or other guarantees as required by the City Attorney	___	___	___
B.	Inspection fees:			
	1. Streets & paved drainage facilities 1.5% of estimated costs	___	___	___
	2. Water .75% of estimated costs (\$350 minimum)	___	___	___
	3. Sewer .75% of estimated costs (\$350 minimum)	___	___	___
III. The Preliminary Plat must show:				
A.	Format of plat:			
	1. Plat title	___	___	___
	2. Name of Subdivision	___	___	___

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		<u>Yes</u>	<u>No</u>	<u>N/A</u>
A.	Format of plat continued:			
	3. City, county, and state	___	___	___
	4. Boundary and written legal description	___	___	___
	5. Area of subdivision in acres	___	___	___
	6. Date of plat	___	___	___
	7. Map scale (1" = 100' or larger)	___	___	___
	8. North point	___	___	___
B.	Location and description of land to be dedicated or reserved for the following:			
	1. Parks	___	___	___
	2. Schools	___	___	___
	3. Churches	___	___	___
	4. Street right-of-way	___	___	___
	5. Other public purposes	___	___	___
C.	Dimensions of all lots with total area in acres or sq. feet.	___	___	___
D.	Building setback lines with dimensions.	___	___	___
E.	Names of:			
	1. Adjacent subdivisions	___	___	___
	2. Owners of unplatted adjacents	___	___	___
F.	Locations, names, and dimensions of the following items existing within and abutting the subdivision:			
	1. Streets			
	a. Location	___	___	___
	b. Name	___	___	___
	c. Dimensions	___	___	___
	2. Alley (if any)			
	a. Location	___	___	___
	b. Name	___	___	___
	c. Dimensions	___	___	___
	3. Right-of-Ways			
	a. Location	___	___	___
	b. Name	___	___	___
	c. Dimensions	___	___	___
	4. Utility Easements			
	a. Location	___	___	___
	b. Name	___	___	___
	c. Dimensions	___	___	___
	5. Proposed street lighting	___	___	___
G.	Location of areas within the subdivision:			
	1. That fall within the F.E.M.A. flood plain (Floodplain must be illustrated on map)	___	___	___
	2. Being a health or safety hazard	___	___	___
H.	Location of the following existing within and abutting the subdivision:			
	1. Bodies of water	___	___	___
	2. Water courses and size	___	___	___
	3. Structures	___	___	___
	4. Other related physical structure	___	___	___
I.	Locations, names, and dimensions of the following items proposed within the subdivision:			
	1. Streets			
	a. Location	___	___	___
	b. Name	___	___	___

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		<u>Yes</u>	<u>No</u>	<u>N/A</u>
1.	Streets continued			
	c. Dimensions	___	___	___
2.	Alley (if any)			
	a. Location	___	___	___
	b. Name	___	___	___
	c. Dimensions	___	___	___
3.	Right-of-Ways			
	a. Location	___	___	___
	b. Name	___	___	___
	c. Dimensions	___	___	___
4.	Utility Easements			
	a. Location	___	___	___
	b. Name	___	___	___
	c. Dimensions	___	___	___
5.	Proposed street lighting	___	___	___
J.	Location and description of:			
	1. Section line corners	___	___	___
	2. Government survey monuments (at least one of which the subdivision must be referenced)	___	___	___
K.	Profile sheets of: (1" = 50' horizontal, 1" = 10' vertical scale)			
	1. Streets	___	___	___
	2. Sewage disposal system	___	___	___
L.	Ground elevations shown:			
	1. Vertical intervals not exceeding two (2') feet	___	___	___
	2. Contours marked with elevation in accordance with datum plane	___	___	___
IV.	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	___	___	___
	D. Name of planner, engineer, landscape architect, or survey and topographical information.	___	___	___
V.	Improvement Plans must include the following:			
	A. Grading Plan to show:			
	1. Contours to which the land will be changed with vertical intervals of not less than two (2') feet.	___	___	___
	B. Paving Plan to show:			
	1. Contours at intervals not to exceed two (2') feet	___	___	___
	2. Width of all proposed street surfacing.	___	___	___
	3. Type profiles of all proposed streets with face to face curb dimensions	___	___	___
	4. Flow arrows indicating surface water on pavements	___	___	___
	5. Turning radii of all corners	___	___	___
	6. Existing streets with their:			
	a. Width	___	___	___
	b. Type of surface	___	___	___

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		<u>Yes</u>	<u>No</u>	<u>N/A</u>
	6. Existing streets continued:			
	c. Right-of-way	___	___	___
C.	Proposed drainage system to show:			
	1. All pipes	___	___	___
	2. Culverts	___	___	___
	3. Bridges	___	___	___
	4. Open ditches	___	___	___
	5. 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 a minimum of 45 p.s.i.	___	___	___
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	___	___	___
G.	An engineer's certified estimate of all improvements	___	___	___
	1. Total cost of drainage improvements:	\$ _____		
	2. Total cost of street surfacing/curbs:	\$ _____		
	3. Total cost of water improvements:	\$ _____		
	4. Total cost of sewer improvements:	\$ _____		
	5. Total cost of all other improvements:	\$ _____		
VI.	Does this 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)

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THIS SECTION RESERVED FOR CITY STAFF USE ONLY

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

Comments: _____

Has the Department of Environmental Quality approved of the residential water and/or sewage disposal plans? _____

Comments: _____

Reviewed by City Engineer:

Name: _____ Date: _____

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

Comments: _____

Has the Department of Environmental Quality approved of the residential water and/or sewage disposal plans? _____

Comments: _____

Reviewed by City Manager:

Name: _____ Date: _____

Date submitted to the Chairman of the Planning Commission: _____