



Subdivision Name: _____

1. North arrow, scale, and key location map
2. Subdivider/Owner name and address
3. Surveyor/Engineer name and address
4. All lots, blocks, streets, alleys, pipelines, watercourses, easements, right-of-way, reserves and total area, number of lots and number of blocks
5. Street names, lot numbers, block numbers, and alphabetical identification of reserves
6. Blocks are to be numbered consecutively within the overall plat, or sections of an overall plat as recorded
7. All lots are to be numbered consecutively within each block. Lot numbering may be cumulative throughout the subdivision if the numbering continues from block to block in a uniform manner that has been approved on an overall preliminary plat
8. Reserves (land to be used for other than residential purposes) are to be labeled A, B, C, etc., rather than numbered as blocks and lots
9. Building lines (building setback lines).
10. Accurate dimensions, both linear and angular, of all items on the plat. Linear dimensions shall be expressed in feet and decimals of a foot; angular dimensions may be shown by bearing
11. The dimensions of streets and alleys shall include complete curve data (P.C., L.R., P.R.C., P.T.). shown on each side of streets and alleys; length and bearings of all tangents; distances from all angle points and points of curve to an adjacent side lot line; and the width, measured at right angles or radially where curved
12. The dimensions of lot shall include complete bearings and distances for front, rear, and side lot lines. The following note for side lot lines may be used in lieu of bearings: "All side lot lines are either perpendicular or radial to street frontage unless otherwise noted."
13. Watercourses and easements
14. Distances to be provided along the side lot lines from the front lot line to the point where the side line crosses the drainage easement line or the high bank or stream
15. Traverse line shall be provided along the edge of all large watercourses in a convenient location, preferably along a utility easement if paralleling the drainage easement of a stream
16. Pipelines having no defined easement location or width shall be tied by dimensions to all adjacent lot and tract corners. If no agreement can be reached on a defined easement, then

building lines shall be shown at a distance of ten feet from the parallel to the centerline of the pipeline

17. Ownership or outline of the tract or tracts the plat is proposed to subdivide shall be shown with very heavy, solid lines. The boundaries of the plat shall be described with complete and overall dimensions and bearings and be tied to an original corner of the original survey of which the subdivision is a part
18. The location, width, and name of existing streets and subdivisions or property ownerships and the location and dimensions of existing lots, easements, right-of-way, pipelines, fee strips, survey lines, building lines, watercourses, or other important information shall be shown on all sides of the subdivision for a distance of not less than 200 feet. The lines of such indication beyond the plat boundary shall be dashed
19. Parkland dedication indicated on plat or payment of fees in lieu of parkland dedication
20. All certification statements, dedication restrictions and other inscriptions as required by the Unified Development Code.
21. In addition to the above information and data, a separate legal description of the plat shall be prepared
22. The boundary description shall close within one in 10,000 (1:10,000) and shall bear the date of preparation or revision and the name and address of the engineer, or surveyor responsible for its preparation
23. Any deed restrictions
24. Copy of restrictive covenants proposed for the property
25. Tax Certificates indicating Taxes are paid and current

Service Providers

Electric: _____

Water: _____

Sewer/Septic: _____

School District: _____

Submittal Requirements

- 15 Full Size Plats – folded
- Completed Application/Checklist
- Digital Submission – pdf
- Traffic Impact/Assessment Study
- Signed Letter of Authorization
- Public improvement construction plans (when required)