

Subdivision Regulations

**Table 179-1:
Application Requirements**

	ADMINISTRATIVE SUBDIVISION	MINOR SUBDIVISION	MAJOR SUBDIVISION	
			Preliminary	Final
PLAT INFORMATION				
Name, address of owner and applicant.	X	X	X	X
Name, signature, license number, seal and address of engineer, land surveyor, architect, planner, and/or landscape architect, as applicable, involved in preparation of plat.	X	X	X	X
Title block, denoting type of application, tax map sheet, legal description, and general location.	X	X	X	X
Key map, showing location with reference to surrounding property, streets, current street names, city limits, and other features within 1/4 mile of the subdivision boundary.	X	X	X	X
Present and proposed zoning.			X	X
North arrow, date, and graphic scale.	X	X	X	X
Proof that taxes are current.	X	X	X	
Signature blocks for Planning and Zoning Commission Chairman, Administrative Official, and Mayor.	X	X	X	X
Appropriate certification blocks.	X	X	X	X
Monumentation.	X	X		X
Metes and bounds description, including dimensions, bearings, curve data, tangent length, radii, arcs, chords, and central angles for all centerlines and ROW's, and centerline curves on streets.				X
Acreage of tract.	X	X	X	X
Date of original and all revisions.	X	X	X	X
Dimensioning of setbacks.		X	X	X
Location, dimensions, and names of existing and proposed streets.	X	X	X	X
All proposed lot lines, lot dimensions, and lot areas in square feet.	X	X	X	X

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PLAT INFORMATION (cont.)				
Copy of any existing or proposed deed restriction or covenants.		X	Concept	X
Existing and proposed easements or land reserved for or dedicated to public use.	X	X	X	X
Phasing plan.			X	X
Payment of application fees.	X	X	X	X
<hr/> ENVIRONMENTAL INFORMATION				
Property owners and lines within 200 feet.		X	X	
All existing water courses, flood-plains, wetlands, habitat areas or other environmentally sensitive features within 200 feet.	X	X	X	X
Survey of trees and wooded areas, (noting size and location of trees) and mature or environmentally sensitive vegetation.		X	X	
Existing ROW's and easements within 200 feet.	X	X	X	X
Topography at five foot contours including areas up to 200 feet of the plat boundaries.		X	X	
Existing site drainage system.	X	X	X	X
Comprehensive drainage study and soil percolation tests.			X	X
<hr/> IMPROVEMENTS AND CONSTRUCTION INFORMATION				
Proposed utility infrastructure plans including water, sanitary sewer, and storm water management.			General	Detailed
Sediment/Soil Erosion Control Plan.			X	X
Existing and proposed contours				X
Construction details as required.				X
Road and paving cross-sections.			X	X
Proposed street names.			X	X
New block and lot numbers.	X	X	X	X

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Lighting plan and details.			Concept	X
Pedestrian circulation patterns and sidewalk or trail locations.			X	X
Certifications and seals from licensed Professional Engineer, as required by Ordinance.		X		X
Improvement financing plan, including sources of funding (Private, assessments, public, and other sources).			X	X
Draft subdivision agreement.			X	
Final subdivision agreement.				X
Required Number of Copies of Plat Document	8	8	8	8
Required Minimum Scale of Plat Documents	1"=100 feet	1"=100 feet	1"=100 feet	1"=100 feet
Required Number of Copies of Plat at 11'x17' size	1	1	1	1