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# TAYLOR COUNTY BUILDING & PLANNING DEPARTMENT

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## Preliminary Plat Checklist

Project Name: \_\_\_\_\_

### PRELIMINARY PLAT REQUIREMENTS

- \_\_\_\_\_ - 1. 24 inch wide x 36 inch length sheet size.
- \_\_\_\_\_ - 2. Scale of one inch = 100 feet (unless otherwise approved by Planning Director).
- \_\_\_\_\_ - 3. Total number of sheets indicated (for multiple sheets).
- \_\_\_\_\_ - 4. General vicinity or location map on front page, drawn to scale, showing location in section, township and range with principal roads, etc.
- \_\_\_\_\_ - 5. Name, address and telephone number of owner, or corporation president and secretary.
- \_\_\_\_\_ - 6. Name, business address and telephone number of person(s) preparing plat.
- \_\_\_\_\_ - 7. Scale stated and graphically illustrated on each sheet.
- \_\_\_\_\_ - 8. Name of plat in bold letters on each sheet.
- \_\_\_\_\_ - 9. Prominent north arrow on each sheet showing subdivided lands.
- \_\_\_\_\_ 10. Date.
- \_\_\_\_\_ - 11. Metes and bounds description referenced to section, township and range, tied to section or quarter section line or subdivision name and lot number.
- \_\_\_\_\_ - 12. Location, names and widths of existing and proposed streets, easements, alleys, parks and other public spaces.
- \_\_\_\_\_ - 13. Contour lines at not greater than five-foot intervals.
- \_\_\_\_\_ - 14. Layout of all proposed lots, blocks and streets with dimensions and street names.
- \_\_\_\_\_ - 15. Location of driveways and bike paths.
- \_\_\_\_\_ - 16. Location of proposed garbage dumpsters.
- \_\_\_\_\_ - 17. Location of any proposed buffer zones, or landscaped areas.
- \_\_\_\_\_ - 18. Location of all land to be dedicated for public and private uses including rights-of-way, easements, common areas, special reservations, etc.
- \_\_\_\_\_ - 19. Location of wells exceeding 100,000 gallons per day within 200 feet of any property line.
- \_\_\_\_\_ - 20. Area of property in square feet or acres.

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### ADDITIONAL INFORMATION

(may be textual, graphical, map, plat, aerial photograph, etc.)

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- \_\_\_\_\_ - 21. Total number and type of residential units.
  - \_\_\_\_\_ - 22. Total number of residential units per acre (gross density).
  - \_\_\_\_\_ - 23. Impervious Surface Ratio (ISR) calculations (if applicable).
  - \_\_\_\_\_ - 24. Intent to utilize restrictive covenants for use of improvements.
  - \_\_\_\_\_ - 25. Lots designated by progressive numbers within each block.
  - \_\_\_\_\_ - 26. Concurrency information and calculations.
  - \_\_\_\_\_ - 27. Building setback distances from property lines, rights-of-way, easements, etc.

- \_\_\_\_\_ - 28. Minimum flood elevations of buildings within 100-year floodplain.
- \_\_\_\_\_ - 29. Location of nearest available public water supply and wastewater disposal system, or explanation of alternative systems to be used.
- \_\_\_\_\_ - 30. Cross sections and/or specifications of roadway improvements.
- \_\_\_\_\_ - 31. Protected trees to be removed and statement of why they are to be removed.
- \_\_\_\_\_ - 32. Statement of measures to be taken to protect existing, or remaining trees.
- \_\_\_\_\_ - 33. Description of plant materials to be planted in buffer zones and landscaped areas.
- \_\_\_\_\_ - 34. Distances between development activities and the boundaries of any significant natural area or environmentally sensitive area.
- \_\_\_\_\_ - 35. Manner of protection of habitats of endangered and threatened species.
- \_\_\_\_\_ - 36. Grading plans, specifically including perimeter grading.
- \_\_\_\_\_ - 37. Construction phase lines.
- \_\_\_\_\_ - 38. Number, height and type of residential units.
- \_\_\_\_\_ - 39. Floor area, height and type of office, commercial, industrial and other proposed uses.

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### **MAJOR DEVELOPMENT ADDITIONAL REQUIREMENTS**

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- \_\_\_\_\_ - 40. Master plan for phased development.
  - \_\_\_\_\_ - 41. Phasing schedule for sequence of each phase.
  - \_\_\_\_\_ - 42. Total land area in each residential, office, commercial and industrial area.
  - \_\_\_\_\_ - 43. Vicinity map of area within 300 feet showing land use designations, traffic circulation systems, major public facilities and municipal boundary lines.
  - \_\_\_\_\_ - 44. Base flood elevations for all lots within any A or V flood zones.

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### **OPTIONAL REVIEW REQUIREMENTS**

(may be required at discretion of Planning Board)

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- \_\_\_\_\_ 45. Soils map of the site (U. S. Soil Conservation Service maps acceptable)
  - \_\_\_\_\_ 46. Topographic map showing location and elevation of benchmarks.
  - \_\_\_\_\_ 47. Existing surface water bodies, wetlands, streams, etc. in development site.
  - \_\_\_\_\_ 48. Seasonal high water table elevations and drainage areas for each.
  - \_\_\_\_\_ 49. Map showing location of soil borings or percolation tests.
  - \_\_\_\_\_ - 50. Map showing location of any environmentally sensitive areas and any significant natural areas within 400 feet of any property line of the site.
  - \_\_\_\_\_ - 51. Map showing location of underground or overhead utilities, culverts and drains on, or within 100 feet of development boundary.
  - \_\_\_\_\_ - 52. 100 year flood elevation, minimum floor elevation and floodplain boundaries.
  - \_\_\_\_\_ - 53. Name of entity or agency responsible for storm water maintenance.
  - \_\_\_\_\_ - 54. Location of off-site water resource facilities, surface water management systems, wells, or well fields used by proposed project.
  - \_\_\_\_\_ - 55. Names of resource facility owners.
  - \_\_\_\_\_ - 56. Runoff calculations.
  - \_\_\_\_\_ - 57. Amount of area devoted to land uses, including schools, open space, churches, etc.

Minimum submittal requirements of three 24" x 36" plats and 1 – 11" x 17" copy.