

Submission Checklist

Include on the plat or submit the following items (as applicable):

Item	Sketch	Minor and Major Subdivisions		
		Minor Plat	Prelim. Plat	Final Plat
1. Title block w/date prepared or revised/bargraph	X	X	X	X
2. Township, name of subdivision, county, state	X	X	X	X
3. Vicinity map, North Arrow	X	X	X	X
4. Control corners		X		X
5. Scale (1" =100' if less than 5 ac. lots)	X	X	X	X
6. Scale (1" = 200' if all lots are 5 ac. or more)	X	X	X	X
7. Adjacent property owners or sub. name	X	X	X	X
8. Adjoining property lines w/in 100'	X			
9. Corporate limits/County lines/ETJ boundaries	X	X	X	X
10. Existing structures and/or structures TBR	X	X	X	
11. Existing utilities (water/sewer/electric/gas/wells/septic tanks)	X	X	X	
12. Railroads, Bridges	X	X	X	X
13. Existing public roads and accesses within 400'	X			
14. Applicable zoning district and setbacks	X	X	X	X
15. Developer's name, address, daytime phone #	X	X	X	X
16. Existing landuse within and adjacent properties		X	X	
17. Map maximum 24" x 36" (more than 1 sheet match lines)	X		X	
18. Map 18 X 24 (more than 1 sheet match lines)		X		X
19. Lot dimensions/block and lot numbers/# of lots	X	X	X	X
20. Property boundaries and proposed lot lines, lot size	X	X	X	X
21. Owners name, address, daytime phone #	X	X	X	X
22. Proposed street layout and construction standards	X		X	X
23. Street profile w/cross sections			X	
24. Proposed drainage improvements			X	
25. Drainage plans/cross sections			X	
26. Sed. & Erosion Control Plan (if applicable)			X	
27. Letter of receipt (S&EC plan)			X	
28. Letter of approval (S&EC plan)				X
29. Letter of acceptance of public w/s (if app.)		X		X
30. Contours @ intervals = (of tract and 100' beyond property)	10'		5'	
31. Floodplain delineation, watershed if applicable	X	X	X	X
32. Location, name, address, phone of preparer	X	X	X	X
33. Soils data	X			
34. Soil evaluations or soils report		X	X	X
35. Water courses/ponds/streams/wetlands	X	X	X	X
36. Easements: Access/Utility/Other	X	X	X	X
37. Total acres in subdivision/total acres remaining	X	X	X	X
38. Proposed/existing street names	X	X	X	X
39. Street addresses		X		X
40. Applicable stamps in A-2		X	X	X
41. Tax map, block, parcel		X	X	X
42. Areas dedicated or reserved for public or local jurisdiction			X	X
43. Common area, or open space under owner's association		X	X	X
44. Recreation areas and facilities			X	X
45. Linear feet of road			X	x
46. Area in newly dedicated right-of-way lineal ft of rd			X	X
47. Lots sequenced or numbered consecutively		X	X	X
48. Existing and proposed rights-of-way cross hatched		X	X	X
49. Stormwater management plans		X	X	X
50. Maximum allowable built upon if applicable		X	X	X
51. Total impervious surface if applicable		X	X	X
52. Permanent watershed protection controls/buffers		X	X	X
53. Existing and proposed signs			X	
54. Maps on more than 1 sheet with match lines		x	x	x
55. Name of map, sketch, minor, preliminary, final, major	x	x	x	x
56. Plat book and deed reference		x	x	x
Number of Copies	8*	6*	8*	6*

*Up to 8 additional copies may be requested after initial review.