Preliminary Subdivision Plat
Application Checklist

- ❑ The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property shall be provided stating that the applicant is authorized to represent the property owner(s) in this application.

- ❑ One (1) digital copy of the entire application. Each document needs to be saved on a cd in .pdf format in accordance with the following the file naming convention:
    1. Owner Authorization Letter [PSP-OA.PDF]
    2. Completed Application Checklist [PSP-CKLST.PDF]
    3. Narrative [PSP-NARR.PDF]
    4. Development Master Plan [PSP-.PDF]
    5. Preliminary Plat drawing [PSP-PP.PDF]
    6. Hillside Development information [PSP-HD.PDF]
    7. Preliminary Drainage Report [PSP-PDR.PDF]
    8. Preliminary Water Report [PSP-PWR.PDF]
    9. Preliminary Sewer Report [PSP-PSR.PDF]
    10. Preliminary Reclaimed Water Report [PSP-PRWR.PDF]
    11. Traffic Impact Study [PSP-TIS.PDF]
    12. Preliminary Grading and Drainage Plan [PSP-PGDP.PDF]
    13. Preliminary Utility Plan [PSP-PUP.PDF]
    14. Title Report [PSP-TR.PDF]
    15. Freeway Sound Attenuation Plan [PSP-FSAP.PDF]
    16. Landscape information [PSP-L.PDF]
    17. Legal Description [PSP-LD.PDF]

- ❑ Two (2) copies of a Project Narrative providing a general, but thorough, description of what is being proposed on the property, including:
    1. Acreage;
    2. Number of lots and tracts being proposed;
    3. Amount of passive and active recreational areas being proposed;
    4. Percentage of open space proposed;
    5. Water and sewer infrastructure needed to serve the proposed development and the ability of existing facilities to serve the proposed development;
    6. Proximity to adjacent developments.

- ❑ Two (2) copies of a Development Master Plan document, if determined that it was required by the DRC at the Pre-Application Meeting;

- ❑ Two (2) copies of a Preliminary Plat drawing (can be more than one sheet) (24” x 36” in size, folded to 9” x 12” in size) prepared in accordance with the Zoning Ordinance, Design Guidelines and Engineering Standards.

- ❑ Two (2) copies of the following Hillside Development information:
    1. Topographic map of existing terrain with contour intervals adequate to show the nature and variations in the terrain; two foot intervals for grades less than 15%; five foot intervals for grades greater than 15%; elevations of critical spots, rock outcrops and other special characteristics;
    2. Drawing showing building area envelope and proposed building pad finished grade for each lot in conformance with the grading and drainage regulations required by the city (in accordance with the Engineering Standards), showing the natural topography of the total parcel to be platted, the location and size of all structures, the finished grade at all improvement locations and the depth and extent of all cuts and fills.
    3. Soils report (prepared in accordance with the Engineering Standards); and,
    4. Conservation easements exhibit.

- ❑ Two (2) copies of a Preliminary Drainage Report (prepared in compliance with the Engineering Standards);

- ❑ Two (2) copies of a Preliminary Water Report (prepared in compliance with the Engineering Standards);

- ❑ Two (2) copies of a Preliminary Sewer Report (prepared in compliance with the Engineering Standards);

- ❑ Two (2) copies of a Preliminary Reclaimed Water Report (prepared in compliance with the Engineering Standards) for the property based on the proposed use of the property;

- ❑ A preliminary utility plan, including any off-site improvements planned (prepared in compliance with the Engineering Standards);

- ❑ Two (2) copies of a Traffic Impact Study (prepared in compliance with the Engineering Standards);

- ❑ Two (2) copies of a Preliminary Grading and Drainage Plan (prepared in compliance with the Engineering Standards);

- ❑ Two (2) copies of a Preliminary Utility Plan, including any off-site improvements planned (prepared in compliance with the Engineering Standards);

- ❑ Two (2) copies of a Preliminary Title Report dated 60 days from the date of the application submission showing all property owners, partnerships, and other having any interest in the property;

- ❑ Two (2) copies of a Freeway Sound Attenuation Plan demonstrating compliance with Article 9 of the Zoning Ordinance (if applicable to the property).

- ❑ Two (2) copies of a Conceptual Landscaping Plan to include the following information:
    1. The location and identification of all proposed landscaped areas (on-site, street right-of-way, parking area, landscape buffers, etc.);
    2. The location of all proposed trees, shrubs, and other landscape materials and improvements;
    3. Notes or graphical representations adequately showing the intent of the proposed plans and materials and indicating how these plans will comply with Article 5 of the Zoning Ordinance.
    4. The location, height, type, and general design and finish of all proposed walls and other screening;
    5. The location of all proposed storm water retention areas;
    6. A specific schedule of all trees and shrubs identified by common botanical name and the quantity and size of each tree and shrub to be installed;

- ❑ Two (2) copies of a Legal Description of the property;

- ❑ Application Fees: $1,000 + $20/lot/tract/parcel
  Time extension $375