



## Preliminary Plat Checklist and Submission Requirements

Submit this checklist with all preliminary plat submittals including any revised preliminary plats. Clearly check the boxes for all items completed. If check boxes are left blank, explain the reasoning at the bottom of the checklist.

**Plats will not be accepted that do not provided all information required below.**

**Has a predevelopment conference been conducted?** Yes: \_\_\_\_\_ No: \_\_\_\_\_  
If yes, date of meeting: \_\_\_\_\_

### **Preliminary Plat Preparation/Composition/Layout Requirements**

1. Plat shall be clearly marked 'Preliminary Plat'
2. Preliminary Plat shall be prepared by a registered engineer, land surveyor, or landscape architect
3. Overall plan view with graphic sheet required for plans covering more than two sheets
4. Distance to be shown in nearest .01 foot
5. Plat scale 1"=20', 30', 50', or 100' at full scale
6. Multiple sheets shall have sheet numbers and match lines
7. Use index sheet with sequential sheet numbering if more than one sheet submitted
8. 15 copies to be submitted
9. Size of plat shall be 11" x 17" or 22" x 34"
10. If larger size plat is submitted, three (3) reduced plat copies no larger than 11" x 17" shall be submitted
11. Reduced (half size) plats shall be 1" = 40', 60', 100' or 200'
12. A digital copy of the plat (pdf) and full legal description (MS word) to be sent to [tbellach@cityofmarion.org](mailto:tbellach@cityofmarion.org) and [dhockett@cityofmarion.org](mailto:dhockett@cityofmarion.org)

### **Basic Plat Information Required**

- |  |   |
|--|---|
| 1. Approximate area of property to be subdivided | 3. Approximate length of boundary lines |
| 2. Plat boundary lines                           | 4. Bar scale (graphic)                  |

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| <ul style="list-style-type: none"> <li>5. Map scale (numerical)</li> <li>6. Signature line / box for approving authority</li> <li>7. Conditions of approval (when available)</li> <li>8. Date submitted and date(s) revised</li> <li>9. Legal description</li> <li>10. North arrow or point</li> <li>11. All required setback lines shall be labeled</li> <li>12. Note as follows: "This plan is a conceptual representation of the proposed development. Any final plat and related improvements</li> </ul> | <ul style="list-style-type: none"> <li>required by this development shall meet the requirements of the Design Standards Manual"</li> <li>13. Name of Contact person</li> <li>14. Owner's name, address, and telephone number</li> <li>15. Preparer's name, address, and telephone &amp; fax</li> <li>16. Subdivider's name, address, and telephone &amp; fax</li> <li>17. Subdivision Name</li> <li>18. Vicinity or location map</li> <li>19. Subdivision of an official plat must be indicated as such</li> </ul> |
|--|--|

### Existing Natural Features (Approximate Location)

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|--|---|
| <ul style="list-style-type: none"> <li>1. 100 year flood plain limit with elevation, reference flood plain source</li> <li>2. Approximate areas of natural drainage ways and storm water overflow</li> <li>3. Approximate areas of known flood levels or storm water</li> <li>4. Contours at 2' intervals, if available</li> </ul> | <ul style="list-style-type: none"> <li>5. Contours at 5', if 2' not available</li> <li>6. Floodway limits</li> <li>7. Soil types</li> <li>8. Tree masses / wooded areas</li> <li>9. Water bodies / Streams</li> <li>10. Wetland Delineation Report</li> </ul> |
|--|---|

### Existing Zoning, Easements, and Land Ownership

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>1. Adjoining subdivisions: names and lot numbers</li> <li>2. Corporate limits, if adjoining</li> <li>3. Easement width</li> <li>4. Easement location</li> </ul> | <ul style="list-style-type: none"> <li>5. Easement purpose</li> <li>6. Ownership of adjoining non-platted lands</li> <li>7. Zoning of subject property</li> <li>8. Zoning of adjoining property</li> </ul> |
|--|--|

### Proposed Lot / Block Layout

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|---|--|
| <ul style="list-style-type: none"> <li>1. Lot dimensions (approximate)</li> </ul> | <ul style="list-style-type: none"> <li>2. Lot Location / layout</li> </ul> |
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| 3. Lot numbers                           | 5. Min / Maximum lot size (as a note on a plat) |
| 4. Lot size, typical (as a note on plat) | 6. Total number of lots (as a note on plat)     |

### Existing Human-made Features

- |  |   |
|--|---|
| 1. Alleys  | 8. Railroad right-of-way, width and name                                      |
| 2. Assessor's parcel numbers (for on-site properties)  | 9. Sanitary sewer facilities and sizes  |
| 3. Buildings   | 10. Section lines shown and labeled   |
| 4. Fire hydrants   | 11. Sidewalks, approximate location   |
| 5. Location of all non-municipal utilities if not within rights-f-way                                | 12. Storm sewer facilities, including culvert size and flow line              |
| 6. Lots  | 13. Streets / roads, with names and proposed / existing with widths and radii |
| 7. Notation indicating location and distance of water and sewer within 500' of areas to be developed | 14. Utility easements   |
|  | 15. Water mains, water lines and sizes  |

### Proposed Street / Alley / Easement Layout

- |   |                                    |
|---|------------------------------------|
| 1. Proposed easements                       | 5. Street name                     |
| 2. Right-of-way width                       | 6. Type and width of paved surface |
| 3. Street grade                             | 7. Grading plan                    |
| 4. Street location / layout with Curve data |                                    |

### Proposed Utilities

- |   |                         |
|---|-------------------------|
| 1. Sanitary sewer locations   | 4. Water Main locations |
| 2. Storm sewer locations  | 5. Well locations       |
| 3. Storm water detention / retention location – approximate size and capacity |                         |

### Miscellaneous Information

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|---|---|
| <ol style="list-style-type: none"> <li>1. Area of public use land, if applicable</li> <li>2. Direction, location and approximate volume of pre- and post runoff</li> <li>3. Storm water drainage report</li> <li>4. Estimated percentage of impervious areas after development</li> </ol> | <ol style="list-style-type: none"> <li>5. Line for official's initials on any additional pages beyond the first page</li> <li>6. Location of parcels dedicated for public use</li> <li>7. Other pertinent information requested by the Planning and Development Department</li> <li>8. Proposed zoning of subject property</li> </ol> |
|---|---|

**Please confirm that all items requested have been completed and submitted by the established submission deadlines.**

**IMPORTANT: If any items were marked as not completed (N) please explain below or on a separate sheet:**

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**PRIMARY CONTACT:**

**Name:** \_\_\_\_\_  
**Company (If Applicable):** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**e-mail:** \_\_\_\_\_

**DEVELOPER / APPLICANT:**

**Name:** \_\_\_\_\_  
**Company (If Applicable):** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**e-mail:** \_\_\_\_\_