

CHECKLIST FOR MAJOR SUBDIVISION PRELIMINARY PLATS

NAME \_\_\_\_\_

This checklist must be met and filled out before a preliminary plat will be placed on the agenda of the L.D.C. or the Planning Commission. The deadline for submittal is Wednesday at 11:30 p.m. preceding the Land Development Committee meeting. The L.D.C. meets 14 days prior to the Planning Commission meeting and the Planning Commission meets the first Tuesday of each month.

1. \_\_\_\_\_ Application form filled out.
2. \_\_\_\_\_ Fees: \$100.00 + \$1 per lot fee charged for each major subdivision preliminary plat.
3. \_\_\_\_\_ Current Zoning Classification.
4. \_\_\_\_\_ 10 copies of 18" X 24" plat or 24" X 36", plus one digital copy as per the Subdivision Regulations "Addendum A".
5. \_\_\_\_\_ Key map showing appropriate sectionalization process and overall plan required if the property is being sectionalized.
6. \_\_\_\_\_ Title block complete with:  
\_\_\_\_\_ Subdivision Name  
\_\_\_\_\_ Property Identification  
\_\_\_\_\_ Name and address of property owners, developer's surveyor and/or engineer  
\_\_\_\_\_ All legend information, graphic and written scale (1" = 100'), north arrow,  
date of preparation, etc.
7. \_\_\_\_\_ Certification of Developer's surveyor and/or Engineer as required.
8. \_\_\_\_\_ Acceptable location sketch.
9. PLAT DESIGN: The design scheme shall be drawn at a scale of one hundred (100) feet to the inch, and shall show the following existing conditions and proposed development features:
  - a. \_\_\_\_\_ Boundary Lines (full boundary survey)  
\_\_\_\_\_ Location  
\_\_\_\_\_ Distance  
\_\_\_\_\_ Bearing
  - b. \_\_\_\_\_ Streets (within proposed subdivision and all adjacent streets)  
\_\_\_\_\_ Street Names  
\_\_\_\_\_ Rights of way widths  
\_\_\_\_\_ Grades  
\_\_\_\_\_ Total number of lineal feet of new streets  
\_\_\_\_\_ Tie in to existing streets
  - c. \_\_\_\_\_ Sidewalks (proposed or requesting waiver)
  - d. \_\_\_\_\_ Utilities (within proposed subdivision and all utilities adjacent).  
\_\_\_\_\_ Location  
\_\_\_\_\_ Size  
\_\_\_\_\_ Easements  
\_\_\_\_\_ Fire Hydrant locations
  - e. \_\_\_\_\_ Topography  
\_\_\_\_\_ Correct contour intervals (existing and proposed - as per Section 3.5 (F)(5)(d) of the Subdivision Regulations
  - f. \_\_\_\_\_ All adjoining property owners identified
  - g. \_\_\_\_\_ Subsurface Conditions  
\_\_\_\_\_ Results of site evaluation tests
  - h. \_\_\_\_\_ Other conditions and features (see Sub-Regs, Section 3.5 (F) 7 & 9)  
\_\_\_\_\_ All water courses

\_\_\_\_\_ Existing structures (to be retained or removed indicated)

i. \_\_\_\_\_ Other rights of way or easements

\_\_\_\_\_ Locations

\_\_\_\_\_ Widths

\_\_\_\_\_ Purpose

10. Lots

\_\_\_\_\_ Lot lines (location and distances)

\_\_\_\_\_ Lot numbers

\_\_\_\_\_ Lot size (in sq. ft. if under an acre, in numbers and fractions if over an acre)

\_\_\_\_\_ Location of all easements

\_\_\_\_\_ Contours

11. \_\_\_\_\_ Proposed Building Setback Lines

12. \_\_\_\_\_ Proposed Public Sites (names, acreage and use)

13. \_\_\_\_\_ Identify Lots Not Intended for Single Family Use

14. CONSTRUCTION DRAWINGS - Nine (9) copies of these drawings shall be submitted to the Planning Commission staff on a sheet size of 24" X 36" and be stamped by appropriate agency for drainage approval, water and sewer system approval, and electric utility approval. These drawings shall be referenced to the name and unit number of the proposed subdivision, and shall show the following information:

a. Street Profiles - The profile of each street indicating the existing ground at a horizontal scale equal to the scale of 1/10th of the horizontal scale with final grades indicated.

\_\_\_\_\_ Layout of streets and lots

\_\_\_\_\_ Rights of way width

\_\_\_\_\_ Surface width

\_\_\_\_\_ Certification by Professional Engineer

\_\_\_\_\_ Proper scale 1" = 50' horizontal and 1" = 5' vertical

\_\_\_\_\_ North arrow

\_\_\_\_\_ Proposed street grades in percent with grades calculated on 25' stations

\_\_\_\_\_ Vertical curve information

\_\_\_\_\_ Benchmarks shown and source of levels, tied to USGS datum

\_\_\_\_\_ Proposed taps on proposed sanitary sewers

\_\_\_\_\_ Connections to existing streets in plan for minimum of 100 ft. showing

\_\_\_\_\_ Existing pavements and curbs

\_\_\_\_\_ Sidewalk location and design

\_\_\_\_\_ Locations and size of existing storm and sanitary sewer, water and water valves

\_\_\_\_\_ Storm sewer inlet location, size and type

\_\_\_\_\_ Profile of streams crossing or parallel to proposed streets

b. Street Cross-Section - A cross-section of each new street shall be shown at a scale of ten (10) feet or less to the inch, and shall include the width of pavement including curbs, and gutters, the location and width of sidewalks, the location of utilities, and the total right-of-way width.

\_\_\_\_\_ Right-of-way width in relation to centerline

\_\_\_\_\_ Pavement width and type, and curbs and gutters in relation to centerline

\_\_\_\_\_ Subgrade detail

\_\_\_\_\_ Sidewalk location

\_\_\_\_\_ Sidewalk width

\_\_\_\_\_ Subgrade drainage

\_\_\_\_\_ Perforated pipe underdrain, location and detail

\_\_\_\_\_ Utilities location (storm and sanitary sewers, water, etc.)

c. Additional Plan and Profiles

\_\_\_\_\_ Drainage easements

\_\_\_\_\_ Manholes and catch basins

\_\_\_\_\_ Street signs

\_\_\_\_\_ Street lights (as determined by the appropriate utility companies)

\_\_\_\_\_ Existing and proposed sanitary sewers

\_\_\_\_\_ Size

\_\_\_\_\_ Location

- Invert elevations
- Storm drains
- Fire hydrants
- Connections to existing or proposed utility system
- Exact location and size of all underground utilities or structures

15. Storm Water System

- a. Existing and Proposed Storm Sewers
  - Location
  - Size
  - Slope
  - Inlet locations
  - Inlet type
  - Invert elevation
  - Top elevation
- b.  All Drainage Computations Attached Including Narrative and Conclusions
- c.  All storm sewer design complies with provisions of Subdivision Regulations as a minimum
  - Typical drawing of storm water inlet box
  - Provide headwall at all inlet and outfall pipes
  - Prove erosion protection at inlet and outlet structures
- d. Open Channel Flow
  - Provide ditch design
  - Provide proper cross sections

16. Other Materials:

- a.  When the tract shown on the subdivision plat represents only a portion of the developer's holding, an additional sketch shall be required to illustrate the proposed street layout for the remainder of the tract.

17.  Erosion Control Plan and Typical

18.  Attached any permits or approvals required by any other local, state or federal agencies, i.e.:

- a. Copy of Local Water, Sewer and Drainage Approval
- b. Copy of State Water, Sewer and Drainage Approval
- c. Copy of Highway Access Permit
- d. Electric Company Approval

19.  Preliminary plat should be certified by developer's surveyor and construction drawings by developer's engineer.

This checklist does not replace the Henderson City-County Subdivision Regulations or any other design requirement. It is intended solely as a reviewing tool and any information may be required whether or not it is listed above. All applicable information listed on this checklist must be submitted by the deadline in order to have a valid submittal.

\_\_\_\_\_  
Surveyor Date

\_\_\_\_\_  
Engineer Date