



Combined Preliminary Plat & Subdivision Application Sufficiency Checklist

§ 4.1.4.1.2.2.2, 4.1.4.2.2.1 & 4.1.6.1.1, DRPM

Items listed under Part A of this check list are required for a sufficient application submittal. Applications will not be accepted if all required Part A items are not included with the initial submittal package. All application items are to be submitted unless the Engineer of Record (EOR) indicates they are not applicable. Not applicable items must be denoted as “NA” accordingly. Any item that is not initialed or shown as “NA” will be considered missing. Items listed under Part B are required for review of a project. If one of the Part B items is missing, the application will be considered insufficient and the review will be stopped, the application marked insufficient and the review time will be restarted once the missing item(s) have been submitted.

Staff Initials	EOR's Initials	PART A: Required Submittal Items
		Fee Payment
		Application
		Transmittal Letter that clearly describes project scope
		Owner Affidavit
		Certification – Engineer of Record certification of registration, competency, and professional liability insurance.
		Concurrency Application including School Concurrency, 3 copies {Stormwater, Transportation & Utilities}
		Natural Resources Application
		No Tree Affidavit, if applicable
		Irrigation Plan with Irrigation Design Certification, if applicable
		Tree survey showing location of all trees required by Natural Resource Staff
		Grand Oak Pruning Affidavit, if applicable
		Street Tree Plan
		Master Landscaping Plan, as applicable
		Copy of Water, Wastewater, & Reclaimed Water Master Plan - phased projects served by County
		Right-of-Way Use Permit Application
		Copy of Vesting Letter {if applicable}
		Copy of Utility Service Approval Letter
		Deed(s) - copy of recorded deed(s)
		Pavement Calculations
		Soil Reports
		Stormwater Calculations – signed and sealed
		Preliminary Plat
		Subdivision Construction Plans - Signed and Sealed
		Plant and Wildlife Survey for endangered, threatened or species of special concern, if applicable
		Conditions of Approval for PD or rezoned property including the petition number
		Upland Habitat Management plan in accordance to Section 4.0 of the LDC, as applicable
		Project Compatibility Plan in accordance to Section 4.0 of the LDC, as applicable
		Invasive Plant Species Removal, Disposal and Maintenance Plan in accordance to the DRPM, as applicable
		Certification of Complete Submittal
		*PDF Copy of all Plans and Paperwork for submittal



EOR's Initials	PART B: Information Required on Preliminary Plat
	Title Block - including the following:
	Name of proposed subdivision
	County and state
	Date of preparation
	Name, address, and phone number of the subdivider
	Name, address and phone number of the applicant/agent
	North arrow
	Scale
	Total Acreage - include total acreage of site
	Minimum lot size
	Total number of lots
	Legal description - including township and range and the section or part of sections to be platted
	Existing features - indicate location, name, and size of the following features, both on or contiguous to subdivision
	Platted property lines
	Streets
	Sidewalks
	Bridges
	Railroads
	Public and private rights-of-way and easements - including proposed easements and common areas
	Parks & other open spaces
	Stormwater features
	Approximate Wetland and upland conservation & preservation area boundaries
	Land to be dedicated or reserved for public or private use, together with limitations/conditions of dedication or reservation
	Lot lines and lot numbers
	Smallest lot, regular and irregular shaped lots - including building envelope
	Topography - one foot contours to minimum of 25 feet outside project boundaries, vertical datum based on NAVD 88 and horizontal datum based on NAD 83, in feet, latest adjustment unless otherwise approved by County Surveyor
	Identify and Locate:
	All FEMA designated flood hazard areas & floodways, flood zone designations & elevations
	Onsite stormwater basins & offsite basins contributing to site
	Pre-development curve number {CN} based on soil types
	Pre-development impervious area in square feet
	Proposed medians and guardhouses
	Existing platted areas within proposed subdivision
	Number and type of dwelling units proposed
	Location of all utility poles adjacent to subdivision boundaries
	Identification of all Grand Oaks
	Statement regarding how water & wastewater service will be provided
	Electric utility transmission easements



Staff Initials	EOR's Initials	PART B: Information Required on Construction Plans
		Signed, sealed, and dated construction plans consisting of improvement facilities design drawings & calculations shall be submitted.
		Title Block – including the following:
		Name of proposed subdivision
		County and state
		Date of preparation
		Name, address, and phone number of the subdivider
		Name, address and phone number of the applicant/agent
		Professional Engineer's Title Block – including the following:
		Name and license number (address required if not practicing through duly authorized business)
		Name, address, and certification or authorization number of engineering business
		North arrow
		Scale
		Surveyed boundaries of any conservation or preservation area shown with applicable setbacks or other areas that lie outside project boundaries
		Location of any proposed model homes, if applicable
		Identification of all Grand Oaks
		Existing and proposed water and wastewater facilities
		Existing and proposed stormwater facilities
		Proposed Property Perimeter and Entrance Walls and Gates
		Identification of Upland Significant Wildlife Habitat Conservation Areas
		Identification of pertinent Wetland Conservation and/or Preservation Area Setback
		Swales – when rear lot swales required, they have to be shown on lot grading plan with appropriate note requiring maintenance by lot owner