

A completed checklist must accompany your application.

**Incomplete submittals cause a delay in processing. This checklist will help you spot deficiencies before making your submittal.

Preliminary Submittal Checklist For
EAGLE POINT Subdivision

DMC 17.07.040

A. The PRELIMINARY PLAT submittal must meet the following criteria:

- 1. **Clear and legible**
- 2. Scale appropriate to the size of the lots to be created
- 3. Sheet size of 8 1/2" X 11" or larger; all sheets must be the same size
- 4. Twelve (12) copies of the preliminary plat, folded to 8" X 12", with subdivision name and legal description showing

B. The following INFORMATION must be shown on the PRELIMINARY PLAT or in the supporting documents submitted with the application:

- 1. Proposed subdivision name
- 2. Legal description of property proposed for subdivision
- 3. Approximate acreage of the total property proposed for subdivision
- 4. Names and addresses of owners
- 5. Name of surveyor, if any
- 6. Date, scale, graphic scale, and north arrow
- 7. Basis of bearing for subdivision
- 8. Any existing or platted streets, public or private **rights-of-way** that may affect this subdivision

_____ a. Location _____ b. Width _____ c. Name

- 9. Proposed **streets** and all **easements** within the subdivision, showing the following:

_____ a. Location	_____ d. Type or purpose of easement
_____ b. Width	_____ e. Street category (DMC 17.19.050)
_____ c. Name	

- 10. Platted or recorded easements shown as follows:

_____ a. Location _____ b. Width _____ c. Purpose

- 11. Flood Zone designation
FLOOD ZONE C / Minimal Flooding

- 12. Approximate **dimensions** and **area** of each lot in the proposed subdivision

- 13. Location of all the following features existing on this property or the adjacent property:

<input checked="" type="checkbox"/> a. Permanent buildings	<input checked="" type="checkbox"/> e. Water facilities
<input type="checkbox"/> b. Power facilities	<input type="checkbox"/> f. Culverts
<input type="checkbox"/> c. Telephone facilities	<input type="checkbox"/> g. Dedicated trails
<input checked="" type="checkbox"/> d. Sewer facilities	<input checked="" type="checkbox"/> h. Other physical improvements

B. PRELIMINARY PLAT INFORMATION CONTINUED

X 14. Location of the following:

- a. Streams
- b. Lakes
- c. Swamps and drainage courses
- d. Areas designated by the U.S. Army Corps of Engineers to be wetlands.

X 15. The location and identification of the adjacent properties including the names and addresses of the current owner(s)

X 16. The subsurface ownership of land adjacent to and within the subdivision

N/A 17. Location of the following if proposed by the applicant:

- a. Parks
- b. Trails
- c. Playgrounds
- d. School sites
- e. Other public use areas

X 18. A **vicinity** sketch or **map**, scale not less than 1" / mile, indicating the relative location of the following:

- a. Proposed subdivision
- b. Principal road systems
- c. Access route
- d. Section lines

X 19. Topography sufficient to show general drainage and specific broken features. Where slopes exceeds 10%, contour lines at a maximum of 20-foot intervals

X 20. Typical roadway design, giving a general plan and intended construction including the grades and slopes.

N/A 21. Location and details of the following improvements:

- a. Culverts
- b. Drainage
- c. Soil stabilization structures

X 22. If subdivision is in **phases**, the sequence of development must be shown on the preliminary plat.

N/A 23. Any area to be subdivided within **special flood hazard areas** as determined by the most recent FIRM.

- a. A reference datum to mean sea level if flood elevation data is available
- b. Spot elevations for each lot or contour mapping at two-foot intervals for all portions within the subdivision

C. APPLICATION

- ~~X~~ 1. Owner Signatures
- ~~N/A~~ 2. Secured interest party signature
- ~~X~~ 3. Agency Copies (12) *IN Planners office (City of DLG)*
- ~~X~~ 4. Fee *\$100 + \$20*
- ~~X~~ 5. Title report
- ~~N/A~~ 6. Covenants
- ~~N/A~~ 7. Variance forms
- ~~N/A~~ 8. Section line easement research