



## PRELIMINARY PLAT CHECKLIST

*The information in this document is for reference purposes only and updated on an annual basis. The applicant is responsible for ensuring documents are submitted in conformance with code. Please refer to City of Indianola Code Chapter 170 for full information required for submitting preliminary plat drawings and supplemental documents. Plans submitted to the city will not be placed on the agenda of approving-body until all documents are in final form determined by the City of Indianola.*

**Name of Project:**

**Submittal Date:**

**Owner:**

**Engineer:**

**Fees Paid:**    Yes     No     **Amount Paid: \$**

**PDF of entire submittal provided to Staff Contact:**    Yes     No

	YES	NO	N/A
1. Final plat must be drawn to the scale of 50-feet to 1-inch for small subdivisions and 100-feet to 1-inch for large subdivisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Page size shall be 11-inches by 17-inches or 24-inches by 36-inches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CONTENTS OF THE PLAT [§170.08]</b>			
A. Areas proposed for public use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Labelled boundaries of the proposed subdivision with heavy line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Existing and proposed grades of streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Cross-section of the proposed streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Roadway location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Type and width of surfacing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Type of drainage and other improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Construction Site Erosion and Sediment Control Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. Reference to City datum showing contours at sufficient 5' intervals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Districts in which the subdivided land is located (zoning districts, utility districts, watershed districts, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Boundaries of current floodway, floodway fringe, and floodplain overlay lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Include the following notation in Chapter 170.08(2)(I) of the City of Indianola Codes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Labeling of lot and outlot purposes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Letter of consent from all persons having an interest in the land to be subdivided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Location of existing lot lines, streets, public utilities, water mains, sewers, drainpipes, culverts, bridges, railroads, and buildings in the proposed subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Location of areas containing heavy/dense woodlands, bodies of water and watercourse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. Location and widths, other dimensions and names of the proposed streets, utility easements, and other open spaces or reserved areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. Location and widths of existing and proposed accessways/driveways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P. Location of proposed wells and/or water mains and sewage disposal system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q. Location and dimension of sidewalks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R. Lot lines with dimensions, lot numbers building setback lines for frontage and side streets, street lot letters, and outlot letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S. Master plan of the undeveloped areas surrounding the proposed plat (if required by Zoning Administrator)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T. Name of subdivision, legal description, date, compass point, and acreage of the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U. Name and address of recorded owner and/or developer. Name and address of engineer and surveyor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
V. Names of adjacent subdivisions and tract lines of acreage parcels together	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Include names of record owners of parcels of land immediately adjoining the proposed subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
W. NPDES Permit and those issued by the Army Corps of Engineers (if required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X. Plans for wastewater. Refer to code for specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Y. Spot elevations and drainage slope percentages where stormwater drainageways and swales cross lot lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Z. Statement concerning the location and size, or capacity of utilities proposed to be installed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AA. Statement that the subdivision will comply and conform to all requirements and regulations of the city and to platting procedures and conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BB. Stormwater management plan and calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CC. Stormwater pollution prevention plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DD. Tract boundary lines showing dimensions, bearing, angles, and references to known lines or benchmarks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EE. Vicinity sketch and an outline of the area to be subdivided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FF. Zoning classification and corresponding bulk zoning regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Buffer easement and method (if required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GG. Certified geotechnical soils report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HH. Any other pertinent information (traffic reports, detailed soil reports, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation of all items not provided: