

#### **Sec. 4-34. - Preliminary plat.**

- A. *General requirements.* A preliminary plat of any proposed subdivision shall be submitted for Commission review and approval in compliance with the schedule and requirements set forth in this chapter and as set forth below.
1. The preliminary plat shall be accompanied by the completed application and appropriate fees at least twenty-six (26) days prior to the commission meeting at which it is to be considered.
  2. Two (2) copies of prints of the proposed subdivision, drawn on sheets at a size of twenty-four (24) inches by thirty-six (36) inches and twelve (12) copies of the print reduced to a size of eleven (11) inches by seventeen (17) inches shall be submitted. After an administrative review of the preliminary plat, a revised submittal will be required. The revised preliminary plat shall be submitted nine (9) days prior to the commission meeting and shall include seven (7) copies of the plat drawn on sheets at a size of twenty-four (24) inches by thirty-six (36) inches and eleven (11) copies of the plat reduced to a size of eleven (11) inches by seventeen (17) inches. An electronic copy of the revised plat in the format(s) required by the city shall also be submitted.
  3. The preliminary plat shall show all designated land uses, lots or reserves, on the face of the plat in accordance with the approved land plan and all approved comprehensive, water, sewer, and thoroughfare plans
  4. The preliminary plat shall be prepared by a licensed professional engineer or a licensed professional land surveyor.
  5. The preliminary plat shall include preliminary plans for the following:
    - i. Water distribution system;
    - ii. Sewerage collection system; and
    - iii. On-site and off-site drainage system.
  6. The administrative officer shall be furnished with copies of letters from the officers and individuals named herein verifying contact and specifying that review has occurred and the activity as herein specified has been successfully completed:
    - i. All applicable utility companies including gas, electrical and telephone, stating that these companies have knowledge of the proposed subdivision and are currently negotiating the necessary service easements and acknowledging receipt of the preliminary plat for the purpose of establishing easements.

- ii. Any other applicable district or entity with jurisdiction in the area verifying adequate capacities and applicable fees.
- B. These verification letters must be received by the administrative officer either prior to final plat approval by the commission or at such other time as may be specified by the administrative officer.
- C. *Study and report.* The administrative officer shall initiate a study of the preliminary plat and give a written report to the commission before its consideration for recommendation. The subdivider or his designated representative shall be provided, upon request, with a copy of this report prior to the commission meeting.
- D. *Action by commission.* Following review of the preliminary plat and other material submitted, as well as discussions with the subdivider on changes deemed advisable and the kind and extent of improvements to be made by him, the commission may act thereon as submitted, or modified, if found by the commission to be in full compliance with the terms and provisions of this Code and in the best interest of the city in accordance with the requirements of law as follows:
  - 1. Recommend approval;
  - 2. Recommend approval contingent upon conditions, corrections or changes to be made to the final plat; or
  - 3. Recommend disapproval.
- E. *Effect of recommended approval.* Recommendation of a preliminary plat by the commission shall be deemed an expression of conditional recommended approval to the layouts submitted on the preliminary plat as a guide for the preparation of the final plat and the future installation of streets, water, sewer, and other required improvements and utilities and to the preparation of construction plans.
- F. *Duration of recommended approval.* Recommendation of a preliminary plat shall be effective for one hundred eighty (180) days. The applicant who submitted the preliminary plat may request a one-time extension of the previously recommended preliminary plat. The request shall be made in writing on a prescribed form to the city manager or his designee at least thirty (30) days before the preliminary plat's expiration. The request shall state the reasons for the extension, the amount of time to reasonably accommodate the need, and acknowledgement that there are no additional extensions. The maximum extension shall not exceed one hundred eighty (180) days, and must be justified as determined by the city manager or his designee. Only one (1) extension will be granted regardless of the amount of time for the extension or additional extensions requested.
- G. *Commencement of work.* No construction work shall begin on the proposed improvements in the proposed subdivision prior to the approval by the commission and the city council and recordation of the final plat. The subdivider may at his own

risk undertake certain ground excavations for clearing, grading and drainage purposes. Any required permits shall be issued prior to commencement of work.

- H. *Not required.* A preliminary plat shall not be required if the proposed subdivision meets the criteria as set forth for short form final plats.
- I. *Additional requirements.* Any plat within the extraterritorial jurisdiction of the city shall also be subject to county platting requirements and the more restrictive requirements shall govern.
- J. *Variances.* A variance request, if applicable and there is justification for same, shall be provided on the application form provided by the city.
- K. *Graphic requirements.* Preliminary plats which do not include the following data and information will be considered incomplete and may not be accepted for submission by the city. The required copies or prints of the proposed subdivision shall include the following:
  - 1. The preliminary plat shall be drawn to a minimum scale of one hundred (100) feet to the inch. In cases of large developments which would exceed the dimensions of the sheet of one hundred (100) feet to the inch scale, preliminary plats may be two hundred (200) feet to the inch or a scale approved by the administrative officer. A graphic scale shall be shown on the plat.
  - 2. A vicinity or location map that delineates the location of the proposed subdivision with respect to major thoroughfares, freeways, water courses and ditches. The vicinity map shall be located in the upper right corner of the drawing.
  - 3. The boundary lines, abstract lines, survey lines, corporate boundaries, district boundaries, existing or proposed highways, and streets.
  - 4. The name and location of all adjoining subdivisions or property owners shall be drawn to the same scale and shown in dotted lines adjacent to the tract proposed for subdivision in sufficient detail to show accurately the existing streets, easements and alleys and other features that may influence the layout of development of the proposed subdivision. Adjacent unplatted land shall accurately delineate property lines and owners of record.
  - 5. The location and widths of all streets, alleys, railroads and easements existing or proposed within the subdivision limits, and the manner in which such streets, alleys and easements may eventually connect with those of the nearest existing subdivision.
  - 6. Proposed street names are suggested but not required. Street names are required at the time the final plat is approved.

7. The location of all existing property lines, existing lot and block numbers and date recorded; existing buildings; existing drainage facilities, utilities, and pipelines showing pipe sizes and capacities of sewer or water mains, gas mains, or other underground structures, whether public or private, easements of record; or other existing features within the area proposed for subdivision. When appropriate, a separate submittal for utilities may be allowed by the administrative officer.
8. Proposed arrangement of lots (including lot and block numbers in accordance with a systematic, consecutive numbering arrangement) and proposed use of same and their relationship to streets, alleys and easements in adjacent subdivisions. Any nonresidential reserves shall also be shown.
9. The title under which the proposed subdivision is to be recorded; the name of the city, county, and state in which the subdivision is located; the name and complete address of the owner; and the name and complete address of the land planner, engineer, or registered professional land surveyor preparing the drawing shall be located in the lower right corner. The subdivision name shall not be duplicated, but phasing identification is allowed. The administrative officer shall determine if the proposed subdivision identification will be in conflict with existing plats. The description of the property shall include the approximate acreage.
10. Sites, if any, to be reserved or dedicated for parks, playgrounds, schools, or other public use.
11. North arrow, date, scale, and other pertinent data oriented to the top of the sheet.
12. All physical features of the property to be subdivided including location and size of all natural and artificial water courses, ditches, ravines, culverts, and bridges; one hundred (100) year flood plain according to Federal Emergency Management Agency information; the outline of major wooded areas or the location, species and sizes of major specimen trees of thirty (30) inches or greater in diameter; and other structures or features pertinent to subdivision.
13. All preliminary plats shall be submitted in legible format on a good grade blue line or black line paper.
14. Location(s) of any existing structures to be retained shall be shown on the plat.
15. A copy of the proposed subdivision restrictions and/or covenants that are anticipated to be filed for record and will constitute encumbrances on the subject property shall be provided, if available.