

Preliminary Plat Format Guidelines

Last Revised: 12/11/2015

Section One: Format of the Document

1. 24" x 36" document size, as a Pdf digital file provided on a CD along with any other submittal documents and paper copy(s) folded to approximately 8.5" x 11" size.
2. Drawn to an accurate engineering scale and shall not be greater than 1" to 100'
3. Titled "Preliminary Plat _____" at the top center of first page and in the Title Bar
(subdivision name)
4. Short Legal Description, Section(s), Township(s) and Range number(s) located under the Title.
5. Title Bar or Block on the right hand side or at the bottom of each page
6. Development Data Table, located at lower right-hand corner of first page.
7. A label (in a large font) of "City Resolution: _____ Passed on: _____" located near the upper right-hand corner of the first page.
8. Scale, located on the first page
9. North Arrow, located on each page
10. Legend of Symbols used on the Document, located on the first page.

Section Two: Data Requirements

1. Title Bar or Block, should contain the following information:
 - a) Titled od document being "Preliminary Plat of _____"
 - b) Plan Drafter Company name and address
 - c) Owner's name and address
 - d) Petitioner's name and address
 - e) Original and revision dates of the Document
2. Development Data Table should be copied and pasted onto your plan from the 1-0 Development Tables and Calculators excel worksheet and contain the following information:
 - a) Title of Document being "Preliminary Plat of _____"
 - b) Tax/Parcel Identification Number(s) (PINs)
 - c) Total acreage and square footage of the Subject Property
 - d) Total acreage and square footage of proposed easements
 - e) Total acreage and square footage, and linear feet of proposed right-of-way dedication

Section Three: Depicted on the Document

1. Existing Conditions including:
 - a) Subject Property External boundary data including all dimensions, angles, bearings.
 - b) Location and description of concrete monuments.
 - c) Existing internal right-of-way(s) including the name and width and the "Per Document Number" being the county recording number for the right of way dedication.
 - d) Existing adjacent right-of-way(s) including the name and the "Per Document Number" being the county recording number for the right of way dedication.
 - e) Existing easement(s) including the type/purpose, width and the "Per Document Number" being the county recording number for the easement dedication.
2. Proposed Conditions including:
 - a) Proposed lots with dimensioned lot lines; lot number (NO LETTERS ALLOWED); acreage and square footage; and setback lines with dimensions for all lot lines.
 - b) Proposed right-of-way dedications with the approved Street Name, accurate dimensions, bearings, radii, arcs and central angles of all curves and including a label of "HEREBY DEDICATED FOR PUBLIC RIGHT-OF-WAY" located over the area to be dedicated.

- c) Proposed easement locations including the type/purpose, accurate dimensions (including width), and with a label of “___ FOOT _____ EASEMENT HEREBY GRANTED” located over the area being granted. *(type/purpose)*
- d) All Easement types/purposes should have a corresponding Easement Provision (see 4.3 herein) included on the Plat and all Easement Provisions should have a corresponding location.

Section Four: Signature Certificates, Statements, and Easement Provisions

[Click Here](#) for examples of these blocks

1. Certificates - No signature certificates are required on this Preliminary Document.
2. Statements - No statements are required on this Preliminary Document.
3. Potential Easement Provisions
 - a) Screen Planting Easement (Appendix P)
 - b) Stormwater Control Easement (Appendix R)
 - c) City Easement (Appendix T)
 - d) Ingress/Egress Easement (Appendix Q)
 - e) City Watermain Easement (Appendix U)
 - f) City Well Easement (Appendix V)
 - g) Fire Separation Easement (Appendix W)
 - h) Fire Lane Easement (Appendix X)

Section Five: Most Common Mistakes

1. The information in the table does not match the information on the plan.
2. All setbacks should be labeled simply “Setback Line” verses “Building Setback Line” or “Parking Setback Line” or “Signage Setback Line” etc.
3. The following items should NOT appear on the Document:
 - a) Bulk Restrictions Table
 - b) Any public or private improvements including but not limited to: utilities, sidewalks, streets, driveways, parking lots; building pads
 - c) Topography data
 - d) Locations of the Plan Description Parcel(s)
 - e) Any vacation of right-of-ways or easements would need to be on a separate plat.
 - f) Existing and Proposed Vegetation and plantings – This should be included in the Landscaping Plan.
 - g) Details and Elevations for signage, fencing, or trash enclosure – details (other than height, location, and setback from all property lines) – This should be included in the Building and Signage Elevations.
 - h) Location maps – should be removed.
 - i) Remove School District Statement – this requirement is being met by the language in the Owner’s Certificate.