



## PRELIMINARY PLAT CHECK LIST

The preliminary plat will be considered by the Planning Commission at a regular meeting no sooner than forty-five (45) days after the date the plat, engineering plans, and supporting documents are received by the City and determined to be in **substantial compliance** with these submittal requirements.

If the submittal is not complete or the project does not meet City regulations, Staff may recommend denial or table the project for the following Planning Commission meeting.

Planning Staff strongly recommends that the preliminary plan submittal process begin with a Courtesy Review **at least 10 days prior** to the preliminary submittal deadline.

### Courtesy Review Submittal Requirements:

- (5) copies of the plat and *stamped* construction drawings (i.e. site plan, grading/drainage, utility profiles, street profiles, phasing plan, landscaping & irrigation)
- Filing fees (\$500 + \$20/lot which will be applied to preliminary fee)
- FYI – \$1203.00 parks fee per lot or unit is due at time of final plat (except for property zoned I)

### Preliminary Plat Submittal Requirements:

- Completed application
- (5) copies of the preliminary plat *all bound together and folded*
- Digital copy of the plat in pdf format (can be e-mailed)
- (12) copies of the plat and *stamped* construction drawings (i.e. site plan, grading/drainage, utility profiles, street profiles, phasing plan, landscaping & irrigation) *all bound together and folded*
- Digital copy of construction drawings
- (5) copies of all engineering reports and calculations (i.e. drainage, traffic, soils reports)
- (3) copies of covenants (if any)
- Copy of the recorded deed and any contractual agreements
- Filing fees (\$500 + \$20/lot if not paid at Courtesy Review)
- Parks fee (\$1203 per lot/unit)
- Sewer/water tap application & fees
- Address application
- Sign permit application
- Excavation permit & traffic control plan

**The preliminary plat and supporting documents must be legible, may be on multiple pages as needed for clarity, and shall contain, at a minimum, the following:**

- The name of the subdivision and the name and address of the subdivider, and his representatives, if applicable.
- The name of the engineer or surveyor preparing the plat, and a title box in the lower right corner.
- The graphic scale used and north point and date. The north point shall be grid north based on the Delta Control System. The plat shall be drawn to a scale of not less than 1" = 100'
- A location sketch map showing the project location in relation to the City of Delta.
- The gross area, and area included within dedicated right-of-ways, subdivision lots, and common areas such as open spaces, parks and trails.
- Certificates on forms approved by the City
- Two-foot (2') elevation contours and the boundaries of the "base flood" (100-year flood) and "floodway" and base flood elevation data.

- The zoning of the subdivision and of adjacent property.
- The names of the owners of record of adjacent property, and the property lines of adjacent property as space will allow.
- The location of watercourses including streams, lakes, swamps, ditches and flood prone areas; the location of existing streets, roads, railroads easements, utility lines, poles and towers, sewer lines, water lines, drains, culverts and other underground utilities and facilities both on the proposed subdivision and adjacent property as practical. Specify whether utility lines are in easements or rights-of-way, underground or aerial, and show locations of poles, towers and all exposed utility appurtenances (i.e. water meters, telephone pedestals, electric transformers boxes, and pedestals, fire hydrants, etc.).
- The layout and location and name of proposed streets, the layout and location of alleys, bike paths, utility easements and pedestrian walks, and the layout of all lots showing the dimensions and lot areas, and any proposed building setback lines which are required by these regulations or sketch plan approval. Footprints of existing buildings and other improvements should be shown.
- The proposed use of all lots and tracts including proposed ownership of parks, trails and open space, as well as the lot layout with block and lot numbers.
- Phasing plan, when applicable.

**The following Engineering information shall be submitted with the preliminary plat together with plans and specifications prepared and wet stamped by a registered professional engineer:**

- A utility composite plan, depicting all proposed and existing utility line and appurtenance locations (i.e. water and sewer tap locations and fire hydrants).
- Plans for electrical service must be included if the subdivision is not served by ML&P.
- Plan and profiles for the proposed sanitary sewer system showing all details.
- Plan and profiles for the water system and fire protection system showing all details. Supporting calculations showing water supply is adequate for domestic used and required fire flows may be required).
- Plan and profiles for the storm drainage system showing all details. Storm drainage report and calculations are required.
- Plans and profile for proposed streets, sidewalks, bike paths, trails and walkways showing all details. Design shall be based on soils analysis by a qualified geotechnical engineer or soils laboratory. Street names, street light and street sign locations shall be shown.
- Submittal of a soil or geological report prepared and certified by a professional geologist or geotechnical engineer for lot areas is encouraged by the City.
- A final lot-grading plan.
- Plans for piping ditches, private irrigation systems or improvements to waterways.
- Plans for parks, open space, and recreation facilities, including all equipment, fencing, landscaping, and irrigation systems.
- A traffic impact study and plans for recommended traffic mitigation measures if required.
- Documents and plans required pursuant to sketch plan approval.
- Draft covenants.
- All proposed subdivisions of greater than 500 residential units, or greater than 200,000 square feet of gross floor area of non-residential subdivisions, shall submit a fiscal/infrastructure impact analysis as detailed.

**Notice:**

The applicant shall post a sign (or signs) on the affected property. The City will supply signs. Signs shall be posted for seven (7) days preceding the scheduled Planning Commission meeting.

\*This checklist is advisory only, and does not replace city ordinances. Refer to applicable city regulations when preparing subdivision submittals.