



PRELIMINARY PLAT CHECKLIST PL-PPLAT

PRELIMINARY PLAT APPLICATION | [GHMC 16.05.001](#)

Application Contents. In addition to the requirements for a complete application as set forth in [GHMC 19.02.002](#), an applicant for preliminary plat shall submit the following:

A map or sketch using a scale of 100 feet to one inch or larger, showing:

- Complete Master Planning Permit Application
- Topographical and other data depicting:
 - Boundary lines including bearing and distance;
 - N/A Submitted on sheet(s) _____
 - Easements, including location, width and purpose;
 - N/A Submitted on sheet(s) _____
 - Streets on and adjacent to the tract, including name and right-of-way width and location; type, width and elevation of surfacing, walks, curbs, gutters, culverts, etc.;
 - N/A Submitted on sheet(s) _____
 - Ground elevations on the tract, based on a datum plane approved by the city engineer; for land that slopes less than approximately two percent, show spot elevations at all breaks in grade, along all drainage channels or swales, and all selected points not more than 100 feet apart in all directions; for land that slopes more than approximately two percent, either show contours with an interval of not more than five feet if ground slope is regular and such information is sufficient for planning purposes, or show contours with an interval of not more than two feet if necessary because of irregular land or need for more detailed data for preparing plans and construction drawings;
 - N/A Submitted on sheet(s) _____
 - Other conditions on adjacent land, including approximate direction and gradient of ground slope, including any embankments or retaining walls; character and location of buildings, railroads, power lines, towers, and other nonresidential land uses or platted land within 300 feet of the subject property.
 - N/A Submitted on sheet(s) _____
 - Refer to subdivision plat by name, recording date, volume and page number, and show lot size, and dwelling units;
- Utilities on and adjacent to the tract, including location, size and invert elevation of sanitary, storm and combined sewers; location and size of water mains; location of gas lines, fire hydrants, electric and telephone poles, and streetlights. If water mains and sewers are not on or adjacent to the tract, indicate the direction and distance to, and size of nearest ones, showing invert elevation of sewers;
 - N/A Submitted on sheet(s) _____
- Location of soil borings or test pits, as required;
 - N/A Submitted on sheet(s) _____
- Other conditions on the tract including critical areas and/or their buffers, watercourses, marshes, rock outcrop;
 - N/A Submitted on sheet(s) _____
- Zoning district designations, on and adjacent to the tract;
 - N/A Submitted on sheet(s) _____
- Proposed public improvements, including highways or other major improvements planned by public authorities for future construction on or near the tract;
 - N/A Submitted on sheet(s) _____

- Vicinity showing location of the tract;
 - N/A Submitted on sheet(s) _____
- Sites, if any, to be reserved or dedicated for parks, playgrounds, or other public uses;
 - N/A Submitted on sheet(s) _____
- Sites, if any, for multifamily dwellings, shopping centers, churches, industry or other nonpublic uses exclusive of single-family dwellings;
 - N/A Submitted on sheet(s) _____
- Minimum building setback lines;
 - N/A Submitted on sheet(s) _____
- Site data, including number of residential lots, typical lot size, and acres in parks, etc.;
 - N/A Submitted on sheet(s) _____
- Plat name, scale, north arrow and date;
 - N/A Submitted on sheet(s) _____
- Typical cross-sections of the proposed grading, roadway and sidewalk;
 - N/A Submitted on sheet(s) _____
- Proposed sanitary, storm water and water systems plan with points of connection, grades and sizes indicated;
 - N/A Submitted on sheet(s) _____
- Title and certificates, including a legal description according to official records in the office of the county auditor; pertinent survey data compiled as a result of a survey made by or under the supervision of a land surveyor registered in the state and engaged in land surveying which contains notation stating acreage, scale, north arrow, datum, bench marks, certification of registered civil engineer or surveyor, date of survey;
 - N/A Submitted on sheet(s) _____
- Draft of proposed covenants, if any; and
 - N/A Submitted on sheet(s) _____
- Public Works Checklist. All applicable items listed on the public works land use application intake checklist.

TREE, LANDSCAPE AND SCREENING PLANS | [GHMC 17.78.030](#)

A plan of the proposed landscaping and screening shall be incorporated into plans submitted for site plan review or projects which require hearing examiner review. The plans shall be drawn to scale and contain the following, in addition to the significant tree survey and tree retention survey required by [GHMC 17.98.040](#):

- Parking and vehicle use areas, driveways and walkways;
 - N/A Submitted on sheet(s) _____
- Buildings or structures, existing and proposed;
 - N/A Submitted on sheet(s) _____
- All proposed new landscaping. Landscape plan shall include the location, species, diameter or size of plants using both botanical and common names. Drawings shall reflect the ultimate size of plant materials. Alternatively, a schematic landscape plan can be submitted showing planting zones. Each planting zone shall include typical shrub and groundcover species and typical size and spacing at planting. All landscape plans shall include the location, species, and diameter or size of all proposed trees;
 - N/A Submitted on sheet(s) _____
- Schematic irrigation plan showing irrigation zones and proposed irrigation techniques within each zone as set forth in [GHMC 17.78.045\(C\)](#); N/A Submitted on sheet(s) _____
- Identification of tree protection techniques.
 - N/A Submitted on sheet(s) _____

This checklist is intended as a guide for applicants and is not a substitute for the applicable code sections.