SUBMITTAL REQUIREMENTS

Preliminary Plats are provided for in the City’s Subdivision Ordinance so that standards for design, development, improvement and relation to existing land uses will be considered when subdividing parcels. Preliminary Plats are also reviewed to ensure adequate provisions are made for public facilities and services, and to promote the public health, safety and general welfare of the citizens of the City. A plat including four or less lots is a Minor Preliminary Plat. Minor Preliminary Plats are reviewed by the Project Review Group and approved by the Director of Community Development. Major Preliminary Plats (subdivisions of more than four lots) are reviewed by the Project Review Group and approved by the City Planning Commission. See Review Process and Schedule.

This Checklist need not be submitted with your application. It is provided for your convenience. Applicants are strongly encouraged to submit applications online through E-Submittal at: http://crrequest.cityofcr.com/CitizenAccess/Site/Public/Main

Initial Submittal
The following materials must be submitted for the initial submittal:
- Titleholder’s Signature Form
- Site Development Plan (See Site Development Plan Checklist below)
- Legal Description of the subject property
- Submittal Fee (Refer to the Land Development and Zoning Fees)

Final Submittal
The following materials must be submitted for each revised or final submittal:
- Revised Site Development Plan (See Site Development Plan Checklist below)
- List of revisions
- Acceptance of Conditions Form (Before CPC meeting)

Planning Considerations
The following situations may trigger additional review.
- Are there structures which may be affected on the site that are over 50 years old? (see Historic Preservation in Municipal Code Chapter 18.10)
- Is the site covered by the Floodplain Management Ordinance? (see Floodplain Management in Municipal Code, Chapter 32B)
- Will this project require rezoning, a conditional use, or design exception? (see Zoning requirements in the Municipal Code, Chapter 32)
- Could the site generate more than 750 trips per day or more than 100 trips in a peak hour?
- Have you researched the past history of the site, including any prior zoning actions, conditional uses, or other city actions?
SUBMITTAL REQUIREMENTS
Preliminary Plat (Major and Minor)

Preliminary Plat Review Checklist
The following information must be included on a preliminary plat. For more information on zoning requirements, refer to the Municipal Code, Chapter 32.

1. ____ Titleholder(s) information: name, address, phone number, fax number, and email
2. ____ Applicant information: name, address, phone number, fax number, and email
3. ____ Contact Person information: name, address, phone number, fax number, and email
4. ____ Prepared by an engineer, landscape architect, urban planner, architect or other certified professional
5. ____ Location map:
   - Scale: 1” = 300’ (vary scale when necessary)
   - North arrow at the top or the left of the sheet
   - Identification of the site area
   - Existing platted lot lines and streets
   - Existing boundaries and zoning for all property located within 600’ of the boundaries of the subject property (if adjacent street speed is greater than or equal to 55 MPH, show property located within 1,320’ of the boundaries of the subject property.)
6. ____ Location of the Property
7. ____ Existing zoning
8. ____ Total area to be reclassified/considered and exterior lot dimensions
9. ____ North directional arrow and north oriented to the top or left of the sheet
10. ____ Scale at 1” = 100’ or larger
11. ____ Existing contours at 5-foot intervals
12. ____ Names, locations, and dimensions of all proposed public and/or private streets and alleys.
13. ____ Location, dimensions, and uses of existing and proposed easements.
14. ____ Radius of curvature of ingress and egress drives
15. ____ Location of any existing lot lines, easements, building water courses, tree masses, and other features affecting the plat
16. ____ Location of any flood hazard boundaries and identification of those areas subject to flooding and high water
17. ____ Existing and proposed easements, rights-of-way with widths, and private streets with widths
18. ____ Location and size of such subsurface features as the nearest sanitary and storm sewers, water mains, culverts and drainpipes.
19. ____ Preliminary Plat shall not include any written development conditions prepared by the applicant or City