

FNSB QUICK PLAT SUBMITTAL CHECKLIST

*A completed checklist **must** accompany your application.*

EVERY item must be checked or marked n/a.

Applications submitted without a completed checklist will be returned.

A. APPLICATION PACKET – The following items must be included in your application packet.

- 1. A quick plat application completely filled out and signed by all owners of record
- 2. Three (3) copies of the preliminary quick plat, folded 8" x 12", with the title block facing out
- 3. Comment letters from all affected utilities and agencies or evidence that the utilities and agencies have had 10 working days to review the preliminary plat
- 4. Soils report by a professional engineer
- 5. Application fee \$_____
- 6. Title report for all parcels included in the preliminary plat (must be up-to-date and less than a year old)
- 7. Section line easement research for section lines within and adjacent to the property to be subdivided
- 8. Consent to the Exercise of Road Powers signed by all owners of record. (This form is required if access - either primary or secondary - will be from roads maintained by a road service area.)
- 9. An 8½" x 11" reduction of the preliminary plat. A compatible electronic drawing of the preliminary plat may be substituted for the paper reduction

B. PRELIMINARY PLAT – The preliminary plat must meet the following criteria and include the following information:

- 1. Clear and legible
- 2. Scale appropriate to the size of the lots to be created
- 3. Proposed subdivision name
- 4. Legal description of property proposed for subdivision
- 6. Names and addresses of *owners*
- 7. Name of *surveyor*, if any
- 8. Date, scale, and north arrow
- 9. All existing or platted streets, public or private *rights-of-way* including trails designated Category A, B, or C in the adopted Comprehensive Recreational Trails Plan within or adjacent to the tract
 - a. Location
 - b. Width
 - c. Name

- ___ 10. All proposed *easements* within the subdivision, showing the following:
 - ___ a. Location
 - ___ b. Width
 - ___ c. Name
 - ___ d. Type or purpose of easement
 - ___ e. Street category

- ___ 11. Platted or recorded *easements* (review title report and depict all easements of record):
 - ___ a. Location
 - ___ b. Width
 - ___ c. Purpose
 - ___ d. Book and page or instrument number associated with the easement

- ___ 12. Location of all the following items existing on or adjoining the property:
 - ___ a. Permanent buildings
 - ___ b. Power facilities
 - ___ c. Telephone facilities
 - ___ d. Sewer facilities
 - ___ e. Water facilities
 - ___ f. Culverts
 - ___ g. Dedicated trails
 - ___ h. Other physical improvements (including existing driveways).

- ___ 13. Soil structure per USDA *soils classification*

- ___ 14. Flood Zone designation

- ___ 15. Approximate *dimensions* and *area* of each lot in the proposed subdivision

- ___ 16. Location of the following:
 - ___ a. Streams
 - ___ b. Lakes
 - ___ c. Swamps and drainage courses
 - ___ d. Wetlands designated by the US Army Corps of Engineers

- ___ 17. Location of the *adjoining properties*

- ___ 18. A vicinity sketch or *key map*, scale not less than 1"/mile, indicating relative location of the following:
 - ___ a. Proposed subdivision
 - ___ b. Principal road systems
 - ___ c. Access route
 - ___ d. Section lines

- ___ 19. Topography sufficient to show general drainage and specific broken features. Where slope exceeds 10%, contour lines at a maximum of 20-foot intervals.

- ___ 20. Flood zone designation per the most recent Flood Insurance Rate Maps