

## FNSB PRELIMINARY 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 preliminary application completely filled out (all 3 pages) and signed by all owners of record.
- \_\_\_ 2. A petition signed by a majority of the owners of the property fronting the public right-of-way or other public area to be vacated (if applicable).
- \_\_\_ 3. Copy of a transmittal verifying that the fire service area chief was sent a copy of the preliminary plat at least 10 working days before submittal of the platting application.
- \_\_\_ 4. Copy of a transmittal verifying that the road service area was sent a copy of the preliminary plat at least 10 working days before submittal of the platting application.
- \_\_\_ 5. Copy of a transmittal verifying that Trent Mackey, Rural Services Engineer, was sent a copy of the preliminary plat at least 10 working days before submittal of the platting application.
- \_\_\_ 6. 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.
- \_\_\_ 7. Soils report by a professional engineer.
- \_\_\_ 8. Platting fee - \$200 plus \$30 per lot.
- \_\_\_ 9. Title report for all parcels included in the preliminary plat (must be up-to-date and less than a year old).
- \_\_\_ 10. Alternate Road Design and Analysis, prepared and **signed** by a registered professional.
- \_\_\_ 11. Variance application(s). (Review Title 17 and determine if the preliminary plat meets all applicable standards. If not, prepare and include variance apps with your preliminary submittal.)
- \_\_\_ 12. Section line easement research for section lines within and adjacent to the property to be subdivided.
- \_\_\_ 13. 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.)
- \_\_\_ 14. Fifteen (15) copies of the preliminary plat, folded 8" x 12", with the title block facing out.
- \_\_\_ 15. 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
- 5. Approximate *acreage* of the total 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. Proposed *streets* and all *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
- 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. Location of the following if proposed by the applicant:
- \_\_\_ a. Parks
  - \_\_\_ b. Trails
  - \_\_\_ c. Playgrounds
  - \_\_\_ d. School sites
  - \_\_\_ e. Other public use areas
- \_\_\_ 19. 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
- \_\_\_ 20. Topography sufficient to show general drainage and specific broken features. Where slope exceeds 10%, contour lines at a maximum of 20-foot intervals.
- \_\_\_ 21. Typical roadway cross section showing details of construction design intended. *The typical roadway cross section must be designed, signed, and sealed by a registered professional if improvements will be constructed on top of or through soils considered frost susceptible*
- \_\_\_ 22. Road system, designed, signed, and sealed by a registered professional, if the topography (slope of the land) has areas exceeding 10%.
- \_\_\_ 23. Traffic control plan showing all sign locations in the subdivision.
- \_\_\_ 24. If phased, sequence of development shown on the preliminary plat.
- \_\_\_ 25. Flood zone designation per the most recent Flood Insurance Rate Maps
- C. MASTER PLAN - If only a portion of the property is to be developed, include a master plan showing the following:
- \_\_\_ 1. Major *road networks* intended to service the total development and adjacent properties.
  - \_\_\_ 2. *Drainage and topography* features.