APPENDIX G. PRELIMINARY PLAT CHECKLIST

Name of Proposed Subdivision **Silvertip Subdivision, PUD**

Location/Legal Description **A tract of land in the NE ¼ of Section 24, Township 6 South, Range 2 East, Madison County**

Date of Completion by Subdivider **May 6, 2014**

Date of Element Review by Planner _____

Items and Information, Filled Out by:	**Subdivider**		**Planner**	
	Included	**Not Applicable**	**Included, Complete**	**Not Complete**
Documentation of Status as First Minor Subdivision ***(See definition of subdivision in Appendix A.)***		X		
Subdivision Application Form (Appendix H) ***(Twenty sets of application package are submitted to County. One set is submitted to local public library.)***	X			
Subdivision Review Fee.				
Twenty (21) Copies of the Preliminary Plat (or Plan), 24" x 36" in size **(For one-or-two lot proposed subdivisions, 19 of the 21 copies may be 11" x 17" in size.)**				
Preliminary Plat Contents ***(Surveyor should be made aware of these requirements.)***				
a. Title Block 1. Name and location of subdivision (Name does not duplicate another subdivision). 2. Scale. 3. North arrow. 4. Date of preparation.	X			
b. Vicinity map.	X			
c. Approximate exterior boundaries of the platted tract and location of all section corners or legal subdivision corners of sections pertinent to the subdivision boundary.	X			
d. All lots and blocks, designated by numbers, and the approximate dimensions and area of each lot.	X			
e. All roadways and right-of-way width/grades/curvature of each, with existing and proposed roadway names (New road names have been approved by Madison County).	X			

Items and Information, Filled Out by:	Subdivider		Planner	
	Included	Not Applicable	Included, Complete	Not Complete
f. Proposed intersection locations or other access points for any subdivision requiring access to highways, arterials, and collectors.	X			
g. Approximate location, boundaries, dimensions, and areas of all parks, common grounds, or other grounds dedicated for public use.	X			
h. Existing and proposed utilities located on or adjacent to the tract, including: 1. Approximate location, size, and depth of sanitary and storm sewers, water mains, fire hydrants, dry hydrants, cisterns, and any other water sources. 2. Approximate location of gas, electric, and telephone lines, and street lights. 3. Approximate location of the nearest water mains and sewer lines where none are located on or adjacent to the tract. 4. Existing irrigation ditches and canals.	X			
i. Ground Elevations on the Tract. Contour intervals are provided at suggested vertical intervals of: two (2) feet where the average slope is 0-2%, five (5) feet where the average slope is 3-7%, and ten (10) feet where the average slope is over 7%. *Notes: (1) A cross section may be required to define drainage patterns. (2) United States Geological Survey data or other information may be used, if it presents an accurate and usable representation of ground features.*	X			
j. Approximate location of existing buildings, structures, and improvements.	X			
k. Approximate location and identity of existing and proposed public and private easements and rights-of-way, including description of their width and purpose. This includes conservation easements.	X			
l. Approximate location of any water bodies.	X			
m. Floodway survey data, when required.		X		
n. Construction setback from any river running through or immediately adjacent to		X		

Items and Information, Filled Out by:	Subdivider		Planner	
	Included	Not Applicable	Included, Complete	Not Complete
the proposed subdivision.				
o. Proposed building envelopes.		X		
p. Names of adjoining platted subdivisions and numbers of adjoining COSs previously recorded.	X			
q. Ownership of all lands adjacent to the subdivision and to the access road leading from a present public right-of-way to the boundary of the proposed subdivision.	X			
Twenty (20) Copies of Preliminary Plat Supplements:				
a. A vicinity sketch or sketches showing conditions on subject land and adjacent land, including: 1. Clear indication of the proposed subdivision on an U.S. Geological Survey topographic map, aerial photograph, or location map. 2. Approximate direction and gradient of ground slope, including any embankments or retaining walls. 3. Current land uses. 4. Location of buildings, railroads, power lines, towers, and roads. 5. Location of any known potential man-made or natural hazards.	X			
b. Any existing or proposed zoning (or other land use regulation) on the proposed subdivision tract and in the vicinity.	X (see ODP Approval)			
c. Overall development plan or notice of plan approval by governing body.	X			
d. Where land will be dedicated to public use, either: 1. A dedication certificate of a licensed title abstractor showing the written consent of the dedication by the owners of the land and any lien holders or claimants of record against the land; or, 2. Title insurance guaranteeing the dedication, in a reasonable amount (to be determined by the governing body).		X		
e. Drafts of any covenants and restrictions to be included in deeds or contracts for sale.		X		
f. Draft of any owners' association covenants.	X			

Items and Information, Filled Out by:	Subdivider		Planner	
	Included	Not Applicable	Included, Complete	Not Complete
g. Draft of any plat approval covenants.	X (same as f.)			
h. Names and addresses of adjoining landowners, and documentation that they have received at least 30 days' advanced notification of the proposed subdivision. Include any comments received.	X			
i. Names and addresses of all lien holders, easement holders, potentially affected water users (if any, and if known), and any property owners association potentially affected by the project as determined by the planner. Documentation that they have received at least 30 days' advanced notification of the proposed subdivision. Include any comments received.	X			
j. Names and addresses of public agencies and municipalities located within two (2) miles of the proposed subdivision (including any agencies who manage a road that would provide access to the development), and documentation that they have received at least 30 days' advanced notification of the proposed subdivision. Include any comments received.	X			
k. Verification that other review agencies, as required (See Appendix B), have received at least 30 days' advanced notification of the proposed subdivision. Include any comments received.	X (same as j.)			
l. Verification that local library has received a copy of the subdivision application package.	X			
m. Copies of easements, proposed easements, or other documents verifying legal access to the subdivision.	X (see Prelim Plat)			
n. Calculations, documentation pertaining to parkland dedication or cash-in-lieu.	X			
o. Water and sanitation information, as outlined in Appendix N. or O. Approval from DEQ or County Sanitarian, if available.	X (DEQ approval by Final Plat)			
p. Environmental assessment (Appendix D). ***Note: Special studies (e.g., geological assessment, hydrology study, wetlands***	X (See EA & ODP Updates)			

Items and Information, Filled Out by:	Subdivider		Planner	
	Included	Not Applicable	Included, Complete	Not Complete
delineation, floodplain survey, traffic impact analysis, fire protection plan, cultural resources survey may be required). 1. Full. 2. Partial. 3. Exemption statement from Planning Board.				
q. Floodplain development permit, if required (Appendix P).		X		
r. Receipt for noxious weed management plan and review fee (Appendix Q).	X			
s. Explanation of water rights/mineral rights.	X			
t. Land stewardship plan (Appendix E).	X			
u. Statement of how the proposed subdivision meets the nine (9) public interest review criteria and the goals and objectives of the Madison County Growth Policy (Guidelines are included in Appendices D and F).	X			
v. Other public comments received	X			
Special information for:				
a. Mobile home parks. b. Recreational vehicle parks. c. Condominiums or townhouses. d. Planned unit developments.	X			
Preliminary Plat Checklist (one copy only).	X			

Subdivider Explanatory Comments: _____

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Planning Staff Explanatory Comments: _____

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