



Preliminary Plat Checklist and Submission Requirements

-- A completed Project Application must accompany this checklist. --

PROJECT NAME: _____

GENERAL INFORMATION:

Site Location (general location if no assigned address): _____

Total Acres: _____ Total Proposed Parcels: _____

Approximate miles of Sanitary Sewer: _____ Public Street(s): _____ Private Street(s): _____

Existing Future Land Use Map Designated: _____

Proposed Future Land Use Map Designation(s) if applicable: _____

Existing Zoning Designated: _____

Proposed Zoning Designation(s) if applicable: _____

SUBMITTAL REQUIREMENTS:

Submit the following checklist, marking boxes for all items completed. If check boxes are left blank, explain the reasoning at the end of the checklist.

Preliminary Plat applications will not be accepted which do not provide all information required below.

PRELIMINARY PLAT PREPARATION/COMPOSITION/LAYOUT	
	Plat shall be clearly marked "Preliminary Plat"
	Preliminary Plat shall be prepared by a registered engineer, land surveyor, or landscape architect
	Overall plan view with graphic sheet required for plans covering more than two sheets
	Distance to be shown in nearest .01 foot
	Plat scale 1"=20', 30', 50', or 100' at full scale
	Multiple sheets shall have sheet numbers and match lines
	Use index sheet with sequential sheet numbering if more than one sheet submitted
	3 hard copies to be submitted
	A digital copy of the plat (flattened PDF) to be sent to planning@cityofmarion.org

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GENERAL PLAT INFORMATION		
	Name of Contact person	North arrow or point
	Owner's name, address, telephone, email	Bar scale (graphic)
	Preparer's name, address, telephone, email	Map scale (numerical)
	Subdivider's name, address, telephone, email	Legal description including acreage
	Subdivision Name	All required setback lines shall be labeled
	Vicinity or location map, including recent development	Note as follows: "This plan is a conceptual representation of the proposed development. Any final plat and related improvements required by this development shall meet the requirements of SUDAS."
	Subdivision of an official plat must be indicated as such	Date submitted and date(s) revised
	Plat boundary lines	Signature line / box for approving authority
	Length of boundary lines	Conditions of approval (when available)

EXISTING PLAT INFORMATION AND LAND OWNERSHIP		
	Corporate limits, if adjoining	Ownership of adjoining non-platted lands
	Easements (location, width, type)	Lot pins that are on the plat boundary line
	Zoning of subject property	Assessor's parcel number(s) of property to be subdivided
	Zoning of adjoining property	Section lines, labeled
	Adjoining subdivisions: names and lot numbers	

EXISTING PUBLIC AND PRIVATE IMPROVEMENTS		
	Streets/Roads/Alleys, with names, ROW widths and radii	Fire hydrants
	Sidewalks, approximate location	Notation indicating location and distance of water and sewer within 500' of areas to be developed
	Sanitary sewer facilities and sizes	Railroad ROW, width and name (if applicable)
	Storm sewer facilities, including culvert size and flow line	Buildings on-site
	Water mains, water lines and sizes	Location of all non-municipal utilities if not within ROW

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EXISTING NATURAL FEATURES (APPROXIMATE LOCATION)		
	Contours at 2' intervals, if available	Approximate areas of natural drainage ways and storm water overflow
	Contours at 5', if 2' not available	Approximate areas of known flood levels or storm water
	Water bodies / Streams	Soil types
	100-year flood plain limit with elevation, reference flood plain source and map number	Tree masses / wooded areas
	Floodway limits	Wetland Delineation Report

PROPOSED LOT / BLOCK LAYOUT		
	Lot location / layout	Total number of lots (as a note on plat)
	Lot numbers	Average Lot size (as a note on plat)
	Lot dimensions (approximate)	Min / Max lot size (as a note on plat)
	Lot size (acreage)	Lot to be dedicated for public use (as a note on plat)

PROPOSED STREET / ALLEY / EASEMENT LAYOUT		
	Street/Alley layout, names, width and curve data	Type of paved surface
	Right-of-way width	Grading plan
	Street grade	Easements (location, width, type)

PROPOSED UTILITIES		
	Sanitary sewer locations	Storm water detention / retention location – approximate size and capacity
	Storm sewer locations	Water Main locations

MISCELLANEOUS INFORMATION		
	Storm water drainage report	Line for official's initials on any additional pages beyond the first page
	Direction, location and approximate volume of pre- and post-runoff	Other pertinent information requested by the Planning Division
	Estimated percentage of impervious areas after development	

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If any items were not marked as completed, please explain below or on a separate sheet:

IMPORTANT DATES AND TIMES*:

- The deadline for Planning and Zoning Commission submittals is the first business day of the month for the following month's meeting.
- The Planning and Zoning Commission meets at 6:00 p.m. on the second Tuesday of every month.
- The Marion City Council meets at 5:30 p.m. on the first Thursday of the first full week of the month and the third Thursday of every month.

*Meeting dates and times are subject to change and may be found on the City of Marion website.

Signature of applicant: _____ Date: _____

Print name: _____