

City of Emerson Preliminary Plat Application / Checklist

Project / Development Name: _____

Location / Address of Development: _____

Land Lot and District: _____

Name of Developer: _____ Developer Contact Number: _____

Developer's Engineer: _____ Engineer Contact Number: _____

Date of Plan: _____ Submittal Date: _____ Submittal Number: _____
(if applicable, latest revision date)

A EVALUATION

#	Description	Yes	No	N/A	Comments/ Plan to Resolve
A.	Preliminary Questionnaire				
<i>This section to be completed by the developer</i>					
	Have you attended an informal conference with the City Manager to discuss this project?				
	Have you reviewed the current ordinances and regulations of Emerson?				
	Does this site include an area of special flood hazard?				
	If yes is a completed Floodplain Management Checklist attached?				
	Is a copy of any proposed or existing covenants attached?				
	Is a copy of the deed to the property attached?				
	Is proof of taxes paid for the property attached?				

#	Description	Yes	No	N/A	Comments/ Plan to Resolve
B.	Administrative Staff				
<i>This section to be completed by City of Emerson administrative staff. If any question is answered no the submittal shall not be accepted.</i>					
	Are 8 copies of the plans submitted?				
	Is a copy of any proposed or existing covenants attached?				
	Is a copy of the deed to the property attached?				
	Is proof of taxes paid for the property attached?				
	Have all fees as outlined below been submitted?				
C.	Engineering Review				
<i>The developer or engineer of the developer shall indicate the page number for each item listed in the left hand column unless the item does not apply directly to the plans submitted. All other columns to be completed by the City of Emerson engineering staff.</i>					
	Subdivision Name				
	Name and Address of owner of record.				
	Name, address and 24-hour phone number of developer.				
	Name, address and phone number of design firm.				
	Date of plat including most recent revision date.				
	Date of survey.				
	Graphic Scale.				
	(Location map) relation to the surrounding area.				
	North Arrow.				
	Land lot and district.				
	Name of former subdivision if the preliminary plat has been previously subdivided.				
	Exact boundary lines of the tract indicated by a heavy line giving lengths and bearings. The boundary lines shall include the entire tract to be eventually subdivided and data as required herein shall apply to the entire tract.				

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	Ground elevations on the tract based on field surveys or photogrammetric methods from aerial photographs. The basis for the topographic information shall be shown. Contours shall be drawn at intervals of two (2) feet, and shall be mean sea level.				
	Natural features within the proposed subdivision, including drainage channels, bodies of water, and other significant features. On all water courses entering and leaving the tract, the direction of flow and acreage of the drainage area above the point of entry shall be noted.				
	Location of 100-year floodplain or statement that no part of property falls within the 100-year floodplain.				
	Abutting existing City or County Roads showing existing right-of-way and pavement widths and future rights-of-way.				
	Existing easements, city and county lines, utility lines, bridges, street culverts, etc.				
	Proposed street and lot layout.				
	Lot lines with approximate dimensions.				
	Proposed street names.				
	Sites reserved through covenants and easements dedicated or otherwise for public use.				
	Location of bold lines for phased developments. Developments divided for phasing can only be labeled as units, not blocks or phases.				
	Lots numbered consecutively disregarding phasing.				
	Total number of lots.				
	Present zoning and zoning of abutting land.				
	Proposed zoning and minimum size of lots.				
	Required set backs for proposed zoning.				
	Show the front yard set back line.				
	Total acreage and lots per acre.				
	Surveyor's and Engineer's stamp.				

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	Engineer's original signature and date				
	Show all zoning stipulations on plans.				
	Location and mean sea level elevation of bench mark.				
	More than one entrance for projects in excess of 200 lots.				
	Adequacy of existing roads for proposed development-pavement width, R/W.				
	Downstream site conditions, existing or potential flooding problems.				
	Lots accessing interior streets.				
	Adequate roadway circulation within the development for large projects.				
	Proposed road R/W adequacy.				
	Other intersections in close proximity to proposed entrance(s) shown on plans.				
	Does this project require a bond per the regulations?				
	Does this project require submittal of insurance certificates?				

B REVIEW FEES

All plan review fees are to be paid in full at time of submittal. For each re-application the fee is as stated unless the plan has changed substantially or in excess of the original review comments.

Residential Plan Fees	0 – 50 lots	51 – 100 lots	101 – 500 lots	501 or more lots
Preliminary Plat	\$500.00	\$10.00 per lot (min \$750.00)	\$7.50 per lot (min \$1100.00)	TBD
Re-Application	\$100.00 per Occurrence	\$100.00 per Occurrence	\$100.00 per Occurrence	TBD
Commercial / Industrial Plan Fees	Up to 6 acres	6.1 – 20.9 acres	21 – 100 acres	101 or more acres
Preliminary Plat	\$150.00 per acre (min \$500.00)	\$70.00 per acre (min \$900.00)	\$35.00 per acre (min \$1500.00)	TBD
Re-Application	\$100.00 per Occurrence	\$100.00 per Occurrence	\$100.00 per Occurrence	TBD

Total fees collected this submittal: \$_____ By:_____

A PLANNING AND ZONING COMMISSION REVIEW

Recommend Approval: Yes (as-presented) _____ Yes (with comment) _____ No (state reasons) _____

Signature: _____ Date: _____

Comments:

Comments

B CITY COUNCIL REVIEW

Recommend Approval: Yes (as-presented) _____ Yes (with comment) _____ No (state reasons) _____

Signature: _____ Date: _____

Comments:

Comments