



## Preliminary Subdivision Application Submittal Requirements

*No Preliminary Subdivision application will be accepted for review, per Section 1105.02(c) of the Planning and Zoning Code, without the submission of all of the following items, unless any such items are determined to be unnecessary or not applicable to the application by the Zoning Administrator*

### **Information entered into a Preliminary Subdivision Application on Viewpoint Cloud**

1. The location of the subject property;
2. A description of the proposed Preliminary Subdivision application;
3. The total number of proposed lots;
4. Verification that the owner of the property or an authorized applicant is submitting the application per Section 1105.02(a) of the Planning and Zoning Code; and
5. The required application fee per Section 1105.02(f) of the Planning and Zoning Code.

### **Information uploaded to a Preliminary Subdivision Application on Viewpoint Cloud**

6. A vicinity map indicating the location of the site in the city, major roads and significant area developments;
7. A separate site plan sheet or sheets prepared by a qualified professional and drawn to scale illustrating existing site conditions including, but not limited to:
  - a) Boundaries dimensions and acreage of existing properties involved in the subdivision;
  - a) Identification of adjacent parcels within 200 feet of the proposed subdivision including the names of adjacent subdivisions and owners of the adjacent parcels;
  - b) Zoning classification of the proposed subdivision and adjoining properties and a description of any applicable proposed zoning changes;
  - c) Existing uses on the subject property and adjacent land;
  - d) Location, widths, types, and names of all existing parks , public open spaces, permanent buildings, structures, and parking areas within 200 feet of the site;
  - e) The locations, widths, and names of existing streets, railroad rights- of-ways, easements, sidewalks, legally established centerlines, and any other public right-of-way;
  - f) Existing sanitary and storm sewers, water mains, culverts, gas lines, fire hydrants, electric and telephone poles, street lights, cable television lines or other underground items within the site or immediately adjacent thereto, with pipe sizes, grades, elevations, and locations indicated. If water mains and sewers are not on or adjacent to the tract, the direction, distance and size of those nearest shall be indicated;
  - g) Contours at two-foot intervals of the site and adjacent properties within 100 feet of the site;
  - h) The location of streams, drainage ditches, ponds, swamps, marshes, wooded areas, and other significant features; and
  - i) The location of wetlands and Special Flood Hazard Areas.

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8. A separate site plan sheet or sheets prepared by a qualified professional and drawn to scale illustrating proposed site conditions including, but not limited to:
  - b) Boundaries, dimensions and acreage of the proposed subdivision;
  - c) A layout of proposed lots including lot numbering and dimensions;
  - d) Building setback lines along all streets, with dimensions noted;
  - e) Preliminary layout and cross section of streets, including names and right-of-way widths of existing and proposed streets, and widths of any alleys, sidewalks, crosswalks, the location, width and purpose of any easements;
  - f) Location and size of proposed utility mains, showing their connections with the existing systems;
  - g) Parcels of land intended to be dedicated and/or temporarily reserved for public use, the acreage of each parcel, and the conditions of such dedication or reservation;
  - h) A preliminary stormwater plan and calculations to demonstrate compliance with the City's current regulations;
  - i) A preliminary grading plan;
  - j) General phasing of the development, including the phasing of any common open space and recreation facilities; and
  - k) For multi-family, cluster, and nonresidential uses, the location, dimensions and approximate grade of the proposed parking and loading areas, alleys, sidewalks, and points of vehicular ingress to and egress from the development and the tentative lot arrangement.
9. A statement indicating the probable type and number of dwelling units and/or nonresidential land uses;
10. A general description of any proposed covenants and restrictions.
11. State or federal wetland development permits that have been obtained authorizing development of wetlands on the site, if applicable; and
12. A traffic impact study or turn-lane warrant analysis, if applicable, per Section 1125.08.

**Additional Information**

13. Any other information necessary for the evaluation of the Preliminary Subdivision application as deemed necessary by the Zoning Administrator.