

**ARTICLE III**  
**SPECIFICATION OF PLAT REQUIREMENTS**  
**AND DOCUMENTS TO BE SUBMITTED**

**SECTION 3-1. PURPOSE**

The documents to be submitted are intended to provide the Planning Commission with sufficient information and data to assure compliance with all applicable requirements, standards, and specifications contained in this Ordinance.

**SECTION 3-2. REQUIREMENTS FOR PRELIMINARY PLAT REVIEW**

Preliminary Plats shall be clearly and legibly drawn to a scale not less than one (1) inch equal to one hundred (100) feet. If a Preliminary Plat requires more than one sheet, a key diagram showing relative location of several sections shall be drawn on each sheet.

Preliminary Plats shall contain and show the following:

1. Proposed name of land development (subdivision), which shall not duplicate or approximate the name of any other developments, or the name of the City.
2. Name and address of developer and/or owner/applicant.
3. North arrow, scale, and date, including revision dates.
4. Tract boundaries and acreage.
5. Significant topographical features, including location of wetlands and flood plain areas, and storm drainage ditches.
6. Location, names, and right-of-way widths of existing streets in vicinity of tract.
7. Proposed street pattern, profiles, angles, and tangents.
8. Existing and proposed land use and zoning.
9. Time schedule if proposed for development in phases.
10. Proposed and existing easements, sewer lines, fire hydrants, and utility lines.
11. Proposed lot layout, average size and number of lots, lot dimensions, lot and block numbers, buildings, and set back lines along street rights-of-way.

12. Vicinity or location map, showing the relationship between the proposed development and surrounding areas.
13. Correct courses and distances to the nearest established street lines or official monument which accurately describes the location of the plat and is accurately tied to the primary control points of the subdivision.
14. Contour lines at vertical intervals of at least two (2) feet and the location and elevation of the benchmark to which contour elevations refer, recorded at survey quality points.
15. Preliminary engineering plans for sanitary sewers, storm sewers, water, and gas lines, showing connections to existing systems or proposals for developing new water supply, storm drainage, and sewerage disposal systems.
16. Plans for the protection of soils on the site from wash, erosion, and other drainage during the course of the construction period.
17. Parks, school sites, and other areas designated for public use if any, with any conditions governing such use.

### **SECTION 3-3. ADDITIONAL REQUIREMENTS FOR FINAL PLAT APPROVAL**

Final Plat requirements are cumulative, and include the requirements for Preliminary Plat approval. Additionally, Final Plat requirements shall contain or be accompanied by the following:

1. Certification Requirements: The following certificates shall be lettered or printed on the face of the Final Plat:
  1. ***Surveyor Certification.*** The signature, seal, and certification of a registered professional land surveyor to the effect that the Final plat accurately reflects a survey made by him, that any changes from the description appearing in the last record transfer of land contained in the Final plat are so indicated, that all monuments shown thereon actually exist or will be installed and their position is accurately shown, and that all dimensional and geodetic details are correct.
  2. ***Owners Certification.*** A notarized certification of title showing that the applicants are the owners, and statements by such owners acknowledging offers of dedication of land for public use and restricting land by protective covenants. This certification shall also indicate that the title thereof is free and unencumbered.

3. ***Recording Notations.*** Appropriate notations for transfer and recording by the County Clerk of Court.
4. ***Certification by Planning Commission.*** The signature of the Chairman of the Planning Commission, together with the endorsement stamp thereof.
2. **Improvement Plans and Data:** The applicant shall submit construction plans and specifications for all improvements and installations required by Article IV of this Ordinance. The construction plans and specifications shall consist of all cross-sections, profiles, and other engineering data as required to meet the requirements of this Ordinance.
3. **Improvement Guarantee:** Certification that all required improvements have been installed or financial guarantees, as required by Article V, shall be submitted to the Planning Commission along with the Final Plat. Approval of the Final Plat shall not be granted in the absence of such improvements or guarantees.