



## PRELIMINARY PLAT CHECKLIST

A preliminary plat application submitted for approval by the Planning Commission must include the following required submittal items. Failure to provide this information may result in the application not being accepted until all required information is submitted.

This checklist shall be submitted with the final plat application and shall be signed by the owner or authorized agent. Any item not checked or checked "N/A" or "NO" requires a written explanation accompanying this checklist. If this checklist is not submitted the plat will not be reviewed.

Staff will review the application on the day of submittal to ensure completion. Acceptance of an application by the City of Basehor does not constitute completion of requirements and/or compliance with all Planning & Zoning requirements or approval of a preliminary plat. Additional information may be required due to the location, size or complexity of the plat.

### REQUIRED SUBMITTAL ITEMS

YES   N/A   NO

YES	N/A	NO
1. Application form, fee and checklist filled out accurately and completely with all required signatures and appropriate fees paid.		
2. Digital files of the plat and legal description.		
3. Statement signed by property owner in support of the application-signature of owner on application shall satisfy this requirement.		
4. List of residents including names and address of all owners within 1,000 feet of the proposed platted area.		
5. Subdivision proposing single family development must specify minimum dwelling size classification or average dwelling size of existing and contiguous subdivisions.		
6. Floodplain modeling using HEC-RAS modeling provide the location and direction of drainage channels proposed within a FEMA Shaded Zone A 100-year floodplain.		
7. Preliminary Stormwater Management Plan.		
8. Traffic Study as required by the City Engineer.		
9. Name of subdivision (unique and numerically consistent) and the words "PRELIMINARY PLAT" prominently displayed as the title.		
10. Names and addresses of all companies, firms, or individuals involved in the preparation of the plat. (i.e. property owner, engineer, surveyor, etc.).		
11. Date of preparation of preliminary plat and/or revisions.		
12. Scale, legend, and north arrow clearly shown, with orientation at top or left north (not less than 1"=100' scale).		
13. Vicinity map, drawn at a scale of 1"=1000', locating the proposed subdivision in relation to the section of land, including township and range, section street names, and a north arrow. Note all airports sanitary landfills, feedlots or similar uses within two miles.		

YES N/A NO

			14. A legal boundary description with angular bearing and linear distances, referenced to section or quarter-section corners, Point of Commencing and/or Point of Beginning, and the overall area of the plat in acres.
			15. Location of monuments, shown in reference to existing official monuments or the nearest established 1/4 section corner, including the bearing and distances to such reference points or monuments.
			16. Boundary lines of the subdivision shall be enclosed with one continuous bold line, showing approximate dimensions (bearings and distances).
			17. Platted and unplat land within 1,000 feet shall be shown. Total acreage to be platted shall be indicated on preliminary plat. Exterior dimensions shall coincide with adjoining plats unless differences are noted.
			18. Lots and tracts identified clearly, with blocks numbered or lettered boldly and clearly in the center of the block, and lot dimensions with bearings and distances, and area in square feet.
			19. Layout, number and dimensions of proposed lots as well as building setback lines along public and private streets with dimensions in feet.
			20. Note on plat indicating the phasing of the development and appropriate timetable if applicable.
			21. Existing streets and driveways which abut, touch upon or extend through the subdivision and/or streets located within 400 feet of the plat. The description shall include types and widths of existing surfaces, right-of-way widths, and dimensions of any bridges and culverts.
			22. Location of existing open space, alleys, parks, streams, ponds, or other similar features within plat, and whether they are to be retained or removed.
			23. Location of existing buildings and structures located within the area of the proposed preliminary plat.
			24. Existing utilities, including sanitary sewer, force main, water main, gas main, culverts and storm sewer pipe, street lights, electric conduits, and invert elevations of sewers at points of proposed connection.
			25. Topography of the area contained in the plat and within 20 feet of the plat boundary shown by 2-foot contour intervals and proposed preliminary grading. Contour lines shall be legible but not overpowering.
			26. Proposed street network, including right-of-way, bearings, tangents, and horizontal and vertical curvature data (use of flow direction arrows and percent of grade is permitted at preliminary for vertical curve data, unless otherwise specified/required) along the centerline of each street.
			27. Proposed parcels of land intended to be dedicated or reserved for parks, trails, schools, public uses or to be reserved for property owners with the subdivision.
			28. Proposed utilities, including approximate location of sanitary sewer, water main, street lights, and storm sewer.

**YES    N/A    NO**

**29. Existing and proposed easements with dimensions.** Existing easements shall be labeled with book and page number. A 10-foot utility easement shall be shown adjacent to arterial streets. A 15-foot landscape easement shall be shown adjacent to arterial streets in R-O, R-1, R-2 and R-3 districts.

30. Any area within a federally designated floodplain. Location, stations, and elevations of the 100-year floodplain within the plat and 100-year elevations at rear lot corners adjacent to FEMA and Shaded Zone X floodplains. The source of the floodplain information shall be clearly labeled (example: FIRM, Map #2015XXXXXX July 16, 2015).

### 31. Stream corridor boundary and dimensions.

### 32. Intersection site distance analysis.

**33. Vehicle maneuvering/turning template reflecting the site can accommodate a minimum SU-30 class vehicles (for emergency access to all areas of the site), and the appropriate site-design vehicle for any other special areas of the site (such as delivery or dock areas, etc.) as necessary.**

**34. All public streets within the preliminary plat must conform to the applicable minimum design standards set forth in the Subdivision Ordinance and Technical Specifications.**

### **35. Assurances of adequate public facilities.**

**36. Existing easements, shown and labeled with book and page number.**

Written explanations for any items not checked or checked "N/A" or "NO." Attach additional sheets if necessary.

I hereby submit all information required for preliminary plat review. I understand that failure to provide the required information may result in a postponement of my request for review until all information has been submitted. By signing this application, I acknowledge that all public streets and public infrastructure within the plat shall conform to the applicable minimum design standards set forth in the city of Basehor Municipal Code and the Technical Specifications.

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**Signature of Applicant**

Date