



# 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 by the application deadline 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 applicant or an 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 insure 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	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>1) Application form, fee and checklist</b> filled out accurately and completely, with all required signatures and appropriate fees paid.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>2) Two (2) paper copies of the preliminary plat</b> , may be submitted for review, these paper copies shall be accompanied by digital (PDF) copies as well; drawn to an appropriate standard engineering scale. Plans shall be on 24" X 36" sheets, folded to 9"X12" for submittal.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>3) One (1) 8.5" X 11" reduction of the preliminary plat.</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>4) Digital files</b> including a PDF of the plat and a MS Word document of the legal description.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>5) Statement signed by property owner</b> in support of the application-signature of owner on application shall satisfy this requirement.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>6) List of residents</b> including names and addresses of all owners within 1,000 feet of the proposed platted area.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>7) Subdivisions proposing</b> single family development must specify the minimum dwelling size classification or average dwelling size of existing and contiguous subdivisions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>8) Floodplain modeling</b> using HEC-RAS modeling provide the location and direction of drainage channels proposed within a FEMA or Shaded Zone A 100-year floodplain.

## REQUIRED SUBMITTAL ITEMS (CONT.)

YES	N/A	NO	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>10) Preliminary Stormwater Management Plan</b> (2 copies). (See separate Chapter IV, Section 4-106 for requirements)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>11) Traffic Study</b> (2 copies) as required by the City Engineer.

## REQUIRED PRELIMINARY PLAT INFORMATION

YES	N/A	NO	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>12) Name of subdivision</b> (unique and numerically consistent) and the words "PRELIMINARY PLAT," prominently displayed as the title.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>13) Names and addresses</b> of all companies, firms, or individuals involved in the preparation of the plat (i.e. property owner, engineer, surveyor, etc.).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>14) Date of preparation</b> of preliminary plat and/or revisions.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>15) Scale, legend, and north arrow</b> clearly shown, with orientation at top or left as north (not less than 1"=100' scale).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>16) Vicinity map</b> , 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.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>17) A legal boundary description</b> with angular bearings 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.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>18) Location of monuments</b> , shown in reference to existing official monuments or the nearest established ¼ section corner, including the bearings and distances to such reference points or monuments.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>19) Boundary lines</b> of the subdivision shall be enclosed with one continuous bold line, showing approximate dimensions (bearings and distances).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>20) Platted and unplatted land</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>21) Lots and tracts identified clearly</b> , 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.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>22) Layout, number and dimensions</b> of proposed lots as well as building setback lines along public and private streets with dimensions in feet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>23) Note on plat</b> indicating the phasing of the development and appropriate timetable if applicable.

## REQUIRED PRELIMINARY PLAT INFORMATION (CONT.)

YES	N/A	NO	
			<b>24) Existing streets and driveways</b> 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.
			<b>25) Location of existing open space, alleys, parks, streams, ponds,</b> or other similar features within plat, and whether they are to be retained or removed.
			<b>26) Location of existing buildings</b> and structures located within the area of the proposed preliminary plat.
			<b>27) Existing utilities,</b> including sanitary sewer, force main, water main, gas mains, culverts and storm sewer pipe, street lights, electric conduits, and invert elevations of sewers at points of proposed connection.
			<b>28) Topography</b> 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.
			<b>29) Proposed street network,</b> 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.
			<b>30) Proposed parcels of land</b> intended to be dedicated or reserved for parks, trails, schools, public uses or to be reserved for property owners within the
			<b>31) Proposed utilities,</b> including approximate location of sanitary sewer, water main, street lights, and storm sewer.
			<b>32) Existing and proposed easements</b> 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.
			<b>33) Any area within a federally designated floodplain.</b> 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 #2015XXXXXXX, July 16, 2015).
			<b>34) Stream corridor boundary and dimensions.</b>
			<b>35) Intersection site distance analysis.</b>

