



# Plat Review Checklist

## City of New Fairview

**\*\*This checklist must be submitted with the plat application.\*\***

**Name of Plat:**  
**Applicant:**  
**Property Owner(s):**  
**Type of Plat:**      Preliminary      Final      Minor      Development      Replat

### REQUIREMENTS FOR ALL PLATS

*§§ 2-2, 2-4 unless otherwise specified*

- |   |   |
|---|---|
| Application                                     | Names of adjacent subdivisions                                    |
| Application fee                                 | Proposed street names   |
| Electronic file submission (email or USB drive) | North point, scale, & date  |
| 2 prints  | Building lines adjacent to streets                                |
| Scale of 1" = 100'                              | City certificates   |
| Owner name                                      | Parks & public open space dedication clearly shown [§ 3-15(d)(2)] |
| Engineer, land planner, or surveyor name        |   |
| Subdivision name                                |   |

### REQUIREMENTS FOR PRELIMINARY / MINOR PLATS

*§ 2-2 unless otherwise specified*

- |  |   |
|--|---|
| Sheet size 22" x 34"                                     | Phasing lines*  |
| Vicinity/location map                                    | Layout, number, approx. dimension, sq. ft. of proposed lots |
| Names of adjacent landowners                             | Parcels to be dedicated to public use & their acreage       |
| Boundary line locations                                  | Profiles & cross sections                                   |
| Platted street/alley locations & widths                  | Proposed land use & zoning ordinance classification         |
| Existing utility locations & sizes                       | Subdivider's Statement                                      |
| Wooded areas & important trees locations                 | Tax certificate   |
| Plat acreage   | Initial traffic impact study* [§ 3-3(c)]                    |
| Proposed street, lot, alley, easement locations & widths | Preliminary drainage study [§ 3-8(a)]                       |
| Contours at 2-ft intervals                               | Pedestrian connectivity plan [§ 3-9(a)]                     |
| Preliminary water & sewer layouts                        |   |

## REQUIREMENTS FOR FINAL PLATS / REPLATS

*§ 2-4 unless otherwise specified*

3 mylars

One reduced print 18" x 24"

Proposed block & lot numbers

Boundary survey with bearings & distances

Lines of adjacent lands

Adjacent streets/alleys widths & names

Locations & accurate dimensions of proposed lots, streets, public highways, alleys, parks, other features

All lots or building sites conform to zoning ordinance

All streets, alleys, drainage, public utilities conform to city specifications

Utility easement locations

Instrument of dedication

Certificate of dedication

Deed restrictions

Certification of survey

Plan profile sheets 24" x 36" for each proposed street

Approved construction plans [*§ 2-5(a)*]

Updated traffic impact study\* [*§ 3-3(c)*]

Final drainage study [*§ 3-8(a)*]

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## REQUIREMENTS FOR DEVELOPMENT PLATS

*§ 2-4, 2-10 unless otherwise specified*

3 mylars

One reduced print 18" x 24"

Existing & proposed building locations

Proposed modification locations

Proposed block & lot numbers

Boundary survey with bearings & distances

Lines of adjacent lands

Adjacent streets/alleys widths & names

Locations & accurate dimensions of proposed lots, streets, public highways, alleys, parks, other features

All lots or building sites conform to zoning ordinance

All streets, alleys, drainage, public utilities conform to city specifications

Utility easement locations

Instrument of dedication

Certificate of dedication

Deed restrictions

Certification of survey

Plan profile sheets 24" x 36" for each proposed street

Approved construction plans [*§ 2-5(a)*]

Updated traffic impact study\* [*§ 3-3(c)*]

Final drainage study [*§ 3-8(a)*]