

**MAJOR SUBDIVISION  
PRELIMINARY PLAT CHECKLIST**

1. <b>Copies:</b> One hard copy and one digital copy of the Preliminary Plat shall be submitted to the Zoning Commission for its review.	
2. <b>Contents:</b>	
A. Name of subdivision, date, point of compass, scale, and the legal description of the property being platted.	
B. Name and contact information of recorded owner and developer.	
C. Name and contact information of land surveyor and engineer.	
D. Existing buildings, railroads, underground utilities, and other rights-of-way.	
E. Location, names, and widths of all existing and proposed roads, alleys, streets, and highways in or adjoining the area being subdivided.	
F. Location and names of adjoining subdivisions, and the names and addresses of the owners of adjoining acreage parcels.	
G. Proposed lot lines with approximate dimensions and the square foot lot of each.	
H. Areas dedicated for public use, such as schools, parks, and playgrounds.	
I. Contour lines at intervals of not more than two (2) feet.	
J. Building setback lines.	
K. Boundaries of the proposed subdivision shall be indicated by a heavy line.	
L. Zoning classification of the area.	
M. Proposed utility service: 1) Source of water supply. 2) Provision of sewage disposal, drainage, and flood control.	
N. A vicinity sketch at a legible scale showing the relationship of the plat to its general surroundings.	
O. Lot numbers and the gross area, area included in the road right-of-way, and net area shall be shown for each lot.	
P. A table designating each lot or parcel as either buildable or for agricultural use only.	
Q. Note that all new streets in the subdivision shall be private, unless the Board of Supervisors, upon recommendation of the County Engineer, requires a new street to be public.	
R. A typical cross-section indicating the street width, material, and thickness for all public and private streets as well as size and location of the roadside drainage ditches.	
S. A note listing all waivers being requested for the construction of private streets such as concrete pavement, curb and gutter, sidewalks, and/or streetlights.	
T. Right-of-way easement widths.	
U. Easements for public utility purposes.	
V. Location and dimensions of sidewalks to be installed (only when the provisions of Section 354.9, Code of Iowa, or current 28E agreements with the individual municipality are waived by said jurisdiction).	