

**Carroll County Regional Planning
Preliminary Plat Checklist**

Name of Subdivision: _____

Application No. _____ Subdivision Date _____

The following item(s) (does, does not) conform with the requirements of the Carroll County Regional Planning Subdivision Regulations. Those items not conforming are explained on the final page.

Properties of Preliminary Plat

- | <u>Does</u> | <u>Does Not</u> | |
|-------------|-----------------|--|
| 1. _____ | _____ | Drawn on paper or other material from which Blue Line prints can be made. (10 Copies Submitted) |
| 2. _____ | _____ | Drawn to scale of not less than one inch equals one-hundred feet.(1"=100') |
| 3. _____ | _____ | Individual sheets to be 24" X 36" or smaller. If more than one sheet, shall have a key locating relative position of the several sheets. |
| 4. _____ | _____ | To be prepared by a surveyor or an engineer and signed by him. |

Identification Data

- | | | |
|----------|-------|--|
| 1. _____ | _____ | Proposed name of Subdivision, also County, Township, Section and or Quarter Section. |
| 2. _____ | _____ | Names, Addresses and Telephone Numbers of the Owners, Subdivider, and Engineer preparing the Preliminary Plat. |
| 3. _____ | _____ | North Point, Scale and Date. |
| 4. _____ | _____ | Vicinity Map (insert) showing area within one half mile radius. |

Date Concerning Existing Items

- | | | |
|----------|-------|---|
| 1. _____ | _____ | Boundary line shown by a heavy line with bearings (if known) and distances and their source. (deed or survey) |
| 2. _____ | _____ | Names of Owners of adjacent tracts and also names of any adjacent plats. |
| 3. _____ | _____ | Distance from boundary to nearest existing road or street. |
| 4. _____ | _____ | Easements with their location, width and purpose. |
| 5. _____ | _____ | Zoning classification of area inside proposed plat and of the surrounding area. |

- | | <u>Does</u> | <u>Does Not</u> | |
|----|-------------|-----------------|---|
| 6. | _____ | _____ | Topographical Data including:
(a) Existing buildings and structures.
(b) Water courses, drainage ditches, woods, etc.
(c) Surface conditions, flood plains, strip mines, etc.
(d) Existing roads or railroads.
(e) Any unusual natural features.
(f) Contours at five foot (5') intervals if slope is eight percent (8%) or greater or at two foot (2") intervals for slopes that are less than eight percent (8%).
(g) Existing Historical Sites. |
| 7. | _____ | _____ | Gross area by scale or deed. |
| 8. | _____ | _____ | Location and size of existing sanitary sewers, storm sewers, water lines, and other available utilities. |

Date Concerning Proposed Items

- | | | | |
|-----|-------|-------|---|
| 1. | _____ | _____ | Streets with names and widths. |
| 2. | _____ | _____ | Cross walks, open spaces, playgrounds, etc. |
| 3. | _____ | _____ | Lot lines with scaled lengths and approximate area of lots. |
| 4. | _____ | _____ | Lot numbers. |
| 5. | _____ | _____ | Building set-back lines. |
| 6. | _____ | _____ | Easements with widths and purpose. |
| 7. | _____ | _____ | Improvements:
(a) Approximate grades of streets
(b) Approximate location of drainage facilities
(c) Approximate location of water and sewer lines and other Utilities. |
| 8. | _____ | _____ | Preliminary drainage information. It may be necessary to submit supplementary drawing to adequately show the proposed drainage facilities in a preliminary manner, also showing designated outlets. |
| 9. | _____ | _____ | Evidence of Utility agreements for public water, sewer lines, electric or other services (when these services are to be extended from existing area to serve the proposed subdivision) |
| 10. | _____ | _____ | All appropriate spaces for the approval by the various approving agencies. |

Date Checked _____

Signature

Title or Position

**Carroll County Regional Planning
Application For Tentative Approval of Preliminary Plat**

Date _____

Application No. _____

1. Name of Applicant _____

Address _____

Phone _____

2. Name of Surveyor or Engineer _____

Address _____

Phone _____

3. Name of Subdivider _____

4. Locational Description: Section _____ Township _____

Range _____ VMS _____

In Addition, Please attach copy of Legal Description

5. Proposed Use _____

6. Present Zoning District _____

7. Proposed Zoning Changes if Any _____

8. Number of Lots _____ Area of Parcel _____

9. Do You Propose Deed Restrictions? Yes _____ No _____
(If yes, Please attach a Copy)

10. What type of Sewage Disposal do you propose to use _____
(If "On Lot" type of Sewage Disposal is proposed include a letter from the County Board of Health approving a specific type of Sewage Disposal.)

11. List all proposed improvements and utilities and state your intention to install or to post a performance guarantee prior to actual installation.

	<u>Improvement</u>	<u>Installation</u>	<u>Guarantee</u>
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
D.	_____	_____	_____

Improvement

Installation

Guarantee

E. _____

F. _____

G. _____

12. List other materials submitted with this application.

Item

No.

A. _____

B. _____

C. _____

D. _____

E. _____

F. _____

Applicant

Surveyor or Engineer

~~~~~  
( For Official Use )

Date Received \_\_\_\_\_

Date of next Planning Commission  
Meeting \_\_\_\_\_

Plat Fee \_\_\_\_\_

Action Taken By Planning Commission \_\_\_\_\_

If Plat Rejected, Reason(s) for Rejection \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Chairman, Planning Commission