The Filing Fee for a Preliminary Subdivision Plan is $250.00

Description: This is a tentative plan of a proposed subdivision requiring the installation of public improvements. Approval of a Preliminary Subdivision Plan by the City Council is required before an applicant can proceed with Development Engineering Plans and a Final Plat application for all or part of the area within the Preliminary Subdivision Plan application.

NOTE: City policy requires that land adjacent to the City for which platting is requested be annexed into the City limits prior to final plat submittal.

Materials required of the Applicant:
1. An application signed by the property owner(s) or their designee
2. $250.00 Filing Fee
3. Vicinity Map
4. Site Plan (to scale)
5. Lot Configurations with approximate areas designated in square feet
6. Street Layout
7. Land Uses
8. Sidewalks/Walkways
9. General Utility Layout
10. Initial Grading Plan
11. Drainage Areas
12. Master Plan
13. Phasing Plan
14. Traffic Impact Study, if applicable
15. A topographic map with contour intervals of not more than five feet
16. One 8 ½ inch by 11 inch copy of the plan(s)
17. Four large (4) copies of the plan(s). Additional copies may be required as determined by the Director.

Procedure:
1. Upon receipt of the required application and supporting information, Department of Community Development staff will route the information to all affected Departments and Agencies.
2. Within fifteen (15) working days of receipt of the application and supporting information, the City shall provide the applicant with a recommendation unless the application is suspended to allow the applicant to address any required corrections.
3. Staff’s recommendation will be forwarded to the next available Planning Commission agenda following the fifteen (15) working day review.
4. Planning Commission’s recommendation will be forwarded to City Council for final action.

Suspected Timelines: If the Director determines that the application for the Preliminary Subdivision Plan does not contain the specified and required information, the review timeline shall be suspended and the owner and/or designated agent shall be notified of the deficiency. When complete and sufficient information is provided by the owner and/or designated agent, the review timeline shall be re-engaged, with an additional three (3) working days added to the remaining balance of the review timeline. Incomplete applications will not be placed on the
Planning Commission agenda. Applications suspended for more than 90 consecutive days shall be denied by the Director. Applicants may appeal to the City Council for extensions, providing that the appeal is heard within 90 days of the suspension.

**Appeal of Suspended Timelines:** When the owner and/or designated agent do not concur with the Director regarding the information required for the Preliminary Subdivision Plan, they can appeal to the City Council. The City Council may approve or deny the Preliminary Subdivision Plan in its entirety, upon the applicant’s request, with consideration being given to the disputed item(s).
### REQUEST (please check all that apply)
- [ ] Subdivision
- [ ] Annexation
- [ ] Comprehensive Plan Amendment
- [ ] Fence Height Exception
- [ ] Planned Development (Overlay)
  - [ ] Designation
  - [ ] Initial Plan
  - [ ] Final Plan
- [ ] Major Amendment
- [ ] Minimal Amendment
- [ ] Conditional Use Permit
- [ ] Major Amendment
- [ ] Minimal Amendment
- [ ] Vacation
- [ ] Utility / Drainage Easement
- [ ] R.O.W. / Section Line Highway
- [ ] Access / Non-Access
- [ ] Planting Screen Easement
- [ ] OTHER (specify) ________________

### LEGAL DESCRIPTION
(Attach additional sheets as necessary)

### EXISTING

### PROPOSED

### LOCATION

Size of Site – Acres  |  Square Footage  |  Proposed Zoning

### DESCRIPTION OF REQUEST:

Utilities: Private / Public
- [ ] Water
- [ ] Sewer

### APPLICANT

Name ___________________________  Phone ___________________________
Address ____________________________________________________________
City, State, Zip ______________________________________________________

### PROJECT PLANNER - AGENT

Name ___________________________  Phone ___________________________
Address ____________________________________________________________
City, State, Zip ______________________________________________________

### OWNER OF RECORD (If different from applicant)

Name ___________________________  Phone ___________________________
Address ____________________________________________________________
City, State, Zip ______________________________________________________

### Property Owner Signature

Signature ___________________________  Date __________
Print Name: ___________________________  Date __________
Title*: _____________________________
*required for Corporations, Partnerships, etc.

### Property Owner Signature

Signature ___________________________  Date __________
Print Name: ___________________________  Date __________
Title*: _____________________________

### FOR STAFF USE ONLY

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**PRELIMINARY SUBDIVISION PLAN**

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<th>STAFF</th>
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<td>Completed Application, signed by the property owner(s) or their authorized designee</td>
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<td>Vicinity Map</td>
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**SITE PLANS MUST INCLUDE THE FOLLOWING INFORMATION**

- A site plan (to scale)
- Lot configurations with approximate areas designated in square feet
- Street Layout
- Land Uses
- Sidewalk/Walkways
- General Utility Layout
- Initial Grading Plan
- Drainage Areas
- Master Plan
- Phasing Plan
- Traffic Impact Study, if applicable
- Topography with contour intervals of not more than five feet
- Name of Proposed Subdivision or other identification
- One 8 ½ inch by 11 inch copy of the plan(s)
- A minimum of four large copies of the plan(s). Additional copies may be required as determined by the Director.

| APPLICANT SIGNATURE | DATE: | STAFF SIGNATURE | DATE: |