



## **APPLICATION FOR A PRELIMINARY PLAT (NON-PUD)**

**FEE: \$100 + \$2/LOT**

This is an application for approval of a preliminary plat (non-PUD/no zoning component). The form must be completed in accordance with directions on the accompanying instructions and filed with the Zoning Administrator. The application must be completed and filed with the Subdivision Administrator at least 30 days prior to a regular meeting date of the Planning Commission. Completed applications and supporting documents may be emailed to [Planning&Zoning@andoverks.gov](mailto:Planning&Zoning@andoverks.gov). A complete schedule of meeting dates and submission deadlines can be found at [andoverks.gov](http://andoverks.gov).

**(AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED.)**

Name of plat \_\_\_\_\_

General Location \_\_\_\_\_

Name of Landowner \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name of Subdivider/Agent \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name of (Engineer) (Land Planner) \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name of Registered Land Surveyor \_\_\_\_\_

### Plot Information:

Plat Information: 1. Gross acreage of platted area: Acres

2. Total number of lots:

Applicant \_\_\_\_\_ Date \_\_\_\_\_ Agent (if any) \_\_\_\_\_ Date \_\_\_\_\_



### **Check List for Contents of Preliminary Plat**

#### **A. General Information**

**YES    No    N.A.\***

1. Name of subdivision
2. Date of preparation, north point and scale of drawing:  
1"=100' or 1"=200' if over 100 acres.
3. Identification as a preliminary plat
4. Location by quarter-section, section, township and range plus distance to nearest section corner.
5. Names of adjacent subdivision(s) or owners if unplatted.
6. Name and address of the landowner and subdivider and the name and seal of the land planner and surveyor.

#### **B. Existing Conditions**

1. Location, width and names of existing streets within or adjacent to the tract, including easements, railroad R/W, section lines, corners, city and township boundary lines and monuments.
2. Horizontal location within and adjoining the subdivision of existing sanitary and storm water sewers plus flow lines, water mains, culverts, catch basins, manholes, hydrants, underground wiring and pipe lines.
3. Contour lines based on MSL for two-foot intervals for slopes less than 10 percent, five-foot for slopes over 10 percent spot elevations for flat ground and 10 foot contours for lots 10 acres or larger plus date of survey and location, elevation and description of bench mark.
4. Locations of monuments or markers used in survey.
5. Location and direction of watercourses and boundary lines for floodway and floodway fringe districts.
6. Significant natural features.
7. Existing use of land and location of structures to be removed or remain.



8. Boundary line of subdivision acreage therein.
9. Zoning districts on an adjacent to subdivision.

**C. Proposed Plat**

1. Layout, location, R/W and approximate grade of streets.
2. Street names.
3. Location, width and purpose of easements.
4. Location and type of utilities including storm water drainage.
5. Approximate dimension and sizes of lots with lot numbers and block letters or numbers.
6. Purpose of sites other than single-family dwellings and sites dedicated or reserved for parks, recreation areas, open space and other public or private purposes.
7. Building setback lines, if any, for front yards.

**D. Additional Information**

1. Vicinity map to show relationship of proposed streets, as may be extended, to the existing system.
2. Statement of the nature and type of improvements proposed and intentions for financing and guaranteeing their installation.
3. Preliminary drainage plan, if required.