***City of Springfield***

**PRELIMINARY PLAT CHECKLIST**

Date of Submission:

Subdivision Name:

Development Description:

 Restrictive Covenants

 Six Print copies: 18” x 24” 24” x 36”

 Approved Designer: Surveyor Engineer Other

 Letter(s) of Availability from Utility(ies):

 Electric Water Sewer Gas Data

 Title Block: Unique Subdivision Name

 Name & Address of Property to be subdivided

 Name & Address of Property Owner

 Name & Address of Property Developer

 Name & Address of Engineer w/ stamp & signature

 \_\_\_\_\_\_\_ Property Zoning & PVA Identification

 Legend Information: Graphic Scale

 Written Scale

 North Arrow

 Location Sketch (Vicinity Map) in upper left or upper right corner

 Lot Design 1” = 100’ or Less

 Existing Conditions

 Boundary Lines with Bearing & Distance

 Streets with Names & Right-of-Way Width

 Utilities Location with Easements

 Topography with minimum 5’ Contours referenced to U.S.G.S. Datum

 Other Conditions on the Tract (features to be retained, protected or removed)

 Conditions on Adjacent Land including Owner, Zoning, & PVA Identification

 Proposed Development of Tract

 Streets (See Street Design Checklist)

 Other Right-of-Way or Easements Width

 Lot Lines with Bearing & Distance

 Lot numbers labeled

 Setback Lines Existing & Proposed with Dimensions

 Sidewalks (See Streets Checklist)

 Other Materials (if this submission is part of a larger development, previous portions shall be shown and planned portions shall be sketched for roadway planning)