***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)