



This form is for the creation of new lots or parcels of property and for adjusting existing property lines. This is a required process for projects creating more than 50 lots. The preliminary plat review identifies required public hearings, subsequent plan submittal processes, required studies, general construction improvements, and final plat requirements associated with the project.

The following items are required to be submitted for review. Please note that the submittal will be checked for completeness prior to acceptance for review. Incomplete submittals will not be accepted.

- 1) Review fee payment must be made prior to acceptance of the plan for review. Please reference the [DSC Submittal Fee Chart](#).
- 2) Preliminary Subdivision Plat—Submit electronic document via our [online web portal](#).
- 3) Supporting project narrative, calculations, and reports containing a signed and dated professional seal on the cover. Items listed in [Section 6.1](#) of the Subdivision Regulations Ordinance (City Code Appendix B) must be included as an electronic document submittal via our [online web portal](#).

This includes, but is not limited to the following items:

- a) Project Narrative
- b) The deed(s) that created the existing parcel(s), if they were not created by plat
- c) Preliminary Utilities (Water and Sanitary Sewer) Engineering Design and Support Documentation when required by Public Utilities Policy #1106
- d) Horizontal alignment of all proposed storm sewer pipes and associated easements
- e) AOSE Reports when on-site sewage disposal systems are proposed
- f) Phase I Environmental Site Assessment (if required)

What is the name of the project and/or site location?

Which City staff has been informed of this plan through meetings, phone conversations or emails?

What issues were discussed?

If any required items are not included in the submittal package, list the associated item number below with a brief explanation for why the requirement is not applicable to this project.

Certification:

I certify as the Design Professional of record that all required items, excluding exceptions listed above, have been included in this submittal package and are 100% designed for approval.

Printed Name

Signature

Date