



PRELIMINARY PLAT CHECKLIST

GENERAL

- Title block located in lower right corner with proposed subdivision name, Plat type (i.e. Preliminary Plat), block and lot numbers, survey name and abstract number, number of acres, preparation date, town, county and state, space for Town Project Number.
- Legend, if abbreviations or symbols are used.
- Permissible scale for plat are engineer scales 1" = 10', 20', 30', 40', or 50'. A 1" = 60" or 100'.
- Label company name, preparer and current property owner name, address, and phone number of plat preparer (e.g., surveyor, engineer, etc.) and current property owner in the vicinity of the title block.
- Location/vicinity map – single line drawing.
- Sheet size shall be 22" x 34", black and white drawing on bond paper in landscape view. No blue line copies will be accepted.
- Orient plat so that north is to the top or left-hand side of sheet.
- For nonresidential development, title states lot and block designations.
- For residential development, title states number of residential lots developed, number of open space lots.
- Property boundary drawn with "phantom" line type (--- - - - -) with dimensions (to nearest hundredth of feet) and bearings (to nearest second).
- Legal (metes and bounds) description with total acreage.
- Lot dimensions in feet with bearings and angles to street and alley lines.
- Lots and blocks with lot and block numbers. Include a table of lot and block numbers with the square footage and acreage of each lot and the zoning designation of each lot (must be on a separate 8 ½ x 11 for the file).
- Phasing lines and numbers.
- Outline of all property offered for dedication for public use or reserved in the deeds for the use of all property owners in the proposed subdivision, together with the purpose or conditions of limitations of such reservation.
- Names of adjacent subdivisions or names of record of owners of adjacent parcels, the location, widths, and names of all existing or platted streets, easements or other public ways within or adjacent to tract, existing railroad rights-of-way, and other important features such as section lines, political subdivisions or corporation limits and school district boundaries.
- Point of beginning tied to abstract & survey corner if not previously platted or subdivision corner if platted. Indicate on graphic and/or in legal description.
- Show and label the layout, names, and width of proposed streets, alleys, or easements being dedicated, abandoned or modified per the plats - in such a way so that they stand out from the existing easements.
- Surveyor's certificate (signed and sealed) with notary block.
- Certificate of ownership with notary block(s).
- Dedication language for easements (utility, fire lane, landscape, visibility, access and maintenance, public way access, drainage, and drainage and detention, etc.).
- Note stating which zoning or planned development standards apply to the subdivision.
- Show and label front building setbacks for residential development.
- Provide the following note:
 1. Notice: Selling a portion of this addition by metes and bounds is a violation of Town subdivision ordinance and state platting statutes and is subject to fines and withholding of utilities and building certificates.
 2. Development standards of this plat shall comply with the Unified Development Ordinance.
- For plats that have alleys, add the following note:
 3. Access to residential property for required off-street parking shall be from the alley wherever paved alley access is available
- Show and label access, utility, and maintenance easements. Provide line and curve data for easement boundaries and tie down easements.

- Label lot area for each lot in acres and square feet for non-single-family residential development. For single-family residential development, label lot area in square feet only if less than 1 acre.
- If all or portion of an existing easement is to be abandoned, label "To be abandoned by this plat."
- Show, label, and provide line and curve boundary data for any park land dedications.
- For residential preliminary plats proposing common open space lots and/or common property improvements, provide homeowners association (HOA) conditions, covenants, and restrictions.

TRAFFIC

- Location and dimensions of existing and proposed streets and alleys with centerline design radii, medians, median openings, turn lanes with storage and transition dimensions, right-of-way widths, and names of proposed streets (submit letter requesting street name approval with application).
- If preliminary plat contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."
- Show public street and alley R.O.W. Label as existing or proposed. Dimension R.O.W. width. Show street centerline and provide line and curve data.
- Typical Street Section Detail showing dimensions for paving section, parkway, street tree placement, and sidewalk.
- Show and label corner clip R.O.W. dedications. Provide line and curve data for dedications.

ADJACENT PROPERTY INFORMATION

- Show and label properties. For platted properties, show lot lines and label subdivision name, lot and block designation, and plat record information for each lot. For unplatted properties, show parcel lines and label record owner and deed record information for each parcel.
- Show all easements. Label as existing or proposed. If existing, provide recording information.
- Show public street and alley R.O.W. Label as existing or proposed. Dimension R.O.W. width.
- Label street names.
- Show and label Town limit lines, county limit lines, and/or survey (abstract) lines.

ENGINEERING

- Existing and proposed utilities and easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television, fire lane, etc. within the tract and immediately adjacent thereto with pipe sizes and locations indicated.
- Filing information for all existing easements and rights-of-way. Provide all bearing and distance information on existing easements, including separate instruments. Where property or easement extends into multiple counties, plats and separate instruments are to be filed in each county.
- Length of all arcs, radii, internal angles, points of curvature, length, and bearings of all tangents.
- Location of existing water courses, railroads, and other similar drainage and transportation features.
- Existing and proposed FEMA 100-year floodplain and elevation. Include minimum finished floor elevations of all lots adjacent to floodplain. If the site does not contain a floodplain, note that: "No floodplain exists on the site." A floodplain reclamation study will be required with the final plat if necessary.
- Existing and proposed topography at one (1) foot contours or less, including drainage channels and creeks.
- Locations, material, and size of all monuments.
- In addition, the following plans shall be submitted with a preliminary plat application. Approval is necessary prior to final authorization for development:
 - Any necessary offsite easements (by plat or separate easement in accordance with the Subdivision Ordinance)
 - Preliminary Utility Plan, showing proposed water and sanitary sewer lines with sizes indicated and valves, fittings, manholes, and other appurtenances shown.
 - Preliminary Drainage Plan, showing proposed storm sewer pipes or culverts with sizes indicated and manholes, inlets, culverts, bridges, and other appurtenances or structures shown, including storm water retention basins as required.
 - Landscape Plan Cross Section showing location of tree plantings along street, sidewalk, easements, right-of-way, etc.
- Indicate bearing system.
- Provide two standard Town of Sunnyvale monuments. Horizontal and vertical control information (geo-referenced to N.A.D. 1983 State Plane coordinates) may be provided at the time of final plat.
- Show proposed detention ponds in an easement.

LEGAL DESCRIPTION & PLAT LANGUAGE

- Name of record owner and corresponding deed reference.
- Name of survey, abstract, county, and state.
- Metes and bounds legal description for subdivision boundary. Calls and monumentation match plat/replat graphic.
- Total area of the plat/replat in acres and square feet.
- General owner's certificate and dedication language.
- Owner signature block and notary block for owner signature.
- Certificate of approval language with signature block and notary block.
- Surveyor certificate language with signature block and notary block.