



S10

SPECIFIC APPLICATION FORM - PRELIMINARY PLAT

Section 3.8 (4) of the Unified Development Code

All documents shall be sent via email or through ShareSync/FTP file. The following steps must be completed, and the items must be submitted for the application to be deemed complete and processed:

- ☐ A completed Universal Application and checklist signed by the owner/s of the property.
- ☐ Payment of all other applicable fees (see Schedule of Fees).
- ☐ An accurate metes and bounds description of the subject property (or other suitable legal description).
- ☐ Location/vicinity map showing the location and boundaries of the subject parcel. Indicate scale or not to scale (NTS) and provide north arrow.
- ☐ Tax certificate/s showing that all taxes owing to the State, County, School District, City and/or any other political subdivision have been paid in full to date.
- ☐ Pre-Application Conference prior to application submittal.
- ☐ Approved copy of a Concept Plan or other approved plats, if applicable.
- ☐ Concept plan approval (if required).
- ☐ A title report.
- ☐ A complete sets of construction plans (plan views) to be submitted after Preliminary Plat approval and prior to submittal of a Final Plat application.
- ☐ A copy of proposed plat.
- ☐ A copy of all existing recorded plats pertaining to the preliminary plat.
- ☐ Basic engineering information, if deemed necessary by the City.
- ☐ Letter of Certification from each utility provider servicing this area (CPS, PEC, SAWS, Time Warner, Grey Forest, GBRA, Spectrum, etc.) or proof that these have been requested.
- ☐ Letter from USPS and other service providers to ensure the name of the proposed subdivision and streets, or any of the physical features, (such as streets, parks, etc.) must not be so similar to the names of any similar features in the county or in any incorporated town or city therein. Streets, which are a continuation of any existing street, shall take the name of the existing street.
- ☐ Drainage/Stormwater plan, if any grade changes.
- ☐ Tree Plan designating all trees proposed for removal or preservation and describing the measures proposed to protect remaining trees during development as per Unified Development Code Section 8.8. Tree Plan needs to be approved prior to Preliminary Plat approval.
- ☐ Acknowledgment that the applicant or representative will attend all Planning and Zoning Commission meetings, City Council meetings, and any other applicable meetings where this request is discussed.

Additional Requirements. The City Manager (or designee) may, from time to time, identify additional requirements for a complete application that are not contained within but are consistent with the application contents and standards set forth in the UDC and state statutes.