



PRELIMINARY PLAT CHECKLIST

An application for a preliminary plat shall be accompanied by the following information, unless one or more items are specifically waived in writing by the Town Staff:

- The land use application form.
- The applicable fee as established by the Board of Trustees in Appendix 2 Application Fees.
- A title commitment (two [2] copies) - must be current and dated no more than thirty (30) days from the date of application submittal.
- Proposed water and sewer service facilities and the stormwater drainage and management systems, and proposed connection with existing systems.
- Proposed access if the property does not have direct contiguous access to a public street.
- If any liens will exist upon the subdivided property at the time of plat approval, the lien holders shall join in the execution of the declaration and final plat.
- Preliminary environmental studies (wetland delineation, floodplain mapping, construction feasibility, etc.).
- A preliminary geotechnical report. Refer to Chapter 14 of this Code.
- A preliminary drainage report. Refer to Chapter 14 of this Code.
- A preliminary grading plan. Refer to Chapter 14 of this Code.
- An erosion and sediment control and revegetation plan. Refer to Chapter 14 of this Code.
- A Traffic Impact Analysis (TIA) and/or Traffic Impact Study (TIS). Refer to Chapter 14 of this Code.
- General development information. Provide a written description addressing how the proposed development conforms to this Code (including development and design standards, zoning regulations and the subdivision regulations) and Comprehensive Plan:
 - The applicant's goals and vision for the project.
 - How the proposed subdivision will be connected to and integrated with the surrounding natural and developed areas.
 - How the project will impact neighboring properties (i.e., water drainage, traffic circulation, trails, environmental impacts and view corridors).
 - How the design is cost-effective and environmentally responsive to site features and constraints and how potential impacts to natural systems will be mitigated.
 - How the proposal promotes the efficient use of land and public streets, utilities and governmental services.
- Images (such as photographs, sketches and/or plans) which illustrate the project intention, for example
 - Important architectural elements and styles.
 - Ideas for landscaping features, such as Xeriscape.
 - Streetscape components which contribute to the project's character.
 - Examples of signs that promote the development's identity.
 - Photographs of the site.
 - Anything else that illustrates what the applicant is trying to create.
- The names and addresses of any owners and lessees of mineral rights for the property. All mineral rights owners and lessees must be notified thirty (30) days in advance of application review.
- The names and addresses of property owners within two (200) hundred feet of any portion of the property.
- Any other reports and information deemed necessary by the Town.
- Copies of the preliminary plat and associated submittal materials in a format and quantity as specified by Town Staff.