

**PRELIMINARY PLAT SUBMITTAL CHECKLIST**  
**City of Urbandale, Iowa**

**NAME OF PLAT** \_\_\_\_\_

This Column for Applicant's Use	Information to be provided on Plat Drawing		These Columns for City's Use	
			Approved	Not Approved
	1.	Eight (8) paper copies of Plat drawn at a scale of 1"=50' or larger, folded to 8"x14" maximum size; and one copy in PDF format.		
	2.	Name of subdivision unique to the County, date, north arrow, and title "Preliminary Plat".		
	3.	Names, telephone numbers, and mailing and email addresses of owner of record and developer.		
	4.	Name, address, and certification of Registered Civil Engineer.		
	5.	Vicinity map at a scale of at least 1"=1000', covering sufficient surrounding area to show existing and proposed street patterns, land uses and other applicable off-site features affecting the project, and zoning.		
	6.	Boundaries of the subdivision indicated by a heavy line and labeled "Subdivision Boundary", and boundaries of proposed development phases indicated by a heavy line and labeled by order of phase.		
	7.	Show boundaries of adjoining lots and parcels, and the names and addresses of owners of each lot or parcel.		
	8.	Existing and proposed streets in or adjoining the area being subdivided, including names and the widths of the rights-of-way and paving.		
	9.	Locations of existing buildings, railroads, underground utilities, easements, and other rights-of-way on the property or within 200 feet.		
	10.	Zoning classification(s) of the plat, and number of lots per acre by gross density (including one-half of abutting right-of-way and parcels) in each zoning district.		
	11.	Legal description of property being platted.		
	12.	Existing and proposed contours at 2 foot intervals; boundary of 100-year floodplain and of floodway.		
	13.	Proposed lot lines with dimensions, and areas of non-rectangular lots.		
	14.	Lot numbering		
	15.	Building setback lines or restrictions with dimensions.		

			Approved	Not Approved
16.	Existing and proposed improvements, including location and size: (a) Water distribution system (b) Sanitary sewer system (c) Storm sewers, open drainageways, and footing drain systems. (d) Storm detention (include calculations for storage requirements, release rate and outlet size).			
17.	Proposed easements, including storm, sanitary, surface water flowage, water, pedestrian, and temporary turnarounds.			
18.	Areas to be dedicated or reserved for public use such as schools, parks, playgrounds, and open space; note area in square feet for each such area; if improvements-in-lieu of land, contact Community Development Dept. regarding determination of value.			
19.	Label purpose of any "Outlots" (generally to be avoided).			
20.	Notes pertaining to access restrictions; sidewalk locations; minimum floor elevations for flood protection; and other appropriate notations.			
	<b>Documents and Fees to be submitted with Plat</b>			
21.	Temporary (during construction) and permanent (after construction) erosion control measures.			
22.	Attorney's opinion in triplicate, showing the fee title is in owner's name as shown on the Plat and showing any existing encumbrances.			
23.	Submittal fees for major or minor plat (Major Plat includes new street; Minor Plat does not.)			

I hereby certify that, with the exceptions (and reasons therefore) noted, the above information is included with or on the attached plat.

Signed: \_\_\_\_\_  
(Applicant)

**NOTE: ALL PRELIMINARY PLATS EXPIRE IN 360 DAYS. THE DEVELOPER AND/OR HIS ENGINEER ARE RESPONSIBLE FOR FILING A FINAL PLAT OR RENEWING THE PRELIMINARY PLAT WITHIN THIS TIME PERIOD. RENEWALS MUST COMPLY WITH APPLICABLE NEW ORDINANCES AND SPECIFICATIONS.**