

CHECKLIST FOR MAJOR SUBDIVISIONS: PRELIMINARY PLATS

APPLICANT CHECK-OFF	REQUIRED:	COUNTY CHECK-OFF	COMMENTS
	1. Six (6) copies of preliminary plat submitted thirty (30) days prior to meeting at which it is to be considered		
	2. Scale not less than one (1) inch equals one hundred (100) feet		
	3. Verify the scaled dimensions on all proposed lot lines.		
	4. The proposed subdivision name & location		
	5. Location sketch map showing relationship of subdivision site to area		
	6. Name(s) & address(es) of the owner(s)		
	7. Name and addresses of engineers or registered surveyors, with stamps		
	8. Date of preparation (and revisions, if any)		
	9. Approximate north point		
	10. Graphic scale		
	11. Location of existing & platted property lines, existing streets, buildings, water courses, railroads, sewers, bridges, culverts, drain pipes, water mains, detention basins, & any public utility easements or lines		
	12. Present zoning classifications on the land to be subdivided and on the adjoining land		
	13. Names of adjoining property owners or subdivisions		

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	14. Drainage structure calculations		
	15. Separate road plans, including profiles with corresponding stations, typical cross sections, catch basin and grate, headwalls and pipe details		
	16. Road cross section at each drainage structure		
	17. Detention pond design		
	18. Separate plans for utility layouts (sewers, water, gas, fire hydrants, electricity), showing feasible connections to the existing, or any proposed, utility systems		
	19. Proposed street names & locations and dimensions of proposed streets & alleys		
	20. Location of proposed reservations, parks, and other open spaces		
	21. Locations of proposed lot lines and building setbacks		
	22. Contours at vertical intervals of not more than four (4) feet – two (2) feet where available (may be obtained from Loudon County GIS, 458-2059)		
	23. Acreage of the land to be subdivided		
	24. Location of area subject to flood (as defined in Article III, Section E) – Include surveyor's notation "IS" or "IS NOT" within flood hazard area		
	25. Siltation structure locations and typical drawings		

NOTES:

- Provide compaction report at completion of sub-grade (95% compaction, with upper 2 feet at 100%)
- Mandatory pre-construction conference prior to commencing construction

During construction phases, road superintendent shall be notified prior to the following stages:

- 1. Site preparation
- 2. Back-filling of all utility and drainage trenches; submit compaction results
- 3. Binder
- 4. Curbing
- 5. Surfacing

ADDITIONAL COMMENTS:

REVIEWED BY: _____

DATE: _____

I have read and understand these requirements.

APPLICANT'S SIGNATURE

DATE