

Section 310.

PRELIMINARY PLAT CHECKLIST

Does	Does Not	
		1. General
_____	_____	(a) Transparency and fifteen (15) prints of plat submitted.
_____	_____	(b) Survey done by a Professional Surveyor.
_____	_____	(c) Preliminary Drawings of Improvements, or equally adequate statements by Professional Engineer.
_____	_____	(d) Certificate of Preliminary Approval by O.R.P.C.
_____	_____	(e) Vicinity sketched at 1"=400' or smaller.
_____	_____	(f) Drawn on Transparency at preferred scale - 1"= 50'
_____	_____	(g) Size of sheets is 24" x 36".
_____	_____	(h) No Ditto Marks (") used.
		2. Plat Detail
_____	_____	(a) Name of subdivision (does not duplicate another subdivision in Ottawa County.)
_____	_____	(b) Location by Section, Great Lot, Town, Range, Township, County, and State.
_____	_____	(c) Name and address of Owner and Technician preparing plan.
_____	_____	(d) Scale of Plan.
_____	_____	(e) Date.
_____	_____	(f) North Point.
_____	_____	(g) Location, width, centerline and names of existing and planned streets and public ways.
_____	_____	(h) Railroad and Utility r/w and easements.
_____	_____	(i) Parks and open spaces, wooded areas on the site, and significant topographic and natural and man-made features within the plat or adjacent to it.
_____	_____	(j) All permanent buildings shall be shown.
_____	_____	(k) Section and corporation boundaries within tract.

Does

Does Not

- ____ (l) Sewer, water lines, culverts, other utilities, etc. shown with sizes, depths, grades and existing easements therefore. Proposed improvements may be indicated on separate sheets if needed.
- ____ (m) Names of adjacent subdivisions or owners of adjoining parcels.
- ____ (n) Zoning classification and proposed changes shown.
- ____ (o) A preliminary drainage concept study showing the proposed flow of storm water to the ultimate outlet.

- ____ (p) 100 year flood plain boundaries shown where applicable as identified on FEMA flood maps with the flood hazard elevation stated.
- ____ (q) Boundary of plat indicated, the amount of acreage in lots, streets, open space, other uses, and the total acreage shall be shown.
- ____ (r) Layout, numbers, and dimensions of lots.
- ____ (s) Dedication or reservation of land for public and private purposes shall be indicated.
- ____ (t) The building setback lines shown and located.
- ____ (u) Soil information as specified in Section 308, Item 16 in unsewered areas.
- ____ (v) If no central water and/or sewage system exists, the subdivider shall state the type of system he proposes to use. A proposal of on-lot sewage disposal shall require the soil conditions encountered in the area of the proposed subdivision to be identified. A central sewage treatment plant and/or central water system shall be constructed when deemed necessary by the appropriate public agency. The connection to available central facilities shall be mandatory.
- ____ (w) For commercial and industrial development, the locations, dimensions, and approximate grade of proposed parking and loading areas; alleys; pedestrian walkways; streets; and the points of vehicular ingress and egress to the development.

Comments:
