

## PRELIMINARY PLAT CHECKLIST (up to 20 acres)

### **Submittal:**

1. Five standard full size prints (24" x 36").
2. PDF emailed to [nmoser@cityofmandan.com](mailto:nmoser@cityofmandan.com).
3. Subdivision master plan.
4. Completed application (*must be signed by property owners*).
5. Application fee \$200.00 (cash, check, money order, MasterCard or Visa debit or credit).

### **Information on plat:**

1. Drawn at a scale of 1" = 200' or less.
2. Numerical/graphical scale with north arrow.
3. 1 mile vicinity map.
4. Legal description of total subdivision and current portion being platted if applicable.
5. Title block showing subdivision name; section, township and range; and location within City or Extraterritorial Zone.
6. Line width varied with heaviest lines used for boundary of subdivision and lot lines less heavy.
7. All proposed utility and access easements shown with dashed lines and labeled with use and width.
8. All proposed utility extensions with size and approximate slope.
9. Tentative changes in grade with before and after contours at 2 foot intervals or spot elevations if less than 3% slopes.
10. Proposed dedications of land for public uses.
11. Location of vegetative cover, historical and cultural features.
12. Location and future status of existing structures within subdivision.
13. Abutting property, including buildings, within 100' shown with dashed lines and labeled with lots, blocks and subdivisions.
14. All highways, streets, alleys, public grounds, out lots or fractional lots within or adjoining the subdivision properly labeled and dimensioned.
15. Proposed regional street system from the Fringe Area Master Plan or Comprehensive Land Use Plan.
16. Waterline for any river, stream, creek, lake or pond that forms a subdivision boundary.
17. FEMA designated 1% probability flood plain boundaries.
18. Existing utilities and streets servicing the subdivision with sizes, materials and grades.
19. Blocks and lots within the subdivision are to be numbered sequentially.
20. Current and proposed zoning.
21. Proposed street names.
22. Annexation status and any proposed changes.

### **Subsequent to preliminary approval and before submittal of final plat:**

1. Negotiate and execute development agreement.
2. Negotiate and execute agreements for dedication of land to public entities other than City.
3. Submit formal request for creation of assessment district with listing of improvements requested to be included.
4. Prepare stormwater management plan showing tributary area and incorporating runoff calculations for total drainage area.
5. Prepare 90% grading plan.
6. Prepare 90% engineering plans for utilities and streets that will be transferred to City ownership.