



Filing a Plat for Subdivision Preliminary Approval Checklist

Name of Subdivision: _____

Must meet the following: **Calhoun County LDR Article III 3.16.05 3.3**

	Preliminary plat drawn at a scale not smaller than 100 feet to one inch.
	Plat Sheet size shall be 24 inches by 36 inches.
	1. The name of the proposed subdivision 2. The name, address, and phone number of the owner of the tract proposed for development 3. The name, address, and phone number of the engineer and surveyor engaged to prepare and design the preliminary plat shall all be clearly shown. 4. A signature line for each commissioner to sign plat for approval (not just chairperson signature)
	The date, scale of the plat, north arrow, current zoning, total number of lots, and minimum lot size shall be included.
	A full and detailed legal description of the tract to be platted and its approximate acreage shall be included.
	A vicinity map shall be included showing the relationship between the area proposed for development and the surrounding area. (shall be at a scale of not less than one inch equaling two thousand feet (1" =2000') and shall identify adjacent subdivisions and public roads by name.)
	Physical features shall be fully identified. These include but are not limited to roads, culverts, easements, rights-of-way, lakes, rivers and creeks, swamps, other wetland areas, the one-hundred-year flood plain, wooded areas, cultivated areas, parks and other public open spaces, sewers, and water mains.
	The proposed layout shall be clearly shown, including roads, alleys, easements, lot lines with approximate dimensions, land to be dedicated for public purposes, and any land proposed for purposes other than single family dwellings. Proposed rights-of-way shall include all dimensions .
	Block and lot designations shall be shown
	The existing zoning for the proposed subdivision and the adjacent properties shall be shown, and the minimum building front yard setback line shall be shown.
	Typical road cross-sections and centerline profiles shall be included
	Contour intervals of two feet shall be shown. The Planning Commission may request the plotting of contour intervals of one foot in very flat areas
	Clearly state on its face that it is not for recording .

Other Material which may be requested during the preliminary plat review process:

	Engineering plans for community water systems, central sewage systems, storm water management systems, and other public improvements
	Draft copy of any proposed protective covenants or deed restrictions which may be attached to the lots at the time of sale
	Any other information enabling the Planning Commission to evaluate the proposal for compliance with these Regulations or the Comprehensive Plan.

Distribute copies for Review of Other County Departments (copies sent):

****Note:** They shall address their comments in writing concerning the suitability and adequacy of the proposed subdivision to the Planning Commission

	County Road Department
	County Health Department
	Fire Department
	Other offices as the Planning commission may determine.
Comments from the general public, whether written or oral, shall be duly considered by the Planning Commission in its deliberations.	

Planning Commission Regular Meeting: At its regularly scheduled meeting the Planning Commission shall consider the application for preliminary plat approval and the comments of those who have reviewed it prior to formulating a written recommendation of **approval, approval with conditions, or denial for the action of the Board.**

	The Planning Commission’s recommendation shall be submitted in writing to the Board no later than four days before the Board’s next regularly scheduled meeting.
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The Board acts upon the Planning Commission’s recommendation at its next regularly scheduled meeting.:

	If the Board approves the proposed subdivision, it shall inscribe a certificate of preliminary approval to the face of the plat, listing the date of preliminary approval, notice that such preliminary approval does not constitute approval of the final plat, and citing an expirations date.
	If the Board approves the preliminary plat with conditions, a similar certificate shall be inscribed with the addition of the conditions.
	If the Board denies the preliminary plat, it shall be returned to the subdivider with a recitation of the reason or reasons for denial.