



J-U-B ENGINEERS, INC.

J-U-B COMPANIES



THE LANGDON GROUP



GATEWAY MAPPING INC.

## GARDEN CITY DEVELOPMENT REVIEW QA/QC CHECKLIST

Subdivision Review (Chapter 11E-100)

### Preliminary Plat (Chapter 11E-400)

*This checklist is meant to be a quick reference to assist in the preparation of development plans. It is still the responsibility of the developer to review the full Municipal Code referenced.*

Item	Municipal Requirement	Status			Comments
		Yes	No	N/A	
<b>Preliminary Plat Procedure (11E-400.A)</b>					
<b>Approval of Preliminary Plat (11E-401)</b>					
<b>Preliminary Plat Requirements (11E-402)</b>					
<b>Contents (11E-402.A)</b>					
1	Procedure complete (i.e. application, acceptance, and reviews).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Preliminary plans for streets, water, sewers, sidewalks and other public improvements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Electronic copy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Vicinity Map: 8-1/2" x 11" – Scale 1" = 300' or larger (i.e. 1" = 200'). Provide adequate orientation/landmark identification.				
	a. 600' minimum beyond boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. North point				
	c. Street/Roadway names				
	d. Clear identification of the boundary and proposed streets labeled				
5	Legal description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Area of each lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Title block:				
	a. Proposed name of subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Location, including address, section, township and range				

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	c. Name and address of owner/subdivider and engineer d. Date, scale (1" = 100' in standard subdivisions, 1" = 200' in recreational subdivisions) and north point				
<b>Documentation (11E-402.B)</b>					
1	Current title report and copy of owner's recorded deed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Verification of all taxes and assessments paid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Other information determined by the Town.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Statement of the intended use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Existing Conditions – Plat Shall Show (11E-402.C):</b>					
1	Existing zoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Property owner list within 300' of proposed exterior boundary. List shall include name, address and general description.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Names and intersecting boundary lines of adjoining subdivisions/parcels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Existing buildings with distances to property lines, water bodies, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Floodplain/Floodway boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Location/Identification of known potentially dangerous areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Location of nearest benchmark or monument	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Boundary and acreage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Boundary description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	All property of the subdivider. Include a sketch of prospective street system of unplatted areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Location, width and names of all existing streets within 200'.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Location of wells and reservoirs within 100' of boundaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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13	Existing underground facilities within 100' of boundaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Interface between existing and proposed utilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Existing natural drainage channels and proposed realignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Location of all irrigation and drainage, method of disposing of runoff water and drainage easements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Boundary lines of adjacent land.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Contours not more than 2' in standard subdivisions and not more than 10' in recreational.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Proposed Plan – Plan Shall Show (11E-402.D):</b>					
1	Street layouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Minimum of 2 entrances/exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Layout, numbers and dimensions of lots.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Land intended to be dedicated or reserved for public use or subdivision use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Proposed use of all land for future property owners within the subdivision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Building setback lines with dimensions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Public Utility Easements (PUE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Boundary and tract information: a. Streets details b. Sidewalks c. Easement and setback lines d. Proposed lot lines e. Radii of all curves f. Lot dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Contour map with maximum interval of 5'.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Street cross-sections/grade of streets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Tentative storm water drainage plan.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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12	Direction of drainage, flow and approx. grade of streets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Adjacent property owner agreements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Open space maintenance plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Phasing plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Amenity phasing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reviewer Signature: \_\_\_\_\_

Review Date: \_\_\_\_\_