



PRELIMINARY PLAT APPLICATION

THE PRELIMINARY PLAT SHALL BE DRAWN TO SCALE NOT TO EXCEED 1"=100'. 20 COPIES OF BLUELINES BEING 24X36 MUST BE TURNED IN WITH APPLICATION. THE PRELIMINARY PLAT SHALL GENERALLY INCLUDE THE ENTIRE TRACT INTENDED TO BE DEVELOPED AT ONE TIME. WHEN MORE THAN ONE SHEET IS NECESSARY TO ACCOMMODATE THE ENTIRE AREA, AN INDEX SHEET SHOWING THE ENTIRE SUB-DIVISION AT AN APPROPRIATE SCALE SHALL BE ATTACHED TO THE PLAT. A CHECKLIST CONTAINING WHAT SHALL BE LISTED ON THE PLAT AND FEE SCHEDULE IS ATTACHED.

PLEASE PRINT			
Date of Application:			
Property Location:			
Subdivision:		Block:	
		Lot:	
Current Zoning/Use:		Requested Zoning/Use:	
PROPERTY OWNER INFORMATION			
Name:		Cell Phone:	
Address:		Work Phone:	
City/State/Zip:		Phone:	
FAX Number:		Email:	
Contact Name:		Owner Signature:	
APPLICANT/DEVELOPER INFORMATION			
Name:		Cell Phone:	
Address:		Work Phone:	
City/State/Zip:		Phone:	
FAX Number:		Email:	
Contact Name:		Applicant Signature:	
ENGINEER INFORMATION			
Name:		Cell Phone:	
Address:		Work Phone:	
City/State/Zip:		Phone:	
FAX Number:		Email:	
Contact Name:		Engineer Signature:	
SURVEYOR INFORMATION			
Name:		Cell Phone:	
Address:		Work Phone:	
City/State/Zip:		Phone:	
FAX Number:		Email:	
Contact Name:		Surveyor Signature:	
OFFICE USE			
Date Received:		Taken by:	
Cash/Check#/ CC:			

**CITY OF SPRINGTOWN
PRELIMINARY PLAT SUBMITTAL CHECKLIST**

ON PLAN	INCOMPLETE	N/A	ITEM	DESCRIPTION
			1	NORTH ARROW, GRAPHIC AND WRITTEN SCALE IN CLOSE PROXIMITY
			2	PERMISSIBLE SCALE; 1"=50', 100', 200' (PREFER 1"=100')
			3	LOCATION MAP SHOWING LOCATION OF TRACT BY RE-REFERENCES TO EXISTING STREETS OR HIGHWAYS
			4	APPROPRIATE TITLE, I.E., "PRELIMINARY PLAT", TO INCLUDE SUBDIVISION NAME, CITY, COUNTY, STATE, SURVEY, AND ABSTRACT TOTAL GROSS ACREAGE AND THE DATE OF PREPARATION.
			5	NAME AND ADDRESS OF RECORD OWNER AND SUBDIVIDER IF DIFFERENT. NOTE VOLUME AND PAGE OF CURRENT DEED RECORD OWNERSHIP.
			6	STANDARD APPROVAL BLOCK.
			7	NAME, ADDRESS AND PHONE OF ENGINEER/PLANNER/SURVEYOR.
			8	NAME OF RECORD OWNER AND CORRESPONDING DEED RECORD VOLUME AND PAGE FOR ALL ADJACENT UNPLATTED TRACTS.
			9	ALL ADJACENT PLATTED PROPERTY SHOWN IN DASHED LINES, LABELING LOT AND BLOCK NUMBERS, SUBDIVISION NAME, AND PLAT RECORD VOLUME AND PAGE.
			10	LOCATION OF CITY LIMIT LINES AND/OR EXTRATERRITORIAL JURISDICTION LINES.
			11	EXISTING ZONING NOTED ON THIS TRACTOR AND ADJACENT TRACTS. THIS SHOULD BE REMOVED ON ANY FINAL PLATS.
			12	ALL EXISTING EASEMENTS ON OR ADJACENT TO THIS TRACT SHOWN AND LABELED AS TO TYPE AND SIZE.
			13	ANY ADJACENT, PREVIOUSLY APPROVED AND CURRENTLY VALID PRELIMINARY PLATS OR CONCEPT PLANS SHOWN.
			14	THE LOCATION OF EXISTING OR APPROVED STREET INTERSECTIONS ON THE PERIMETER OF THE SUBDIVISION OR WITHIN 200 FEET OF THE PERIMETER.
			15	POINT OF BEGINNING (P.O.B.) LABELED ON PLAT.
			16	LEGAL DESCRIPTION OF THE LAND TO INCLUDE: CURRENT OWNER'S DEED RECORD REFERENCE, SURVEY AND ABSTRACT. P.O.B. TIED TO SURVEY CORNER OR PREVIOUSLY FILED SUBDIVISION CORNER, OR USGS MONUMENT, GROSS ACREAGE.
			17	GRAPHIC DEPICTION OF ALL BOUNDARY LINES SHOWN IN HEAVY LINES WITH DEED RECORD DIMENSIONS OR FIELD SURVEYED DIMENSIONS OR FIELD SURVEYED DIMENSIONS IF AVAILABLE. THESE SHOULD MATCH LEGAL DESCRIPTION.
			18	EXISTING R.O.W. SHOWN, LABELED AND DIMENSIONED, I.E. PUBLIC STREETS, HIGHWAYS, ALLEYS, PRIVATE DRIVES, RAILROADS, ETC.
			19	EXISTING TRAVELED ROADWAY WIDTHS.

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ON PLAN	INCOMPLETE	N/A	ITEM	DESCRIPTION
			20	GENERAL OUTLINE OF AREA EMBRACED BY TREE COVER.
			21	PERMANENT STRUCTURES AND USES WITHIN THE SUBDIVISION THAT WILL REMAIN.
			22	UTILITY EASEMENTS: WHERE ADJACENT PROPERTY IS UNPLATTED OR PLATTED SHOWING A 5' U.E., PROVIDE A 5' U.E. ALONG THE PROPERTY LINE; IF ADJACENT PROPERTY IS PLATTED AND SHOWS NO EASEMENT, PROVIDE A 10' U.E. ALONG THE INTERIOR OF THE PROPERTY LINE.
			23	STREET R.O.W. DIMENSIONED, ALL STREETS HAVING NAMES DISSIMILAR FROM ANY EXISTING STREET NAMES.
			24	R.O.W. DEDICATION FOR EXISTING R.O.W. WIDENING SHOWN AND DIMENSIONED.
			25	LOTS AND BLOCKS LABELED WITH NUMBERS IN CONSECUTIVE ORDER.
			26	DRAINAGE AND UTILITY EASEMENTS LABELED AND DIMENSIONED.
			27	FRONT BUILDING SETBACK LINES (ON ALL STREETS) LABELED OR NOTED.
			28	LOTS TO BE DEDICATED FOR PUBLIC USE LABELED AS SUCH, I.E. SCHOOLS, PARKS, OPEN SPACES, ETC. SHOWING ACREAGE AND GENERAL PERIMETER DIMENSIONS. ALSO SHOW ANY PRIVATE USES IN SAME MANNER.
			29	ANY PROPOSED ZONING LABELED AS SUCH.
			30	SCHEDULE ADDRESSING PHASES OF DEVELOPMENT AS SHOWN ON THE PLAT, WITH ESTIMATED BEGINNING AND COMPLETION DATA FOR EACH PHASE.
			31	SCALE DIMENSIONS OF ALL LOTS, STREET R.O.W., EASEMENTS, ETC.
			32	APPROXIMATE FLOOD PLAIN AND FLOOD WAY LIMITS SHOWN.
			33	ADDITIONAL PLANS REQUIRED:
				a. PRELIMINARY DRAINAGE STUDY: SHALL INCLUDE ALL REQUIREMENTS AS OUTLINED IN DRAINAGE ORDINANCE OF THE CITY OR AS REQUIRED BY THE CITY'S ENGINEER, INCLUDING BUT NOT LIMITED TO THE FOLLOWING:
				1. SHALL BE DRAWN OVER A MYLAR OR A REPRODUCIBLE COPY OF THE PRELIMINARY PLAT.
				2. PROVIDE THE NAME, ADDRESS, AND PHONE NUMBER OF THE PERSON PREPARING THE STUDY.
				3. PROVIDING THE SIGNATURE AND SEAL OF THE PERSON PROVIDING THE STUDY.
				4. CONTOURS IN CONFORMANCE WITH THE FOLLOWING:
				*SLOPE LESS THAN 2% : 2' VERTICAL INTERVALS.
				*SLOPE 2% TO 15% : 5' VERTICAL INTERVALS.
				*SLOPE GREATER THAN 15% : 10' VERTICAL INTERVALS.
				**DATUM SHOULD BE APPROVED BY THE CITY ENGINEER.

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ON PLAN	INCOMPLETE	N/A	ITEM	DESCRIPTION
				5. LABEL ALL EXISTING AND PROPOSED DRAINAGE STRUCTURES I.E., DAMS, SPILLWAYS, FLUMES, CULVERTS, AND NOTE SIZE AND TYPE, I.E. EARTH, CONCRETE, RIPRAP, METAL, RCP, VCP, ETC.
				6. FLOW LINES OF ALL DRAINAGE AND WATER COURSES, I.E., STREAMS, CREEKS, SWELLS, ETC.
				7. DELINEATION OF ON-SIGHT AND CONTINUOUS OFF-SIGHT DRAINAGE AREAS INCLUDING A CONTOUR MAP OF THE ENIRE DRAINAGE AREA CONTRIBUTING RUNOFF TO THE SUBDIVISION. SCALE SHOULD NOT BE SMALLER THAN 1"=2000 FEET.
				8. SUFFICIENT DESIGN CALCULATIONS TO DETERMINE EASEMENT SIZES AND LOCATIONS.
				b. PRELIMINARY WATER AND SEWER LAYOUT SHALL INCLUDE:
				1. EXISTING AND PROPOSED WATER LINES WITH SIZES SHOWN.
				2. EXISTING AND PROPOSED SEWER LINES WITH SIZES SHOWN.
				**THESE MAY BE SHOWN ON PRELIMINARY PLAT, DRAINAGE STUDY, OR SEPARATELY WHICHEVER WOULD BE MORE LEGIBLE.