

PRELIMINARY CHECKLIST

Please attach following items. Additional materials may be required during the review process. Failure to submit the complete application materials may result in delays in processing, use the following checklist to confirm that application is complete.

Submittal Deadline: 1st Working Day of each month at 12:00

Submittal Requirements:

- 1 completed copy of this application form, including checklist.
- Application Fee: \$600 plus 50.00/Lot. Applicant is responsible for actual cost of the City Engineer's review and additional engineering reviews.
- 7 Scalable copies folded to 8.5"x11" & Acrobat "PDF" files.
- Other information requested by City Staff for review of the proposed project.
- If the applicant is other than the legal owner, the applicant interest shall be indicated legal owners' authority to apply shall be included in a certified legal form.

Preliminary Plat Checklist:

- Location map of the property showing subdivision name and outline of area to be sub-divided
- Legal description
- Acreage and name of proposed subdivision
- Name and address of owner, and person(s) who prepared the plat, owner's attorney, representative, or agent if any and date prepared
- North point and graphic scale
- Contours of 5' intervals or less
- Locations of existing lot lines, streets, public utilities, water mains, sanitary sewers, storm sewers, drain pipes, culverts, watercourses, storm water detention facilities, and any other public improvements in the proposed subdivision
- Existing streets and utilities on adjoining properties
- Layout of proposed blocks and lots, including the dimensions of each and the lots and block number in numerical order, for lots where the lot width is different from the frontages, the lot width must be included on the plat
- Locations, names, widths, and other dimensions of the proposed streets, utility and other easements, parks, and other open spaces or reserved areas
- Grades of proposed streets
- A cross-section of the proposed streets showing the roadway locations, the type of curb and gutter, the paving, sidewalks to be installed
- The layout of proposed water mains and sanitary sewers
- The drainage of the land, including proposed storm sewers, ditches, swales, culverts, storm water management facilities, and other structures
- A signature block for endorsement by the City Clerk certifying the City Council's approval of the plat
- Three sets of construction plans
- A grading plan pursuant to the Tiffin Design Standards
- Two copies of plans and proposed methods for the prevention and control of soil erosion pursuant to City requirements
- Copy of DNR NPDES Permit for Storm Water and subsequent annual renewal copies (until at such time that area is no longer required to hold permit) upon receipt of permit by Owner.
- Names and addresses of all property owners within 200 feet of the proposed sub-division

Process: Staff will review the first submittal and issue a preliminary report listing required and recommended changes, and will include a date by which a revised complete set of 7 copies is required to be submitted for final staff review and for Planning Commission and Council consideration. Along with a revised set, Acrobat "PDF" files of all materials are required.