



**2020 PRELIMINARY PLAT – SUBMITTAL REQUIREMENTS
CHECK LIST
City of Hastings
Chapter 38-202 of the Zoning Code**

38-202 (1): Intent, Preliminary plat procedures are intended to determine whether the proposed division of land will comply with the long-range comprehensive development plan for the City, will meet the design standards of the subdivision regulations, and will result in buildable lots capable of meeting the existing or proposed zoning standards, and any other policies and laws that may relate to development specific property that are contained in other applicable laws or regulations.

The Preliminary Plat and application shall include the following information (please check completed boxes). This completed form MUST be submitted with the General Application.

Pre-application Meeting Must be Scheduled (timeslots reserved Wednesdays 9:30 – 10:30 A.M.) (Please call 402-461-2368 to schedule).		
		Meeting has been scheduled.
Applicant	City	Submittal Requirement
		Complete Application. A completed application for preliminary plat review using forms supplied by the Planning Department.
		Application Fee. See fee sheet available in City Planning or on City website under Planning/Fee Schedule.
		Warranty Deed or Title Policy. Limited Title Report
		Reference Chapter 34, Zoning. The Commission shall not recommend the platting of a residential subdivision or an individual lot with a front foot width and square foot land area less than the requirements of Chapter 34, Zoning Ordinance.
		Chapter 38, Subdivision (make sure it meets definition): Division of lot, tract, parcel or acreage into two (2) or more sites, or other divisions...except land shall not be considered a subdivision when the smallest parcel of land created is more than 10 acres in area or was previously subdivided.
		Plans: Ten (10) prints of a preliminary plat of any proposed subdivision shall be submitted to the Planning Commission at least fifteen (15) working days before the meeting at which approval is asked. <u>NOTE:</u> If applicant can provide pdf to print to Permit Technician via email or thumb drive then only two copies will be necessary (one [1] 11X17 & one [1] 24" x 36" copy folded).
		<ul style="list-style-type: none"> • Drawn at a scale no smaller than one hundred (100) feet to the inch, unless otherwise specified.
Preliminary Plat. The Preliminary Plat shall contain the following information:		
		a) Proposed subdivision name and names of adjacent subdivisions, and the legal description.
		b) The names of the owner and the engineer, surveyor responsible for the survey and design.
		c) Planning Commission and City Council approval block / signature block.

		d) The location of boundary lines and their relation to established section lines and legal description of the parcel to be subdivided or fractional lines.
		e) The location and width of existing and proposed streets, roads, lots (approximate dimensions), alleys, sidewalks or trails, building lines, easements, parks and other features of the proposed subdivision. The plat shall show an outline of adjacent properties for a distance of at least two hundred (200) feet, and how the streets, alleys, sidewalks or highways in the proposed subdivision will connect with those adjacent which are of record.
		f) A topographic survey showing physical features of the property, including watercourses, ravines, bridges, culverts, present structures and other features of importance to lot and street layout. The approximate acreage of the property shall be indicated. Topography of the tract may be required if deemed essential to the design of the subdivision and the location, method and system of surface water drainage. Sanitary sewer facilities and water distribution system shall be identified, including sewer and water pipe sizing to be identified on the preliminary plat.
		g) Approximate gradients of streets and sidewalks. All grades shall be based on city datum.
		h) Designation of the proposed uses of land within the subdivision, whether for residential, commercial, industrial or public use, such as parks, schools, fire stations, churches, etc., plus zoning of adjacent tracts.
		i) Centerline profiles of proposed streets may be required by the City Engineer. See Figure 1 Typical Street sections, Appendix A
		j) A landscape plan
		k) North arrow, scale and date
		l) All Street Names shall be determined by the City Surveyor or Director of Development Services in order to maintain conformity with current streets and to eliminate redundancy or conflicts for Emergency Services.
		m) A grading plan identifying: <ul style="list-style-type: none"> • Grades of all lots and improvements in the subdivision. • The internal subdivision drainage and resulting runoff. • The drainage area and resulting runoff from land outside the subdivision area which discharges water into or through the subdivision. • Proposal as to how the computed quantities of surface water runoff will be handled, and detention areas. • A map showing internal drainage areas and resulting runoff. A copy of drainage calculations.

Supplemental Material.		
The Preliminary Plat shall be accompanied by the following supplemental material:		
		A. A letter of intent addressed to the City Council and Planning Commission containing the following:
		1. Purpose of subdivision, be it immediate or future. Is it for ownership reasons or building development?
		2. A brief description of the tract, (i.e., general location, physical features of the land, total acreage). Proposed number of building sites and typical lot size, if applicable.
		3. Proposed structures, if applicable.
		4. A statement detailing how and when the sub-divider proposes to provide and install all required sewers, water mains, pavement, sidewalks, drainage ways, and other utilities, i.e., electric, gas, telephone, as required.
		5. Any proposed variances from the subdivision regulations.
		6. Any additional information deemed necessary by City Staff.

APPLICANT SIGNATURE: _____ DATE: _____

RECEIVED BY SIGNATURE: _____ DATE: _____

NOTE: Per 38-202 (3) *Approval of the preliminary plat by the City Council does not constitute acceptance of the subdivision, but is merely an authorization to proceed with preparation of the final plat for record. No grading of streets, or construction shall be done on the subdivision before the final plat is approved by the Planning Commission and by the City Council, except by special permission of the City Council.*

Due to the intent of the preliminary plat being an “authorization to proceed with preparation of the final plat” and not approval to proceed with construction, Staff will not process the preliminary and final plats concurrently.