

Preliminary Subdivision Plat Submittal Form

Used for the creation of new lots or parcels of property and for adjusting existing property lines. This is a required process for projects creating more than 50 lots and strongly recommended for smaller projects. The preliminary plat review identifies required public hearings, subsequent plan submittal processes, required studies, general construction improvements, and final plat requirements associated with the project.

Date: _____

Design Professional Name: _____

Email Address: _____ Phone #: _____

Business Name: _____

Mailing Address: _____

Developer Name (Company): _____ Point-of-Contact: _____

Email Address: _____ Phone #: _____

Current Property Owner Name: _____

Email Address: _____ Phone #: _____

Plan Title: _____

The following items are required to be submitted for review. Please note that the submittal will be checked for completeness prior to acceptance for review. Incomplete submittals will not be accepted.

- Review fee payment must be made prior to acceptance of the plan for review. Please reference the [DSC Submittal Fee Chart](#).
- Preliminary Subdivision Plat—Electronic document submittal thru ACCELA.
- Supporting project narrative, calculations, and reports containing a signed and dated professional seal on the cover. Each item below must be an electronic document submittal thru ACCELA.
 - Project Narrative
 - The deed(s) that created the existing parcel(s), if they were not created by plat
 - Preliminary Utilities (Water and Sanitary Sewer) Engineering Design and Support Documentation when required by Public Utilities Policy #1106
 - AOSE Reports when on-site sewage disposal systems are proposed
 - Phase I Environmental Site Assessment (if required)—Reference [DSC Notice #130](#) to determine if a Phase I Environmental Site Assessment is required

Which city staff has been informed of this plan through meetings, phone conversations or emails?

What issues were discussed?
