



Project Name/Address: _____ Date: _____

PRELIMINARY PLAT CHECKLIST

Complete Preliminary Plat Package Includes:

- This Preliminary Plat Checklist Form
- Planning Commission Application
- 6 Copies of the Proposed Plan, 24"x36"
- 4 Reduced Copies of Proposed Plan, 11"x17"
- Electronic (PDF) Set of Proposed Plans

The following information **MUST** be included with all Preliminary Plats submitted for review and processing in order to constitute a complete Preliminary Plat Package. Incomplete applications will not be processed. All applicable requirements will be strictly enforced.

Please check the following items to ensure the plat has complied with the City of Louisville's Preliminary Plat Requirements. These are the minimum requirements. The surveyor is responsible to provide any and all other information that is pertinent to the design of an individual site. All items must be checked unless an item is not applicable to this particular project; whereas, "N/A" should be written beside the box. Failure to include all applicable items will constitute an incomplete submittal.

Plat Requirements

- All sheets must be 24"x36". A larger sheet size must be approved prior to submittal.
- The drawing scale must be appropriate for the detail of the plan and shall not be more than 100 ft to the inch. A Preliminary Plat containing less than six acres shall be submitted at a scale of 50 ft to the inch.
- Proposed name of the subdivision including the tract and original Lot number(s).
- Names, addresses, and phone numbers of owners, subdivider, and preparer.
- Scale, north point and date.
- Vicinity map at a scale of not more than 400 ft to the inch.

The following information shall be indicated for the land within and 200 ft from the subdivision boundary:

- Boundary lines and streets, railroad lines, easements, location and right of way widths
- Owners of adjacent unplatted land. For adjacent platted land, refer to the subdivision plat by name, plat book and pages.
- Topography
- Approximate direction and gradient of ground slope including existing drainage patterns.
- Location of floodway boundaries and elevation per FEMA. Ponds, rivers, streams, other watercourses, wetlands and marshes, wooded areas and other significant natural features.
- Location and acreage of conservation easement or legal limitation
- Existing wells and soil classifications and subsurface conditions, especially any conditions that are not typical, such as abandoned mines, etc.

- Existing utilities (location, size, flow). If not adjacent to the tract, indicate the direction, distance to and size of the nearest ones, showing flow line elevation of sewers and culverts.
- Zoning districts
- Existing buildings, structures and other man-made features
- Planned public improvements.

The following information shall be indicated for the proposed subdivision features:

- Streets, site access roads, and other rights of way or easements, including sidewalks, utility easements, proposed locations of curb-cuts or points of ingress and egress. Show location, widths and purpose. Indicate each street by a proposed name.
- Lot lines with dimensions
- Entry features and design guidelines (architectural elements, landscape treatments, light fixtures & signage)
- Grading plan
- Conceptual utility and easement plan
- Location and type of buildings proposed
- Description of methods and site design techniques to address potential land use conflicts. Ex. Signage, parking lot/building illumination, vehicular noise, visual obstructions and nuisance concerns.
- Public sites reserved for parks, playgrounds or other public use
- Land parcels not to be divided into lots
- Chart indicating total site data, acreage, number of lots, typical lot size and acres in parks and other public uses.
- General description of roles and legal documents establishing homeowners associations or other legal entities responsible for control over required common areas and facilities.

The Engineering and Planning Departments will review the Preliminary Plans. If there are any comments, the applicant will receive the comments by email and mail. Three copies of the revised Preliminary Plan must be submitted with a response letter addressing each comment.

Cost of engineering reviews to be paid by: _____

Name & Address: _____

I do hereby attest that all above applicable items have been incorporated into the Preliminary Plan. I understand that failure to include all applicable items will constitute an incomplete submittal, which in turn will not be processed.

Signature of Applicant

Date