

Submittal Requirements: *Subdivision Plat (PDP)*

- 1.) **Application form and all applicable fees:**
 - (a) Filing Fee: *(See the current Development Review Fee Schedule)*
 - (b) APO Fee: .75 cents for each APO label (see #7, below)
 - (c) Sign Posting Fee: *(See the current Development Review Fee Schedule)*
 - (d) Transportation Development Review Fee: please contact Engineering at 221-6605 for information
- 2.) Subdivision Plat (23 copies) (folded) at an appropriate scale on one or more sheets of paper with outer dimensions of 24" x 36" containing the following information:
- 3.) Existing and proposed utility systems and drainage plans (13 copies) (unfolded) including sanitary sewers, storm sewers, water, electric, gas and telephone lines, fire hydrants and trash collection areas, prepared by a registered engineer.
- 4.) Street cross section schematics must be submitted for each general category of street, including the proposed width, treatment of curbs and gutters, sidewalks systems and bikeway systems where deviations are proposed from the design criteria and standards of the City. (8 copies) (folded) (if not included in the utility plans).
- 5.) Physiographic data (2 copies) including the following:
- 6.) Drainage report (4 copies) and calculations.
- 7.) **APO List (*Affected Property Owners*):** Three lists of names and addresses of all owners of record of real property within eight hundred (800') feet (see Supplemental Notice Requirements of Section 2.2.6 of the Land Use Code for further information) of the property lines of the parcel of land for which the overall development plan is proposed, exclusive of public right-of-way. Two lists shall be typed on mailing labels (33 labels per sheet), the other list shall be a reproducible copy of those labels.
- 8.) A Transportation Impact Analysis (6 copies) prepared in accordance with the Transportation Impact Analysis Guidelines.
- 9.) One (1) rendered set (unfolded), ten (folded) sets of the plat and 8 1/2" x 11" (Photo Mechanical Transfer) PMT of subdivision plat to be submitted prior to the public hearing.
- 10.) A list of street names proposed for use in the development.
- 11.) Other information and data as the Director may require for full and complete consideration of the development.