



**PRELIMINARY PLAT REVIEW**

Complete and return the application along with the appropriate fee (\$50 plus \$5 per lot) to the City of Russell, in care of the Building, Planning & Zoning Department.

- 1. Name of Subdivision \_\_\_\_\_
- 2. Name of Owner \_\_\_\_\_
- 3. Name of Subdivider \_\_\_\_\_
- 4. Plat prepared by: \_\_\_\_\_

5. The Preliminary Plat shall contain the following information:

Yes    No

*Name:*

- a. Name of subdivision if property is within an existing subdivision. \_\_\_    \_\_\_
- b. Proposed name if property is not within a previously platted subdivision. This name shall not be so similar to any existing subdivision name in or near the city as to cause confusion. \_\_\_    \_\_\_

*Ownership:*

- a. Name, address and telephone number of legal owner or agent of property and citation of last instrument conveying title to each parcel or property involved in the proposed subdivision, giving grantor, grantee, date and land records reference. \_\_\_    \_\_\_
- b. Citation of any existing legal rights-of-way or easements affecting the property. \_\_\_    \_\_\_
- c. Existing covenants on the property, if any. \_\_\_    \_\_\_
- d. Name, address and telephone number of the professional person responsible for surveys, subdivision design, and for the design of public improvements. \_\_\_    \_\_\_

*Description.* Location of property by government lot, section, township, range and county, north arrow, graphic scale, written scale and date of preparation. \_\_\_    \_\_\_

*Features:*

- a. Location of property lines and names of all adjoining property owners from the latest assessment rolls as stated in Article II, Div. 2, Section 1(5). The location of existing easements, burial grounds, railroad rights-of-way, watercourses, wooded areas and individual trees as defined in this article. \_\_\_    \_\_\_

	Yes	No
b. Location, width and names of all existing or platted streets or other public ways within or immediately adjacent to the tract and the location and width of proposed streets.	—	—
c. Location and sizes of existing sewers, water mains, culverts, wells, septic tanks, and other underground structures within the tract and immediately adjacent thereto; existing permanent buildings and utility poles on or immediately adjacent to the site and utility rights-of-way.	—	—
d. If other than public systems are proposed, preliminary proposals for alternative means of providing water supply and sanitary waste treatment and disposal; preliminary provisions for collecting and discharging surface water drainage.	—	—
e. A vicinity map showing streets and other general development of the surrounding area.	—	—
f. Whenever the plat covers only a part of an applicant's contiguous holdings, the applicant shall submit, at a scale of no more than two hundred (200) feet to the inch, a sketch of the proposed subdivision area, together with its proposed street system and an indication of the probable future street and drainage system of the remaining portion of the tract.	—	—
g. The location, bearings and dimensions of all boundary lines of the property to be expressed to the nearest foot; this boundary survey shall be prepared by a registered land surveyor.	—	—
h. The location of pertinent features such as swamps, parks, bridges, railroads, as determined by the planning commission; ground elevation at vertical intervals not exceeding five (5) feet in areas of fifteen (15) percent grade or more and two (2) feet in all other areas of lesser grade.	—	—
i. The locations and dimensions of all proposed or existing lots expressed to the nearest foot.	—	—
j. The locations and dimensions of all property proposed to be set aside for park and playground use, or other public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation.	—	—
k. The name and address of the owner or owners of land to be subdivided, the name and address of the subdivider if other than the owner, and the name of the land surveyor, engineer or architect.	—	—
l. The date of the plat, approximate north point, graphic and written scale and sufficient data acceptable to the code official to determine readily the location, bearing and length of all lines, and to reproduce such lines on the ground; the location of all proposed monuments.	—	—
m. Names of all new streets.		
n. Front yard setback lines for all lots and portions of lots as required by the zoning regulations.	—	—
o. Blocks shall be consecutively numbered. All lots in each block shall be consecutively numbered.	Yes	No
p. A statement of the use of any lot as proposed by the applicant.	—	—
q. Explanation of drainage easements, site easements and reservations, if any.	—	—

r. The area of the plat and closure calculations of the exterior boundary including the latitude and departure of each course shall be submitted. The area of the subdivision shall be computed by the double meridian distance (D.M.D.) method. The error of closure of the perimeter survey shall not exceed one (1) foot for each five thousand (5,000) feet of perimeter. \_\_\_\_\_

s. The lack of information under any specified item herein, or improper information supplied by the applicant, shall be cause for disapproval of a preliminary plat. \_\_\_\_\_

8. Does the proposed subdivision design conform to the Comprehensive Plan? \_\_\_\_\_

9. Will the proposed subdivision make the development of adjacent property more difficult? \_\_\_\_\_

10. Are lots sized appropriately for zoning district? \_\_\_\_\_

11. Are all lots free from floodplain encroachment? \_\_\_\_\_

12. Are drainageways and other drainage facilities sufficient to prevent flooding both on-site and off-site? \_\_\_\_\_

13. Are all lots buildable with respect to topography, drainageways, bedrock, soil conditions? \_\_\_\_\_

14. Do proposed street grades and alignment meet all requirements? \_\_\_\_\_

15. Is the proposed subdivision inside or adjacent to the city limits? \_\_\_\_\_

16. Were five (5) copies of the preliminary plat submitted? \_\_\_\_\_

17. Preliminary Plat fee of \$50 plus \$5 per lot paid? \_\_\_\_\_

----- FOR OFFICE USE ONLY -----

Date Filed: \_\_\_\_\_  
Fee Paid (\$50 plus \$5 per lot): \_\_\_\_\_  
Received By: \_\_\_\_\_  
Date Advertised: \_\_\_\_\_  
Date Notices Sent: \_\_\_\_\_  
Public Hearing Date: \_\_\_\_\_

**City Staff Review** – The undersigned have reviewed this application:

Code Official: \_\_\_\_\_ Date: \_\_\_\_\_

**Planning Commission Action** – By order of the Planning Commission of the City of Russell this application is:

Approved ( )

Denied ( )

Date: \_\_\_\_\_

Reason for denial: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preliminary Plat returned to subdivider for revision: \_\_\_\_\_

Date: \_\_\_\_\_

Appealed to Governing Body: \_\_\_\_\_ Date: \_\_\_\_\_

Decision of Governing Body: \_\_\_\_\_ Date: \_\_\_\_\_