

# PRELIMINARY PLAT CHECKLIST

CITY OF TROY ♦ 116 E. MARKET STREET ♦ TROY, IL 62294 ♦ (618) 667-8734

Fee: \_\_\_\_\_ Date Fee Paid: \_\_\_\_\_

[EXHIBIT 18.5-4-E1]

## IMPORTANT INSTRUCTIONS

The purpose of this Preliminary Plat Checklist is to assist the Subdivider/Developer in the timely and accurate submission of plans and documents required by the City of Troy. Missing or incomplete data can cause delays in the review and approval process. The Subdivider/Developer should closely review the requirements listed below as well as the Troy Subdivision Code, complete this form in its entirety, and submit it along with the other required information. Attention is specifically directed to Section 18.5-4-13 "Subdivision Process" and Section 18.5-4-14 "Pre-Application Conference", of the Troy Subdivision Code.

NAME OF SUBDIVISION: \_\_\_\_\_ DATE: \_\_\_\_\_

SUBDIVIDER/DEVELOPER NAME: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

CHECK IF: \_\_\_\_\_ Property Owner \_\_\_\_\_ Contract Purchaser

ENGINEER'S NAME: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_ PERMANENT TAX NUMBER: \_\_\_\_\_

Required Submittals. As required by the referenced sections of the Troy Subdivision Code, the Subdivider/Developer shall submit a Preliminary Plat and other associated documents to the Building Department, including, but not necessarily limited to:	Section(s) of Ord. / Paragraph	Check if Submitted
<input type="checkbox"/> This Preliminary <b>Plat Checklist</b> , signed by both the developer and the engineer who prepared the preliminary plat and overlays.	18.5-4-16 (A)(5)	
<input type="checkbox"/> Six (6) copies of the <b>Preliminary Plat</b> of the proposed subdivision showing all boundary property lines, street rights-of-way, lot lines, building set back lines, and proposed easements; as well as six (6) copies of all supporting documentation.	18.5-4-16(A)(2) 18.5-4-16 (B)	
<input type="checkbox"/> A cover letter requesting review and approval of said Preliminary Plat and including a legal description of the entire tract of land to be subdivided.	18.5-4-16 (A)(1)	
<input type="checkbox"/> A <b>Drainage and Roads Overlay Plat</b> displaying existing contour lines, proposed roads, and the proposed drainage plan, including catch basins, storm sewer, open drainageways, and retention areas;	18.5-4-16 (A)(3)	
<input type="checkbox"/> A <b>Water and Sewer Main Overlay Plat</b> indicating existing water and sanitary sewer mains adjacent to or within the property proposed for development, as well as all proposed water & sanitary sewer mains;	18.5-4-16 (A)(4)	
<input type="checkbox"/> A check made payable to the City of Troy in the amount stipulated for Filing of a Preliminary Plat, as set forth in Section 18.5-4-2.	18.5-4-16 (A)(6)	

PRELIMINARY PLAT. Every preliminary plat shall be prepared by a land surveyor registered in the State of Illinois at any scale necessary for clarity, preferably no smaller than one (1) inch equals one hundred (100) feet, provided the resultant drawing does not exceed thirty inches (30") by thirty-six inches (36"). Said Preliminary Plat, together with supporting data, shall provide at least the following information:	Section(s) of Ord. / Paragraph	Check if Filed
<input type="checkbox"/> Identification as a "Preliminary Plat" and name of the proposed subdivision; <input type="checkbox"/> The names and addresses of the owner, Subdivider/Developer (if not owner), & registered land surveyor who prepared the plat; <input type="checkbox"/> Identification of the section and quarter section or claim and survey, township, range, and county within which the proposed subdivision is located; <input type="checkbox"/> North arrow, graphic scale, and date; <input type="checkbox"/> Location and boundary of the proposed subdivision; <input type="checkbox"/> Dimensions of said boundary and the gross area of the tract; <input type="checkbox"/> Zoning District classification of the tract to be subdivided; <input type="checkbox"/> Locations of features such as bodies of water, ponding areas, natural drainage ways, railroads, cemeteries, bridges, parks, and schools, within or adjacent to the tract to be developed; <input type="checkbox"/> Locations and right-of-way widths of all existing and proposed streets and alleys; <input type="checkbox"/> Locations, widths, and purposes of all existing and proposed easements; <input type="checkbox"/> Location and size of existing and proposed sanitary and storm sewers; <input type="checkbox"/> Locations, dimensions, and areas of any parcels to be reserved for parks, playgrounds, or other public purposes; and <input type="checkbox"/> Locations, dimensions, and areas in square feet of all existing or proposed lots within the subdivision, identified by lot number.	18.5-4-16(A)(2) 18.5-4-16 (B)	

<b>DRAINAGE AND ROADS OVERLAY.</b> An overlay plat identical in size to the preliminary plat and including the proposed boundary and lot layout, shall be prepared by the Subdivider/Developer, identified by subdivision name and the title "Plat Overlay for Contours, Roads, and Drainage", and illustrate the following information:	Section(s) of Ord. / Paragraph	Check if Filed
<input type="checkbox"/> North arrow, graphic scale, and date; <input type="checkbox"/> Topography of the tract to be subdivided, and a minimum of fifty feet (50') outside the tract, as indicated by one-foot contours for land having slopes of zero to four (4) percent; two-foot contours for land having slopes of four (4) to twelve (12) percent; and five-foot contours for land having slopes of greater than twelve (12) percent; <input type="checkbox"/> Locations and directions of flow of existing major waterways, natural drainageways and ponding areas; <input type="checkbox"/> Proposed and existing catch basins, storm sewers, drainageways, and drainage retention or detention basins, with arrows indicating the proposed direction of drainage flow; <input type="checkbox"/> Proposed and existing drainage easement locations and widths. <input type="checkbox"/> Approximate lengths and sizes of storm sewer. <input type="checkbox"/> Proposed and existing road right-of-way and widths, proposed and existing pavement lines and widths, roadway intersection angles, and centerline radii;	18.5-4-16 (C)	

<b>WATER AND SEWER MAIN OVERLAY.</b> An overlay plat identical in size to the preliminary plat and including the proposed boundary and lot layout, shall be prepared by the Subdivider/Developer, identified by subdivision name and the title "Plat Overlay for Water Mains and Sewer Mains", and illustrate the following information:	Section(s) of Ord. / Paragraph	Check if Filed
<input type="checkbox"/> North arrow, graphic scale, and date; <input type="checkbox"/> Proposed and existing road right-of-way and pavements; <input type="checkbox"/> Location and size of existing and proposed water mains including hydrants and valves; <input type="checkbox"/> Location and size of existing and proposed sanitary sewer mains including manholes; <input type="checkbox"/> Location, type, and width of existing and proposed easements for water and sewer mains. <input type="checkbox"/> The developer or subdivider shall submit the preliminary plat and overlays to the City Clerk at least fourteen (14) days prior to the next regularly scheduled meeting of the Planning Commission, in order to be considered for the agenda of said meeting. <input type="checkbox"/> The Building Department shall promptly notify the Chairman and members of the Planning Commission of the submission, and make copies of the preliminary plat available for their review prior to the scheduled meeting.	18.5-4-16 (D)	

<b>Other Required Submittals.</b> As required by the referenced sections of the Troy Subdivision Code, the Subdivider/Developer shall also file copies of the Preliminary Plat as follows:	Section(s) of Ord. / Paragraph	Check if Filed
File one (1) copy of the Preliminary Plat and all supporting data with the Soil & Water Conservation District	18.5-4-15 (B)	
File two (2) copies of the Preliminary Plat with the respective utility companies providing natural gas, electric, telecommunications, and cable television.	18.5-4-15 (C)	
File one (1) copy of the Preliminary Plat with the Madison County 911 Coordinator.	18.5-4-15 (D)	

BY OUR SIGNATURES BELOW, WE CERTIFY THAT ALL OF THE ABOVE STATEMENTS AND THE INFORMATION CONTAINED IN ANY DOCUMENT OR PLANS SUBMITTED HERewith, ARE TRUE AND ACCURATE AND IN COMPLIANCE WITH THE TROY SUBDIVISION CODE. WE HEREBY CONSENT TO THE ENTRY IN OR UPON THE PREMISES DESCRIBED HEREIN, BY ALL AUTHORIZED OFFICIALS OF THE CITY OF TROY FOR THE PURPOSE OF INVESTIGATING THIS INFORMATION, INSPECTING THE PROPOSED WORK, AND POSTING, MAINTAINING, AND REMOVING ANY NOTICES REQUIRED BY ORDINANCE.

APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

ENGINEER: \_\_\_\_\_

DATE: \_\_\_\_\_