

ZONING AND SUBDIVISION

*175 Attachment 3*

**MINOR SUBDIVISION  
PLAT DETAIL REQUIREMENT CHECKLIST**

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

BLOCKS: \_\_\_\_\_ LOT(S): \_\_\_\_\_

	YES	NO	NOT REQUIRED
1. Scale both written and graphic not less than one inch equals 100 feet.			
2. All dimensions, bearings and curve data for all lots.			
3. All easements and areas dedicated for public use.			
4. Plat shall be based on a current boundary survey prepared not less than 12 months prior to submittal.			
5. Title of "Minor Subdivision", name, if any.			
6. Tax map sheet, block and lot designation.			
7. Area of entire tract before subdivision and areas of lots to be created and to remain.			
8. Name and address of owner and subdivision.			
9. Date of original and all revisions.			
10. Signature, seal address and license number of P.E. or L.S., prep. of plat.			
11. Key map not less than one inch equals 1,000 feet.			
12. Name with lot and block designation of all adjacent property owners.			
13. All zone boundaries, lot and block designation, streets and watercourses within 200 feet.			
14. Name right-of-way width and pavement width of all streets adjacent to subdivision.			
15. Location of existing structures within subdivision with distances to closest property line.			
16. Area Map.			
17. North arrow.			
18. Existing system of drainage.			
19. All monumentation as required as per "Map Filing Law" including all monuments found, set, to be set, etc.			
20. All endorsements and space for appropriate signature as per "Map Filing Law".			