

7. REVIEW OF SUBDIVISIONS

7.2. Submission Requirements

[The subdivision procedures of the Zoning Code require the applicant to provide a] *Pursuant to the subdivision standards in the Zoning Code and these regulations, applicants are required to submit to the Commission:*

- a. A statement of existing conditions*
- b. A proposed development narrative. The narrative shall describe the potential impacts of the subdivision plat on the elements that are presented in the statement of existing conditions and the applicant's intent in requesting the subdivision.*
- c. Property Data Map
- d. Preliminary Plat, and
- e. Final Plat.

The maps and plats shall satisfy the minimum requirements of this Subsection 7.2.

7.2.1. Property Data Map

7.2.1.1 The Property Data Map shall be drawn at a scale of one inch equal to 100 feet or less.

7.2.1.2 The Property Data Map shall include the following information:

- .1 Name of the applicant;
- .2 Name of the registered owner;
- .3 North point, and scale and date;
- .4 Name of licensed engineer, architect, surveyor, or other qualified person responsible for the map;
- .5 Tract boundaries with bearings and distances;
- .6 Topography, with elevations based on datum approved by the Department of Streets, and showing contours at vertical intervals of two feet;
- .7 Approximate location of water courses, tree masses, rock outcrops, existing buildings and actual location of sewers, inlets, water mains, [easements,] fire hydrants, railroads, *easements and other right-of-ways*, existing or confirmed streets and their established grades, *floodplain information if applicable*, and
- .8 Adjacent streets.

7.2.2. Preliminary Plat

7.2.2.1 The Preliminary Plat shall be recorded on the Property Data Map in sketch form.

7.2.2.2 The Preliminary Plat shall include the following information:

- .1 Proposed street layout, street names, lot lines, and lot identification numbers. Lots shall show approximate dimensions and areas; streets shall indicate proposed cartway and right-of-way widths, approximate radii of curvature and approximate grades;
- .2 Sites dedicated or reserved for purposes other than residential; and
- .3 Proposed sewerage and drainage *systems*, including the method for the control of on-site stormwater runoff, and water supply.

7.2.2.3 When required by the Executive Director, the applicant shall submit data on subsoil conditions

7.2.3. Final Plat

7.2.3.1 The Final Plat shall be printed on reproducible material, such as mylar, and drawn at a scale of one inch equal to 100 feet or less.

7.2.3.2 The Final Plat shall include the following information:

- .1 Name of applicant and the owner in whose name the plat is to be recorded;
- .2 Title;
- .3 North point, scale and date;
- .4 Name and seal of licensed professional engineer or surveyor;
- .5 Primary control points, approved by the Department of Streets, or ties to such control points to which all pertinent engineering data shall be referred;
- .6 Boundaries, with distances, bearings, and location of monuments. Such dimensions shall be in feet and hundredths of a foot;
- .7 Street lines, street names, lot names, and lot identification numbers, easements, and other land divisions and their purpose;
- .8 Radii, lengths of curves, and tangent bearings for all streets;
- .9 Right-of-way and cartway widths for all streets;
- .10 When required by the Department of Streets, street profiles, details of culverts, or other necessary data;
- .11 Building lines or street setback lines;
- .12 Calculated area of all lots where area approximation is within five percent of the minimum area requirements;
- .13 Location and boundaries of all non-dedicated ways or easements, and of drainage ways;
- .14 Location and outline place of all existing structures to remain;

.15 Location of all watercourses;

.16 The location, depth, and size of sewers, stormwater drains, waterlines, location of wells and cesspools or septic tanks;

.17 Proof of legal or equitable interest in the property in question, such as a fully-signed deed, agreement of sale, lease, or similar instrument. [All deeds must show a copy of the stamp affixed by the Department of Records as evidence of its recording];

.18 Statement dedicating streets, rights-of-way or other areas for public use as may be required by the City; and

.19 Such other certificates, affidavits, or endorsements as the Executive Director may require for the enforcement of this Chapter.

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Italics indicate text to be added