



**City of West Point  
Department of Planning**

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**Preliminary Plat Checklist**

**Subdivision Name:** \_\_\_\_\_

**Review Date(s):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Department Review Committee Date(s):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Site Visit Date(s):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Pre-Application Conference:** \_\_\_\_\_

**Application Submitted:** \_\_\_\_\_

**Review Fee:** \_\_\_\_\_

**Letter Requesting Review & Approval:** \_\_\_\_\_

**Property Zoning District(s):** \_\_\_\_\_

<b>Setbacks:</b>	<b>Lots(s)</b> _____	<b>Lot(s)</b> _____	<b>Lot(s)</b> _____
	<b>Frontage</b> _____	<b>Frontage</b> _____	<b>Frontage</b> _____
	<b>Front</b> _____	<b>Front</b> _____	<b>Front</b> _____
	<b>Sides</b> _____	<b>Sides</b> _____	<b>Sides</b> _____
	<b>Rear</b> _____	<b>Rear</b> _____	<b>Rear</b> _____

\_\_\_\_\_  
\_\_\_\_\_

**Title Block**

- \_\_\_\_\_ **Subdivision Name**
- \_\_\_\_\_ **Property Owner(s) Name and Address**
- \_\_\_\_\_ **Developer Name and Address**
- \_\_\_\_\_ **Project Engineer Name and Address**
- \_\_\_\_\_ **Date of Preparation**
- \_\_\_\_\_ **North Arrow**
- \_\_\_\_\_ **Graphic and Written Scale [scale not more than one hundred (100) feet to one (1) inch]**
- \_\_\_\_\_ **Sheet Size [eighteen (18) inches by twenty-four (24) inches]**

**Vicinity Map** \_\_\_\_\_

**Certifications**

\_\_\_\_\_ **Secretary, Municipal Planning Board**

**Lotting Scheme**

- \_\_\_\_\_ **Location, Distance, and Bearings for Boundary Lines**
- \_\_\_\_\_ **Location, Width and Purpose of Easement Lines**
- \_\_\_\_\_ **Street Name, Right-of-Way Width, Location and Typical Street Cross-Section(s)**
- \_\_\_\_\_ **Location and Distances for Lot Lines, Lot Numbers (based on projected development order) and Building Setbacks Lines**
- \_\_\_\_\_ **Land to be Reserved or Dedicated for Public Uses**
- \_\_\_\_\_ **Land to be Used for Purposes other than Single-Family Dwellings**
- \_\_\_\_\_ **Owners or Subdivision Name of Adjacent land, Including Plat References/Deed Book page Number and other Information Related to the Adjoining Property**

- \_\_\_\_\_ **Location of Existing and Proposed Water Supply**
- \_\_\_\_\_ **Location of Existing and Proposed Sanitary Sewerage**
- \_\_\_\_\_ **Location of Existing Storm Drainage Lines and Structure**

- \_\_\_\_\_ **Existing Contours with Two (2) Foot Intervals**
- \_\_\_\_\_ **Source of Contours**

## Lotting Scheme continued

\_\_\_\_\_ Location of Watercourses and applicable stream buffers  
\_\_\_\_\_ Location of Floodplain Areas and Floodway Elevations  
\_\_\_\_\_ Floodplain Note, referenced to FEMA  
\_\_\_\_\_ Finished Floor Elevation [three (3) feet above flood elevation] for Each lot  
\_\_\_\_\_ General Location of any Proposed Storm Water Retention Basin and/or Stream  
\_\_\_\_\_ Relocation  
\_\_\_\_\_ Ponds, Marshes or other Significant Natural or Man Made Features

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## General Notes

\_\_\_\_\_ Private Easements  
\_\_\_\_\_ Common Areas (recreation areas, park spaces, etc.)  
\_\_\_\_\_ Amendment Note (if applicable)  
\_\_\_\_\_ Other Notes

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## Site Statistics

\_\_\_\_\_ Total Acreage  
\_\_\_\_\_ Acreage in Street Right-of-Ways  
\_\_\_\_\_ Acreage in Single-Family Lots  
\_\_\_\_\_ Acreage in Other Land Uses  
\_\_\_\_\_ Average Lot Size  
\_\_\_\_\_ Lineal Feet of Streets  
\_\_\_\_\_ Zoning  
\_\_\_\_\_ Density of Development

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## Street Design Standards

\_\_\_\_\_ Street Name: \_\_\_\_\_  
\_\_\_\_\_ ADT: \_\_\_\_\_  
\_\_\_\_\_ Classification: \_\_\_\_\_  
\_\_\_\_\_ Street Right-of-Way Required: \_\_\_\_\_  
\_\_\_\_\_ Pavement Width Required: \_\_\_\_\_

**Street Design Standards continued**

\_\_\_\_\_ **Street Name:** \_\_\_\_\_  
\_\_\_\_\_ **ADT:** \_\_\_\_\_  
\_\_\_\_\_ **Classification:** \_\_\_\_\_  
\_\_\_\_\_ **Street Right-of-Way Required:** \_\_\_\_\_  
\_\_\_\_\_ **Pavement Width Required:** \_\_\_\_\_

\_\_\_\_\_ **Street Name:** \_\_\_\_\_  
\_\_\_\_\_ **ADT:** \_\_\_\_\_  
\_\_\_\_\_ **Classification:** \_\_\_\_\_  
\_\_\_\_\_ **Street Right-of-Way Required:** \_\_\_\_\_  
\_\_\_\_\_ **Pavement Width Required:** \_\_\_\_\_

\_\_\_\_\_ **Street Name:** \_\_\_\_\_  
\_\_\_\_\_ **ADT:** \_\_\_\_\_  
\_\_\_\_\_ **Classification:** \_\_\_\_\_  
\_\_\_\_\_ **Street Right-of-Way Required:** \_\_\_\_\_  
\_\_\_\_\_ **Pavement Width Required:** \_\_\_\_\_

**Other Street Standards**

\_\_\_\_\_ **Entrances into Subdivisions**  
\_\_\_\_\_ **Centerline Radii on all Streets**  
\_\_\_\_\_ **Site Distance on all Streets**  
\_\_\_\_\_ **Street Grades**  
\_\_\_\_\_ **Sidewalks and Sidewalk Location**

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\_\_\_\_\_

**Other Design Standards**

\_\_\_\_\_ **Community Facilities**  
\_\_\_\_\_ **Subdivision Identification Signs**

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**Comments:**

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