

City of Santa Fe, Preliminary Plat Checklist

Subdivision ID No. _____

Subdivision Name: _____ Reviewer: _____ Date of Review: _____

Key: <input checked="" type="checkbox"/> = Meets intent of ordinance	[N] = Not Applicable
[C] = To be corrected	[] = Remains to be provided

[] Requires action	[] Requires Action
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GENERAL

- 4.3.1 **One lot subdivision.**
- 4.3.2 **Variances submitted on Form .**
- 4.3.2 **12 bluelines submitted,**
(6 agencies, 2 copies each)
Date submitted: _____
plus 24 days +24
Hearing Date: _____
- Application fee paid; Amt.:**
\$ _____
- 4.3.3 **Reviewed by Development Officer**
Date returned: _____
- 12 copies of plat and copy of original submittal returned to Development Officer**
Date returned: _____
+10 day
Date of P&Z meeting: _____

FORMAT

- 4.3.5A **Drawing size, 24x36;** Approved alternate size: _____
- Match lines
- Index sheet
- Scale; Approved alternate scale: _____
- Map Scale shown
- North arrow
- Preparation Date
- 4.3.5B **Form #3 included**
- 4.3.5C **Ten day notice given on:** _____
- 4.3.6 **Info extends 200' beyond plat**
- 4.3.6A **Title block**
- Subdivision name (include Abstract and Outlot description in name)
- Blocks
- Lots
- Acreage
- Name City
- Name County

- Name State
- Location and description referenced to original legal description
- Subdivision name not a duplicate
- 4.3.6B **Legal Owner:** (Form #5)
- Name
- Address
- Signature
- Statement of Agent's authority if not owner
- 4.3.6C **Professional Identification**
- Surveyor:**
- Name
- Address
- Signature
- Engineer:**
- Name
- Address
- Signature
- 4.3.6D **Location map** (max. 1000' /inch)
- 4.3.6E **Orientation**
- Scale
- North arrow
- Date of original
- Revision date

DESIGN

- 4.3.6F **Streets, alleys, railroads and public ways within and adjacent, existing and proposed:**
- Location
- Dimension
- Right-of-way width
- Paving width
- Name
- 4.3.6G **Location and dimensions of existing structures:**
- All buildings
- Fences
- Paved areas
- Cemeteries or burial grounds
- Other

* Required for administrative distribution.

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- | | |
|--|---|
| <p><input type="checkbox"/> 4.3.6H Existing or abandoned features:</p> <p><input type="checkbox"/> <input type="checkbox"/> Landfills</p> <p><input type="checkbox"/> <input type="checkbox"/> Dumpsites</p> <p><input type="checkbox"/> <input type="checkbox"/> Hazardous waste sites (and types of hazard)</p> <p><input type="checkbox"/> 4.3.6I Water:</p> <p><input type="checkbox"/> <input type="checkbox"/> Watercourses</p> <p><input type="checkbox"/> <input type="checkbox"/> Water bodies</p> <p><input type="checkbox"/> <input type="checkbox"/> Flood hazard areas (FEMA zones and boundaries shown)</p> <p><input type="checkbox"/> <input type="checkbox"/> Significant tree masses</p> <p><input type="checkbox"/> <input type="checkbox"/> Slopes</p> <p><input type="checkbox"/> <input type="checkbox"/> Other natural features</p> <p><input type="checkbox"/> 4.3.6J Topographic contours based on NGVD:</p> <p><input type="checkbox"/> <input type="checkbox"/> 1 foot vertical, or</p> <p><input type="checkbox"/> <input type="checkbox"/> 100' horizontal</p> <p><input type="checkbox"/> 4.3.6K Boundaries existing and proposed:</p> <p><input type="checkbox"/> <input type="checkbox"/> Location and dimensions</p> <p><input type="checkbox"/> <input type="checkbox"/> Blocks</p> <p><input type="checkbox"/> <input type="checkbox"/> Lots</p> <p><input type="checkbox"/> <input type="checkbox"/> Setback lines</p> <p><input type="checkbox"/> <input type="checkbox"/> Easements</p> <p><input type="checkbox"/> <input type="checkbox"/> Areas (in SF) or Statement</p> <p><input type="checkbox"/> 4.3.6L Existing Utilities</p> <p><input type="checkbox"/> 1. Water</p> <p><input type="checkbox"/> <input type="checkbox"/> Water mains</p> <p><input type="checkbox"/> <input type="checkbox"/> Service connections</p> <p><input type="checkbox"/> <input type="checkbox"/> Wells</p> <p><input type="checkbox"/> <input type="checkbox"/> Storage tanks</p> <p><input type="checkbox"/> <input type="checkbox"/> Pump stations</p> <p><input type="checkbox"/> 2. Sanitary</p> <p><input type="checkbox"/> <input type="checkbox"/> Mains</p> <p><input type="checkbox"/> <input type="checkbox"/> Service connections</p> <p><input type="checkbox"/> <input type="checkbox"/> Lift stations</p> <p><input type="checkbox"/> <input type="checkbox"/> Septic systems</p> <p><input type="checkbox"/> <input type="checkbox"/> Lagoons</p> <p><input type="checkbox"/> <input type="checkbox"/> Oxidation ponds</p> <p><input type="checkbox"/> <input type="checkbox"/> Package plants</p> <p><input type="checkbox"/> 3. Storm</p> <p><input type="checkbox"/> <input type="checkbox"/> Mains</p> <p><input type="checkbox"/> <input type="checkbox"/> Channels</p> <p><input type="checkbox"/> <input type="checkbox"/> Retention ponds</p> <p><input type="checkbox"/> <input type="checkbox"/> Detention ponds</p> <p><input type="checkbox"/> <input type="checkbox"/> Dams</p> | <p><input type="checkbox"/> <input type="checkbox"/> Spillways</p> <p><input type="checkbox"/> <input type="checkbox"/> Dikes</p> <p><input type="checkbox"/> <input type="checkbox"/> Levees</p> <p><input type="checkbox"/> <input type="checkbox"/> Area served by each (in acres)</p> <p><input type="checkbox"/> 4.3.6M Proposed Utilities</p> <p><input type="checkbox"/> 1. Water</p> <p><input type="checkbox"/> <input type="checkbox"/> Mains</p> <p><input type="checkbox"/> <input type="checkbox"/> Connection to existing</p> <p><input type="checkbox"/> <input type="checkbox"/> Storage tanks</p> <p><input type="checkbox"/> <input type="checkbox"/> Pumping stations</p> <p><input type="checkbox"/> <input type="checkbox"/> Other</p> <p><input type="checkbox"/> 2. Sanitary sewer</p> <p><input type="checkbox"/> <input type="checkbox"/> Mains</p> <p><input type="checkbox"/> <input type="checkbox"/> Connections to existing</p> <p><input type="checkbox"/> <input type="checkbox"/> Lift stations</p> <p><input type="checkbox"/> <input type="checkbox"/> Lagoons</p> <p><input type="checkbox"/> <input type="checkbox"/> Oxidation ponds</p> <p><input type="checkbox"/> <input type="checkbox"/> Package plants</p> <p><input type="checkbox"/> <input type="checkbox"/> Other</p> <p><input type="checkbox"/> 3. Storm sewer</p> <p><input type="checkbox"/> <input type="checkbox"/> Mains</p> <p><input type="checkbox"/> <input type="checkbox"/> Channels</p> <p><input type="checkbox"/> <input type="checkbox"/> Retention ponds</p> <p><input type="checkbox"/> <input type="checkbox"/> Detention ponds</p> <p><input type="checkbox"/> <input type="checkbox"/> Dams</p> <p><input type="checkbox"/> <input type="checkbox"/> Spillways</p> <p><input type="checkbox"/> <input type="checkbox"/> Dikes</p> <p><input type="checkbox"/> <input type="checkbox"/> Levees</p> <p><input type="checkbox"/> <input type="checkbox"/> Areas served by each</p> <p><input type="checkbox"/> <input type="checkbox"/> Proposed re-mapping</p> <p><input type="checkbox"/> <input type="checkbox"/> Engineering report on downstream flood impacts</p> <p><input type="checkbox"/> 4.3.6N Location of Oil and Gas, wells, lines facilities:</p> <p><input type="checkbox"/> <input type="checkbox"/> Abandoned</p> <p><input type="checkbox"/> <input type="checkbox"/> Existing</p> <p><input type="checkbox"/> 4.3.6O Miscellaneous features:</p> <p><input type="checkbox"/> <input type="checkbox"/> Walkways</p> <p><input type="checkbox"/> <input type="checkbox"/> Trails</p> <p><input type="checkbox"/> <input type="checkbox"/> Parks</p> <p><input type="checkbox"/> <input type="checkbox"/> Other</p> <p><input type="checkbox"/> 4.3.6S <input type="checkbox"/> Proposed Land Use(s) (P.U.D submission)</p> <p><input type="checkbox"/> 4.3.6T Statistical Data</p> |
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- Gross acres
- Number of lots
- Number Dwelling Units
- Acreage and gross residential density by housing type
- Statement of Utility adequacy
- Further study required:

4.3.6U Plat file number (issued by City)

SF- _____

4.4.10T **Metes and Bounds Description**
(Not mandatory on Preliminary Plat but space must be allocated to accommodate on Final Plat).

FORMS: *-on face of Plat-*

Mandatory:

- Form # 3* Surveyor's Statement
- Form # 5* Certificate of Ownership
- Form # 9* Waiver of Liability
- Form # 11* Corporate Limits Statement
- Form #12* County Clerk's Certification

As needed:

- Form # 1* Minor Plat Approval *(as appropriate)*
- Form # 2* Authorization to Subdivide *(as appropriate)*
- Form # 4* P&Z Approval *(as appropriate)*
- Form # 6* Replat *(as appropriate)*
- Form # 7* Lien Holder Statement *(as appropriate)*
- Form # 8* Covenants *(as appropriate)*

- Form # 10* Engineer's Statement *(as appropriate)*
- Form #13* Utility Easement Obstruction *(as appropriate)*
- Form #14* Drainage Easement Obstruction *(as appropriate)*

Notary Statements: *-on face of Plat-*

- For Form #2
- For Form #5
- For Form #7
- For Form #9

Special **Phasing is defined**
Number of Phases: _____

Special **Approval resolution passed by Commission**

Date: _____ Number _____

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