



**SUBMITTAL REQUIREMENTS CITY OR COUNTY SUBDIVISION
PRELIMINARY 2.0 COMPLETENESS/SUFFICIENCY REVIEW**

APPLICATIONS MUST BE RECEIVED ONE (1) MONTH PRIOR TO THE ACTUAL SUBMITTAL DATE OF A PRELIMINARY PLAT APPLICATION. The Planning Division will determine whether the application is sufficient for review and if the information provided is completed. Staff will contact the subdivider or representative to confirm the review and provide the requirements and submittal timeline for the preliminary plat review.

- **\$\$ PRELIMINARY PLAT REVIEW FEE**
- **\$\$ SUBDIVISION VARIANCE REVIEW FEE (IF APPLICABLE)**
- **COMPLETE CONTACT AND PROPERTY ATTRIBUTE INFORMATION ENTERED IN THE ONLINE (PZX) PROJECT**

PROJECT ATTACHMENTS: (UPLOADED IN PDF FORMAT)

- DECLARATION OF SIGNATURE PAGE SIGNED BY OWNER APPLICANT
- DRAFT PRELIMINARY SURVEY/ PLAT
- CLOSURE CALCULATIONS FOR PLAT (CITY ONLY)
- DRAFT FINAL SIA/WAIVER
- WATER/SEPTIC INFORMATION AS OUTLINEED IN THE SUBDIVISION REGULATIONS
- TRAFFIC IMPACT STUDY (IF APPLICABLE)
- DRAFT EASEMENT DOCUMENTS, (AS APPLICABLE)
- EVIDENCE OF LEGAL AND PHYSICAL ACCESS, IF SUBJECT PROPERTY IS NOT SERVED BY PUBLIC ROADS
- ENVIRONMENTAL ASSESSMENT SUMMARY OF PROBABLE IMPACTS (IF APPLICABLE)
- GEOTECHNICAL REPORT. CITY REQUIREMENT. COUNTY IF WARRANTED. SEE 4.4B SUBDIVISION REGULATIONS
- DETAILED NARRATIVE OF WATER, WASTEWATER, AND STORMWATER FACILITIES
- DRAFT DECLARATION OF RESTRICTIONS ON TRANSFERS AND CONVEYANCES, (IF APPLICABLE)
- DRAFT DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS, (CCR), (IF APPLICABLE)
- SUBDIVISION VARIANCE APPLICATION (IF APPLICABLE)
- DRAFT DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS, (IF APPLICABLE)
- DRAFT ARTICLES OF INCORPORATION WHEN HOMEOWNER'S ASSOCIATION IS PROPOSED.
- A MASTER PLAN OF THE ENTIRE AREA TO BE DEVELOPED WHEN A TRACT OF LAND IS TO BE SUBDIVIDED IN SEPARATE FILINGS
- ORIGINAL, MDEQ APPROVAL LETTER (COUNTY PLATS ONLY)
- WEED MANAGEMENT PLAN (COUNTY PLATS ONLY)



SUBMITTAL REQUIREMENTS 3.0 CITY OR COUNTY PRELIMINARY REVIEW

PROJECT PRELIMINARY ATTACHMENTS: (UPLOADED IN PDF FORMAT)

- PLANNING DEPARTMENT LETTER OF PRELIMINARY SUBMITTAL COMPLETENESS WITH RESPONSES
- RESUBMITTED DRAFT PRELIMINARY SURVEY/PLAT
- RESUBMITTED DRAFT SIA/WAIVER
- MAJOR SUBDIVISION: NAMES AND ADDRESSES OF IMMEDIATELY ADJOINING PROPERTY OWNERS TYPED OR NEATLY PRINTED ON ADDRESS LABELS