



# Preliminary Plat Subdivision Checklist

## PLAN COMMISSION

**Case Number:**

**Subdivision Name:**

**A. FORMAT – (Section of Chapter 21 – Subdivisions and Other Land Developments of the Urbana City Code)**

Name of Subdivision (Section 21-14.G.1.a)

Legal description (including section, township, and range) (Section 21-14.G.1.b)

Name/Address/Phone Number of owner (Section 21-14.G.1.c)

Name/Address/Phone Number of the Surveyor and/or Engineer who prepared the Plat (Section 21-14.G.1.f)

Name/Address/Phone Number of Developer's Attorney (Section 21-14.G.1.g)

Topographical data source (Section 21-14.G.1.h)

Total Acres (Section 21-14.G.1.i)

Acreage of each lot

Graphic scale and north arrow (Section 21-14.G.1.j)

Date of preparation

Development boundaries (Section 21-14.G.1.k)

Plan Commission/City Council signature blocks (Section 21-14.G.1.l)

**B. EXISTING CONDITIONS**

Names, locations, rights-of-way widths, pavement widths and surface types for all streets within or abutting the site (Section 21-14.G.2.d.1-2)

Location, size, and rights-of-way and easements of all existing sanitary sewers, water mains, gas mains, storm drainage facilities, overhead power and transmission lines, and pipe lines, within or abutting the site (Section 21-14.G.2.a)

Topography with contour intervals  $\leq 2$  feet (Section 21-14.G.2.b)

$> 1$  Benchmark for NAVD (Section 21-14.G.2.b)

Existing buildings, railroads, bridges, and culverts shown within or abutting the site (Section 21-14.G.2.c)

Location and dimension of walkways/sidewalks on-site or within 100 feet (Section 21-14.G.2.d.4)

Location and dimension of all easements on-site or within 100 feet (Section 21-14.G.2.a)

Location and dimension of railroad right-of-way widths on-site or within 100 feet (Section 21-14.G.2.d.6)

Location and dimension of drainageways on-site or within 100 feet (Section 21-14.G.2.d.3)

Corporate limits (Section 21-14.G.2.d.7)

Parks, schools or other public lands shown (Section 21-14.G.2.d.8)

Existing and proposed zoning on-site and on adjacent properties (Section 21-14.G.2.f)

Surrounding subdivisions shown

Drainage districts shown (Section 21-14.G.2.e)

Commons or public areas shown (Section 21-14.G.2.g)

Flood hazard or floodway boundaries shown (Section 21-14.G.2.h)

Base Flood Elevation for each building site (Section 21-14.G.2.h)

Acreage of upstream drainage areas (Section 21-14.G.2.i)

**C. PROPOSED CONDITIONS**

Names, locations, rights-of-way and pavement widths of proposed streets/alleys (Section 21-14.G.3.a)

Location and width of sidewalk/mid-block sidewalk pavements and rights-of-way/easements (Section 21-14.G.3.b)

Lots/outlots consecutively numbered (Section 21-14.G.3.c)

Front yard setback lines shown (Section 21-14.G.3.d)

Location and size of sanitary sewer lines and rights-of-way/easements (Section 21-14.G.3.e)

Stormwater drainage systems and rights-of-way/easements (Section 21-14.G.3.f)

Proposed water courses or impoundments shown with normal water elevation and direction of flow (Section 21-14.G.3.g)

Water line locations, sizes and rights-of-way/easements (Section 21-14.G.3.h)

Fire hydrants with minimum 500-foot distance (Section 21-14.G.3.i)

Gas mains, electrical transmission lines, telephone lines and rights-of-way /easements (Section 21-14.G.3.j)

Estimated minimum floor elevations within flood hazard boundary (Section 21-14.G.3.k)

**D. SUPPORTING DOCUMENTS**

General Area Plan (if required)

Stormwater management plan (if required)

List of Waivers

Soil and Water Conservation District Report

Illinois Department of Natural Resources Endangered Species Review

Illinois Historic Preservation Agency Review  
(if State or Federal permits or funds involved or if adjacent to State property)

IDOT Review (if adjacent to State right-of-way)