



**CITY OF
TALLAHASSEE**

PRELIMINARY PLAT

COMPLETENESS DETERMINATION CHECKLIST

NOTE: All documentation should be in PDF format and named using the Standard Naming Conventions

Project Name:

Parcel ID #:

APPLICANT

- _____ 1. Detailed statement of objectives, with the naming convention *ProjectNar.pdf*, indicating:
 - a. General purpose of the development;
 - b. Density number and type of units to be constructed;
 - c. Method and time schedule of development and improvements to be made; and
 - d. Type and sq. ft. of non-residential development including floor area ratios, pervious & impervious surface areas, and other standards as may be required.
 - e. For any plat including 50 or more residential units, the applicant shall include a statement indicating whether the residential units are intended to be owner occupied or rental units. For those plats with 50 units or more intended to be owner occupied, affordable on-site housing units shall be provided pursuant to article VI in this chapter.

- _____ 2. Complete site plan drawings package containing the items listed below in a multi-page PDF file named using the naming convention *SDDrawings.pdf*.
 - A preliminary plat drawn to a scale approved by the Growth Management Department depicting the following graphic or textual information:
 - a. Name of the subdivision; owner; subdivider/optionee (if applicable); and address and phone number of each; surveyor and engineer of record, date of drawing;
 - b. Date of plat preparation;
 - c. A vicinity map showing the relationship between the proposed subdivision and the surrounding area at a scale of one inch equals 400 feet or a scale deemed appropriate by the land use administrator;
 - d. A boundary survey, signed and sealed by a surveyor, of the tract to be subdivided; the boundaries of the tract shall be distinctly and accurately represented with all bearings and distances shown;
 - e. The section, township and range in which the subdivision is located;
 - f. Scale denoted both graphically and numerically;
 - g. All existing rights-of-way, streets, sidewalks and driveways within 300 feet, all proposed streets, names and numbers (if state or county marked routes);

- h. Proposed sight distances for all new roadway connections;
- i. Typical roadway cross section and rights-of-way;
- j. An environmental analysis approved by the growth management department as defined in chapter 5 of this Code.
- k. All existing zoning classifications and zoning boundaries of the tract to be subdivided and on property within 100 feet of the subject parcel;
- l. If proposed, recreation areas shall be provided and shown on the preliminary plat;
- m. Any proposed riding trail, open space areas, pedestrian, bicycle or other rights-of-way, conservation or drainage easements, their location, width and purposes;
- n. Site calculation, including:
 - 1. Acreage in total tract to be subdivided;
 - 2. Acreage in parks and other nonresidential use;
 - 3. Total number of parcels created;
 - 4. Linear feet in streets;
 - 5. Right-of-way width of all proposed streets; and
 - 6. Percent of impervious surface coverage: pre- and post-development.
- o. Proposed minimum building setback lines;
- p. The property tax parcel identification numbers of adjoining properties and/or any adjoining subdivisions of record;
- q. All elevation and bench marks shall be referenced both to National Geodetic Vertical Datum and tied to the nearest geodetic positioning station control; contour lines shall be shown at no greater than five-foot intervals: if available, city two-foot contours shall be used; the plat shall also be referenced as accurately as possible to the Geographic Information System (GIS);
- r. Buildings or other significant structures, water and sanitary sewer lines, railroads, bridges, culverts, storm drains, electric facilities both on the land to be subdivided and on the land within 100 feet, corporate limits, and county lines (an aerial photo may be used to depict this information);
- s. Proposed sidewalks, driveways, street connections and roadway geometrics on the land to be subdivided, and on land within 300 feet of the land to be divided if identified at the time of preapplication review;
- t. Proposed lot lines, lot and block numbers, and approximate dimensions, and phase line and sequencing of the phases;
- u. Conceptual stormwater management plan with general soil characteristics depicted and the 100-year flood elevation clearly delineated;
- v. Conceptual water and sewer service plans;
- w. Location of existing wells;
- x. The name and location of any property within the proposed subdivision or within any contiguous property that is listed on the National Register of Historic Places;
- y. All rights-of-way and/or easements both existing and proposed for drainage, electrical distribution, water, sewer, gas mains and transportation access; and
- z. Existing and proposed contours, including directional indicators for positive drainage on a lot-by-lot basis. Lots shall be laid out to provide positive drainage away from all buildings. Individual lot drainage shall be

coordinated with the general stream drainage pattern for the area. Drainage shall be designed to avoid unnecessary concentration of storm drainage water from each lot to other lots or parcels.

- aa. All permit applications shall demonstrate, at a minimum, that the finished floor elevation for all new construction including additions, and/or alterations that create habitable floor area complies with the requirements outlined in subsection 5-87(4). This standard may be reduced by the land use and environmental services administrator or his/her designee upon demonstration by the applicant that an acceptable alternative method is sufficient to ensure that drainage flows away from the structure and is designed to prevent entry into the structure.
- bb. Additional information may be requested in writing by the development review committee which shall further clarify relevant points of this paragraph.

- _____ 3. Additional relevant information which is deemed to be appropriate by the City to ensure consideration of all relevant issues.

NOTE: All of the items listed above must be uploaded before the application is reviewed for completeness, unless the Land Use Administrator waives a specific item when a Land Use Compliance Certificate is issued or during a Pre-Application Conference. Failure to provide one of the items listed above may result in the rejection of the site plan application.