

**MINOR SUBDIVISION
PLAT DETAIL REQUIREMENT CHECK LIST**

APPLICANT _____

BLOCK _____ LOT _____

	YES	NO	NOT REQUIRED
1. Scale both written and graphic not less than 1" – 100.			
2. All dimensions, bearing and curve data for lots.			
3. All easements and areas dedicated for public use/			
4. Plat shall be based on current boundary survey and prepared not less than 12 months prior to submittal.			
5. Title of "Minor Subdivision" name, if any.			
6. Tax map sheet, block and lot designation.			
7. Area of entire tract, before subdivision and area of lots to be created and to remain.			
8. Name and address of owner and subdivision.			
9. Date of original and all revisions.			
10. Signature, seal, address and license number of P.E. or L.S., prep. of plat.			
11. Key map not less than 1" – 1000"			
12. Name with lot and block designation of all adjacent property owners.			
13. All zone boundaries, lot and block designation, streets and water courses within 200'.			
14. Name right of way width and pavement width of all streets adjacent to subdivision.			
15. Location of existing structures within subdivision with distance to closest property line.			
16. Area Map.			
17. North Arrow.			
18. Existing system of drainage.			
19. All monumentation as required as per "Map Filing Law" including all monuments found, set, to be set, etc.			
20. All endorsements and space for appropriate signature as per "Map Filing Law".			