



Preliminary Plat Submittal Review Checklist
City of Des Moines Permit and Development Center
Major/Minor Plats and Subdivisions

Subdivision Name: _____	Submittal Review Date: _____	
Name of Applicant: _____	Phone: _____	
Applicant Address: _____	_____	_____
(Street No. and Name)	(City)	(State, Zip)
Owner of Record: _____	Phone: _____	
(Owner at time filling): Y: _____ N: _____		
Owner Address: _____	_____	_____
(Street No. and Name)	(City)	(State, Zip)

Items Required for Plat Submittal (List below Checked by Permit & Development staff at Submission)

- (1) Major Plat (25 Copies Prelim. Plats)
 (2) Minor Plat (13 Copies Prelim. Plats) Note: The submittal will require the required number of copies folded (8 1/2" x 12" size max.) of all submittal Plan Sheet(s). (Note; Maximum Sheet submittal size no larger than 24 inches by 36 inches)
 Provide Final Plat Submittal Review checklist if submitting a Final Plat.
- Filing Fee (Note: 1/2 of Total Filing Fee Minimum – Preliminary Plat Submittal)
 Major Plat - \$1,000 (Plat with proposed streets) Plus \$10 per lot \$ _____
 Minor Plat - \$500 (Plat with no street) Plus \$10 per lot \$ _____
 Received Check/Cash for Plat Filing Fee \$ _____
- City Permit and Development Center pre-application conference required meeting date of:
 Pre-Application minutes showing and providing all additional items needed at time of submittal.
- Plat drawn to scale of not less than one inch to 100 feet, certified by a registered professional engineer and a registered land surveyor (licensed in the State of Iowa) and showing all the following items:
- (a) Title and (b) complete legal description of the tract of land to be subdivided, (c) showing north point, (d) scale, (e) date, (f) certification by survey or staking the lots, and the (g) names, addresses and telephone numbers of the owner, subdivider and survey or / engineer.
- Existing and proposed contour intervals of not more than two feet, provided, however, that a minimum of two contours shall be shown on any plat. If applicant does not propose to grade any portion of the subject property, he or she shall so indicate on the plat.
- The (a) location of property lines, (b) existing and proposed public easements, and (c) all such surface features as buildings, railroads, utilities, watercourses, **trees over six inches in diameter**, gang mail box locations and similar items affecting the development. Also, the general location and size of (d) all existing and proposed subsurface features such as storm and sanitary sewer, water mains, culverts, gas mains, underground electric lines or cables, and drain pipes.
- A vicinity sketch or key map at a scale of not more than 500 feet to the inch shall be shown on or accompany the proposed plat. Such map shall show existing streets and alleys and neighboring subdivisions or undeveloped property.

- All existing adjacent subdivisions, streets and tract lines of acreage parcels together with the names of record owners of un-subdivided parcels of land immediately adjoining the proposed subdivision and between it and the nearest existing streets.
- The sites proposed for streets, alleys, parks, open areas, school property, other areas of public use and outlot areas set aside for future development all assigned a progressive letter with the proposed use clearly designated.
 - The zoning district classification or classifications of the tract of land to be subdivided.
 - Proposed street paving widths, the radii of curvature of streets, maximum grades of streets, and changes in grades of streets in accordance with division 1 of article III of this chapter 106 of this Code City of Des Moines, the design standard specifications.
 - A soils report for the tract of land to be subdivided prepared by a registered professional engineer experienced in soils investigation showing general soil conditions and including recommendations as to the adaptability of such soils for the proposed development. This requirement may be waived at the discretion of the city engineer.
 - All established floodway or flood fringe encroachment limits.
 - A drainage report prepared in accordance with the design standards by a registered professional engineer. (*Licensed in the State of Iowa and developed in accordance with the design standards of the City of Des Moines subdivision ordinance*)
 - The numbered address of each proposed lot assigned pursuant to the article XII of chapter 102 of this Code City of Des Moines (The City will assign addresses on the first review of the plat).
 - Applicant Optional Filling** – Application for grading permit

As application for this project, I hereby ensure that all of above requirements have been included with this submittal. I fully understand that if any of the items listed on this checklist have been excluded the documents will NOT be distributed for City review. In addition, I understand that the fee paid to submit this application is non- refundable.

Signature/Acknowledgement: _____

For City Use Only:

Permit& Development Center Staff Received / Checked by: _____

Signature of Owner/Applicant

Complete Submittal Date Reviewed: _____

Incomplete Submittal Date Reviewed: _____

Date Scheduled for Plan & Zoning Commission: _____