



City of Sunset Hills - Planning & Zoning Department

Subdivision Improvement Plans Submittal Checklist

The items in the checklist below must be submitted prior to the submittal deadline for Planning & Zoning consideration. Missing items by the submission deadline will delay the process until the following month.

Development Name: _____ Date: _____

Development Address(s): _____

Area of Tract: _____ Number of Proposed Buildings: _____

Current Zone: _____ Proposed Zone: _____

Developer Name: _____ Engineering Firm: _____

Attention: _____ Attention: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Property Interest of Applicant: () Owner () Contract Purchaser () Other _____

Petitioner Input		Staff Notes
Item	Included (X)	
Preliminary plat approval		
Title page, which shall include a key map, showing the relationship of the area to be subdivided to the tract and which shall reflect areas of the tract previously subdivided plus adjacent streets		
North arrow and graphic scale		
Title block showing the name and address of the developer and engineering firm, as well as the engineer's seal		
One (1) or more bench marks, in or near the subdivision, to which the subdivision is referenced. The identity and elevation shall be based on sea level datum		
List of the standards and specifications followed, citing volume, section, page or other references		
Paving details conforming to city specifications		
Details of streets, existing and proposed sanitary sewers, drainage channels, swales and storm sewers		
Plans and profiles of streets and sewers, scale not less than one (1) inch equals one hundred (100) feet horizontal; and one (1) inch equals ten (10) feet vertical		



Petitioner Input		Staff Notes
Item	Included (X)	
Existing and proposed survey monuments on street plans or on submitted copy of plans to be on proposed record plat		
A subdivision restriction agreement authorizing assessment of the property owners in the subdivision for the supervision, maintenance, construction and reconstruction of street paving, storm drainage facilities, sanitary facilitation, streetlights, sidewalks, common ground and recreational equipment. If the proposed subdivision is small and does not reasonably require such an agreement, the commission, upon advice of the city attorney or special counsel, may waive the necessity of such an agreement provided that the subdivision does not contain any streets or sidewalks		

Applicant concurrence
 This information is correct and accurate:

Printed

Signed

Date