

CITY OF EL RENO PRELIMINARY PLAT CHECKLIST

The subdivider shall submit at least 14 copies of the preliminary plat to the City Clerk or his designated agent, who shall cause the plat to be reviewed for conformity with these regulations. The plat shall not be accepted for processing unless the plat meets the submission requirements as set forth below:

§ 312-28. Preliminary plat data.

- A. The following procedures shall apply to the filing for preliminary approval of any subdivision. The preliminary plat shall conform to the minimum requirements of the Comprehensive Plan (which shall have been previously ascertained by the subdivider), and shall also reflect and show all contiguously owned lands of the developer, notwithstanding that all of said land may never be finally platted.
- B. The plat shall be drawn to a scale of 100 feet to the inch and shall contain the following information:
 - ___(1) Date, scale and north point.
 - ___(2) The proposed subdivision name and all intended street names.
 - ___(3) The name of the subdivider, the engineer and/or surveyor preparing the plat.
 - ___(4) Legal description showing location of plat.
 - ___(5) Topographic survey map of the area being subdivided, showing contours at two-foot intervals.
 - ___(6) A key map showing the location of the plat in the section, township and range in which the plat is located.
 - ___(7) Location and names of adjacent subdivisions and the owners of adjoining parcels of unsubdivided land.
 - ___(8) Location, widths and names of all existing platted or dedicated streets, alleys or other public ways and easements, railroad and utility rights-of-way, parks, watercourses, drainage ditches, permanent buildings, bridges, and other pertinent data as required by the Planning Commission.
 - ___(9) The water elevations of adjoining lakes or streams at the date of the survey and the approximate high- and low-water elevations of such lakes or streams. All elevations shall refer to the established United States Coast and Geodetic Survey datum.
 - ___(10) When a subdivision borders a lake or stream, the distance and bearings of a meander line shall be established not less than 20 feet back from the ordinary high-water mark of the lake or from the bank of the stream.
 - ___(11) Layout and width of all new streets and rights-of-way, including alleys, highways and easements, whether private or public, and for public and private utilities.
 - ___(12) The proposed street names and system of numbering lots and blocks.
 - ___(13) The exact length of the exterior boundaries of the land to be subdivided (property boundary line shall be shown in heavy line).
 - ___(14) Approximate dimensions of all lots.
 - ___(15) Approximate radii of all curves and lengths of all tangents.
 - ___(16) Approximate location and area of property to be dedicated for public use or to be reserved by deed covenant for use of all property owners in the subdivision, with any conditions of such dedication or reservation.

§ 312-28. Preliminary plat data (cont.)

- ___(17) The location, size and type of sanitary and storm sewers, water mains, culverts, and other surface and subsurface structures and pipe lines existing within or immediately adjacent to the proposed subdivision; and the location, layout, type and proposed size of the following structures and utilities:
 - ___(a) Water mains and storage facilities;
 - ___(b) Sanitary sewer mains, submains and laterals;
 - ___(c) Storm sewers, culverts and drainage structures; and
 - ___(d) Street improvements.
- ___(18) The location of all drainage channels and subsurface drainage structures, and the proposed method of disposing of all runoff from the proposed subdivision, and the location and size of all drainage easements relating thereto, whether they are located within or outside of the proposed plat.
- ___(19) Where deed restrictions are to be recorded on the plat, a brief description of the proposed restrictions should accompany the preliminary plat.
- ___(20) A description of the improvements such as grading, paving, tree planting, walks, and installation of utilities which the subdivider proposes to make, and the time when they are proposed to be made, shall accompany the preliminary plat.

§ 194-4. Required documentation and procedure. [Amended 11-3-1992 by Ord. No. 2697]

- A. Preliminary plats submitted for review and approval shall be accompanied by the following documents, which shall be submitted to the city:

- ___(1) Five copies of predevelopment report accurately describing:
 - ___(a) Dimensions, size and location.
 - ___(b) Existing topography.
 - ___(c) Soil types.
 - ___(d) Vegetation.
 - ___(e) Flood hazard areas.
 - ___(f) Other significant surface features.
 - ___(g) Existing land use.
 - ___(h) Existing runoff volume.
 - ___(i) Existing runoff rates.
 - ___(j) Existing runoff routing.
- ___(2) **Five** copies of a plan for the control of erosion and sedimentation, which shall contain:
 - ___(a) Data showing the nature and extent of the proposed clearing, grading and development or improvement operations.
 - ___(b) An estimate of soil loss during and after development.
 - ___(c) Proposal for the control of erosion and sedimentation during and after development including a statement of actions proposed to assure erosion control for all areas of the site that will be unprotected for long periods or during peak rainy periods and for natural drainageways prior to and during construction.
 - ___(d) Proposed topography of the site after development or improvement including the method of handling runoff and stormwater.

___(3) A written statement of the impact on upstream and downstream drainage prepared by a registered professional engineer and approved by the city. The accuracy and validity of any drainage impact statement and attachments shall be capable of withstanding serious challenge at any stage in the review and approval process in order to be accepted as a part of the project. Accordingly, the alleviation of adverse impacts by on-site and off-site improvements relating to the drainage are of important concern and shall be satisfactorily provided as required by this chapter.

___(4) A description of proposed easements and/or rights-of-way, and the provision of binding agreements between cooperating developers for drainage improvements required outside of subdivision development boundaries. Public easements and right-of-way dedications shall be initiated by the developer, property owner planning property improvement or legal agent thereof, shall be prepared in the manner prescribed by law, and shall be submitted in accordance with the timing and routing requirements of this or other applicable chapter.