

CONCEPT PLAN CHECKLIST

Submit a digital copy (PDF) and one (1) paper copy of the following. All submittals are to be made to the plat officer.

1. Evidence of ownership of the land proposed to be subdivided. Where the subdivider does not own such land, written notarized permission from the owner shall be provided authorizing the development of such land under the provision of County Regulations;
2. All exhibits submitted shall include at minimum: Name of Subdivision; date; scale; north arrow; site data table showing areas; township; range; section; PIN; location map; names address phone and email of applicant, developer and contact;
3. Current aerial photo of area within a 1 ½ mile of site at a scale of standard graduation showing the following:
 - a. Property boundary highlighted;
 - b. Subdivisions within 1 ½ mile of site highlighted and identified;
 - c. Major roads highlighted and identified;
 - d. Sewer and water lines, if any;
 - e. Township, school, park and fire protection district boundaries;
 - f. Municipal boundaries and planning jurisdictions.
4. Site analysis sketch containing:
 - a. Scale at standard graduations, appropriate to show parcel and surrounding area;
 - b. North arrow, date prepared and owner, developer and planner names, addresses and phone numbers;
 - c. Topography with reference to NGVD and slopes over 20% designated;
 - d. Wooded areas, significant vegetation, natural areas, wildlife habitats;
 - e. Wetlands, low areas subject to flooding, bodies of water;
 - f. Drainage patterns with all high and low elevation sites designated;
 - g. Existing buildings, barns, bridges, dams, fences, historical, architectural and archaeological sites;
 - h. Roadways (existing interior and adjacent), access driveways;
 - i. Easements, rights-of-way, open space;
 - j. Utility & railroad right-of-way;
 - k. Township and taxing district boundaries;
 - l. Neighboring land uses;
 - m. Adjacent property owners.
5. Concept Plan containing:
 - a. Scale at standard graduations, appropriate to show parcel and surrounding area;
 - b. North arrow, date prepared and owner, developer and planner names, addresses and phone numbers;
 - c. Topography with reference to NGVD and slopes over 20% designated;
 - d. Proposed layout of roads, boundaries of land uses, open space and detention;
 - e. Bubbled areas of improvement/uses. (i.e. residential, parks, schools, stormwater, etc.) It is not necessary to show individual lot layout;
 - f. Neighboring land uses, subdivisions, lots and owners.
6. Soils Information Plan:
 - a. Scale at standard graduations, appropriate to show parcel and surrounding area;
 - b. North arrow, date prepared and owner, developer and planner names, addresses and phone numbers;
 - c. Topography with reference to NGVD;
 - d. Soil boundaries, name and number;
 - e. Legend of each soil type;
 - f. Hydric soils shown with shading or hatching;
 - g. Soils limitations identified – permeability class, runoff, flooding, seasonal ground water levels, unstable soils, subsurface rock and/or rock outcroppings;
 - h. Adjacent property owners.
7. Copy of the application for a land use opinion report from KDSWCD;
8. Legal Description in a word document;
9. List of adjacent land owners and address.