

PRELIMINARY PLAT COMPLETENESS CHECK REQUIREMENTS

The applicant is **required** to attend a Pre-development Meeting prior to the submittal of the application. Please contact the Planning Department to schedule the meeting by emailing sdunlop@cityofmanor.org.

SUBMITTALS ARE ONLY ACCEPTED ON SELECT DAYS. PLEASE REFER TO THE CITY OF MANOR SUBMITTAL CALENDAR FOR SUBMITTAL DATES AND DEADLINES.

A Preliminary Plat shall be provided and drawn on eighteen by twenty-four-inch (18"x24") sheet(s) at a scale of one (1) inch equals one hundred feet (1"= 100') with all dimensions labeled accurately to the nearest foot. When more than one (1) sheet is necessary to accommodate the entire area, an index sheet showing the entire subdivision at a scale of one (1) inch equals four hundred feet (1"=400') shall be attached to the plat.

REQUIRED ITEMS FOR SUBMITTAL PACKAGE

1. Approved Concept Plan.
2. Completed application.
3. Labels for mail notifications, including the owner's name, address, deed or plat reference and property lines of property within three hundred (300) feet of the development boundaries, as determined by current tax rolls.
4. A copy of the APPROVED TIA is required to be submitted. Documentation of approval of the TIA should be provided.
5. Confirmation that a predevelopment meeting was conducted.
6. A drainage study, consisting of a Drainage Area Map with contours, location and capacities of existing and proposed drainage features, and calculations in accordance with the Subdivision Ordinance.
7. Utility demand data, consistent with the proposed uses indicated on the Preliminary Plat, to determine the adequacy and the consistency of proposed utility improvements.
8. A letter of certification, when applicable, that the plat has been submitted to the County for review (applicable to all projects proposing septic systems and/or containing any portion of the regulatory one hundred (100) year floodplain outside of the City limits).
9. A summary letter stating briefly the type of street surfacing, drainage, water and wastewater facilities proposed, and declaring the intent to either dedicate park land or pay fees-in-lieu of said dedication if such dedication or fees apply.
10. A letter requesting any variances from the provisions of the Subdivision Ordinance.