

PRELIMINARY PLAN REQUIREMENTS

Fees

Preliminary Plan	\$500.00 + \$5.00 per lot,
Technology Fee	\$50.00
Engineer Review Deposit	\$750.00 + \$50.00 per lot (non refundable)
Public Hearing Notice (Newspaper)	\$150.00
Property Owner Notice	\$5.00 per notified owner
Each additional revision/update or comment response	\$250.00
Technology Fee	\$25.00
TIA Review	\$800.00 + 10.00 per page
Technology Fee	\$50.00

Other Agency Fees. The City of Manor does not assess nor collect fees for reviews of Subdivisions by agencies having jurisdictional authority. All fees for other agencies are established and collected by each of the authorities conducting review.

Preliminary Plan Information and Submittal Checklist

Preliminary Plans 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.

The Preliminary Plat shall include all of the tracts intended to be developed at one (1) time, and any off-site improvements required to accommodate the project. The Preliminary Plan shall contain or have attached thereto:

General Information

- _____ Sheet # _____ Name, address and phone numbers of the developer, record owner, and authorized agents (engineer, land planner, etc.).

- _____ Sheet # _____ The proposed name of the subdivision, which shall not have the same spelling or be pronounced similarly to the name of any other subdivision located within the City or within the extraterritorial jurisdiction of the City, provided however that use of the same base names for different sections or phases is required when the units are contiguous with their namesakes and individually identified by a section or phase number.

- _____ Sheet # _____ The date, scale, and north indicator.

- _____ Sheet # _____ A location map showing the relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one (1) inch equals two thousand feet (1" = 2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.

- _____ Sheet # _____ Identify and provide mailing labels for property owner's within three hundred (300) feet of the subdivision boundary, together with the respective plat or deed references as determined by the most recent tax rolls.

_____ Sheet # _____ Certification and signature blocks as required by the City and the County.

_____ Sheet # _____ The total acreage of the property to be subdivided and the subtotals by land use.

Existing Conditions

_____ Sheet # _____ The existing property lines, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification.

_____ Sheet # _____ The location of existing water courses, dry creek beds, wells, sinkholes and other similar topographic features.

_____ Sheet # _____ Significant Trees, within the boundaries of the subdivision and of 8-inch caliper and larger, shall be shown accurately to the nearest one (1) foot, Critical Root Zones of these trees shall also be shown.

_____ Sheet # _____ Centerline of water courses, creeks, existing drainage structures and other pertinent data shall be shown.

_____ Sheet # _____ Areas subject to flooding shall be shown, delineating the regulatory one hundred (100) year floodplain, and any other floodplains identified in the City's Master Drainage Plan.

_____ Sheet # _____ Topographic data indicating one (1) foot contour intervals for slopes less than 5%, two (2) foot contour intervals for slopes between 5% and 10%, and five (5) foot contour intervals for slopes exceeding 10%. The contoured area shall extend outward from the property boundary for a distance equal to twenty-five percent (25%) of the distance across the tract, but not fewer than fifty (50) feet nor more than two hundred (200) feet.

_____ Sheet # _____ The locations, sizes and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, water lines, water storage tanks, and wells within the subdivision, and/or adjacent thereto.

_____ Sheet # _____ The location, dimensions, names and descriptions of all existing or recorded streets, alleys, reservations, railroads, easements or other public rights-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries, as determined from existing deed and plat records. The existing right-of-way width of any boundary street to the proposed subdivision shall also be shown.

_____ Sheet # _____ The location of City limit lines and/or outer border of the City's extra-territorial jurisdiction, as depicted on the City's most recent base map, if either traverses the subdivision or is contiguous to the subdivision boundary.

Improvements

_____ Sheet # _____ The location, size and description of any proposed drainage appurtenances, including storm sewers, detention ponds and other drainage structures proposed to be constructed on and off the site, and designed in accordance with the requirements of this Ordinance.

- _____ Sheet # _____ The developer shall include a copy of the complete application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable
- _____ Sheet # _____ The location, dimensions, names and descriptions of all proposed streets, alleys, parks, open spaces, blocks, lots, reservations, easements and rights-of-way; and areas within the subdivision indicating the connection to or continuation of other improvements in adjacent subdivisions.
- _____ Sheet # _____ If applicable, the location of building setback lines indicated by dashed lines on the plat.
- _____ Sheet # _____ Numbers to identify each lot and each block.
- _____ Sheet # _____ The lengths of each proposed property line of all lots. The area of each non-rectangular lot shall be provided.
- _____ Sheet # _____ Significant Trees to remain during construction showing the Critical Root Zones as solid circles, and Significant Trees designated to be removed showing the Critical Root Zones as dashed circles.
- _____ Sheet # _____ Replacement Trees shall be shown on the Preliminary Plat based on a replacement ratio (inches removed to inches planted) of:
- a) 1:2 for Significant Trees eighteen (18) inches in caliper and larger, and
 - b) 1:1 for Significant Trees between eight (8) and eighteen (18) in caliper.
 - c) Replacement Trees shall not be required for the removal of trees smaller than eight (8) inches in caliper. The removal of Significant Trees larger than eighteen inches in caliper require Commission approval.

Support Documents

- _____ 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 this Ordinance and good engineering practices, shall be provided to ensure the property will be developed in accordance with City drainage policies.
- _____ Utility demand data, consistent with the proposed uses indicated on the Preliminary Plat, to determine the adequacy and the consistency of proposed utility improvements.
- _____ A letter of certification, when applicable, that the plat has been submitted to the County Health District 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).
- _____ Legible prints, as indicated on the application form, shall be submitted at least thirty (30) days prior to the regular meeting of the Commission at which the Preliminary Plat is to be heard, along with the following:

- _____ Completed application forms and the payment of all applicable fees.
- _____ 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.
- _____ A petition requesting annexation, if applicable.
- _____ A letter requesting any variances from the provisions of this Ordinance.
- _____ Any attendant documents needed to supplement the information provided on the Preliminary Plat.