

PLAT CHECKLIST

NAME OF PLAT: _____

REVIEW DATE: _____

PLANNING COMMISSION: _____

CITY COUNCIL FOR PRELIMINARY PLATS: _____

- ☐ **Submittal Fee** – prior to going to Planning Commission (51-23)
- ☐ **Subdivision Naming** – check for duplicates and look at previous plats (51-42)
- ☐ **Ownership** – check Beacon, deeds (51-42)
- ☐ **Plat Elements** – certificates for Final Plats and ownership & signature lines, Brookings in title, bearings & distances, corners, north arrow, scale, acreages/square footages, labeling of lots & blocks, legal description, location in City limits or Joint Jurisdiction (51-31 & 51-42)
- ☐ **Street Names** – check beacon for duplicates and continuation of existing streets (51-63)
- ☐ **Consistency with Comprehensive Plan, Street Plan, Parks Master Plan, Bike Plan** – density, connectivity, development constraints, future streets, parks, and trails (51-81)
- ☐ **Zoning District** – minimum lot sizes, frontage requirements, corner lot size, buildability, setbacks for existing buildings (51-81)
- ☐ **Streets/Access Requirements** – ROW widths, street widths, streets extended to property line, private/public, sidewalks, street off-sets, 1' no access easement, temporary turn-arounds, cul-de-sac lengths, block lengths, SD DOT Approval & Certificate? (51-64 & 51-65)
- ☐ **Secondary Access** – See Sub Regs 51-64
- ☐ **Floodway/Floodplain** – show on preliminary plat, CLOMAR, LOMA/LOMAR, floodplain development permit for grading (51-65)
- ☐ **Easements** – Submit to BMU and Engineering for utility, drainage, access easement review and check prior to recording (51-65)
- ☐ **Drainage/Grading Plan** – Engineering review, access to detention ponds, drainage easements (51-65)
- ☐ **Groundwater Control Plan/Utility Plan** – Require at preliminary plat stage if located in high groundwater/constrained area, limitation on basements and utility plan to BMU (51-31)
- ☐ **Assurance/Maintenance Agreement** – Engineering draws up for subdivision improvements (51-65)
- ☐ **Wellhead Protection Zone** – Joint Jurisdiction plats

NOTES: