



**CITY OF MOSCOW
COMMUNITY DEVELOPMENT**
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For City Use Only			
Date Received			
Dept	Fee Type	Fees	Paid
CD	Application Fee	\$850	
Receipt Number			

APPLICATION FOR PRELIMINARY SUBDIVISION PLAT

APPLICANT:

Name: _____ Telephone: _____
 Complete Address: _____
 E-Mail: _____ Fax: _____

OWNER: (if other than applicant)

Name: _____ Telephone: _____
 Complete Address: _____
 E-Mail: _____ Fax: _____

ENGINEER/SURVEYOR:

Name: _____ Telephone: _____
 Complete Address: _____
 E-Mail: _____ Fax: _____

Primary point of contact (select one): Applicant _____ Owner _____ Engineer/Surveyor _____

PROPERTY:

- Proposed Subdivision Name: _____
- Address(es) or Parcel Number(s): _____
- Legal Description: *Please attach copy of full description.*
- Gross area of all land involved: _____ acres, and/or _____ sq.ft.
- Total Net Area of land area exclusive of proposed or existing public street and other public lands:
 _____ acres, and/or _____ square feet.
- Total number of lots: _____ Average lot size: _____
- Existing Zoning of subject property: _____

SEWER AND WATER MAIN OVERSIZING REIMBURSEMENT POLICY

Oversizing of utilities will not be eligible for reimbursement from the City unless a written request is submitted to the City Engineer prior to approval of the project construction drawings and a written approval of such request is issued by the City Engineer.

PROJECT DESCRIPTION:

Please describe the concept of the proposed subdivision and approximate percentage (%) of each proposed new land use, i.e. 75% single family residential; 20% multi-family; 5% commercial. Also include any proposed park land and the acreage:

PRELIMINARY PLAT CHECKLIST:

- _____ 1. Subdivision name
- _____ 2. Location: Section, Township, Range
- _____ 3. Subdivider’s name & address
- _____ 4. Engineer/surveyor name & address
- _____ 5. Date of subdivision
- _____ 6. Reference to adjoining subdivisions with names
- _____ 7. North arrow
- _____ 8. Scale, not less than 1 in. = 60 ft.
- _____ 9. Existing and proposed right-of-way or public tracts with widths and names
- _____ 10. Lot and block layout with numbering and dimensions
- _____ 11. Existing zoning designation, or proposed if a rezone is requested
- _____ 12. All existing and proposed easements of record stating width and purpose
- _____ 13. Location of any existing open spaces or permanent structures
- _____ 14. General layout of sewer and water utilities
- _____ 15. Proposed phasing, if any
- _____ 16. Acreage breakdown with gross and net (less right-of-way)
- _____ 17. Plan/profile of proposed street grades
- _____ 18. Existing Topography*
- _____ 18. Proposed finished grading plan*
- _____ 19. Location of any delineated wetlands and/or water bodies and, if applicable, the floodway and 100-year floodplain (BFE data must be included if the plat is ≥5 acres or ≥50 lots)
- _____ 20. Vicinity sketch

*5’ max. contour interval, except for slopes >50% may have 10’ interval) Areas with existing slopes ≥ 20% shall be shaded or clearly indicated on the plans.

SUBMITTAL:

A Subdivision application is made by submitting the following information to the Community Development Department:

- Completed application.
- Copy of neighborhood meeting invitation, mailing list, attendance list and minutes.
- Payment of application fees.
- One full-sized Preliminary Plat Map and one electronic copy.

I understand this information is a public record and may be posted to a public website.

Applicant’s Signature

Date

Property Owner’s Signature (if different)

Date