

**CITY OF DERBY**  
**PRELIMINARY PLAT INSTRUCTIONS**  
**(including Replats)**

The following are instructions and details of the processes when submitting and reviewing a preliminary plat. To process your request in a timely manner, completion of the attached checklist will expedite review of the plat. This checklist must be completed prior to submitting your plat.

- 1. Application:** The application must be completed and signed by all owners of record of the property/properties proposed to be platted.

In order for an application to be scheduled, it must be filed with the City Planner or Authorized Agent, by one of the specific “closing dates” established by the Planning Commission. A copy of the “closing dates” may be obtained upon request.

All plat applicants are encouraged to meet with applicable City staff prior to filing a platting application. The purpose of the pre-application conference is to provide staff and the applicant an opportunity to discuss all forthcoming steps and any other applications or steps that may be necessary prior to commencement of a specific development project.

- 2. Fee:** The platting application must be accompanied by the appropriate filing fee:

**Preliminary Plat:**           \$500.00 + \$10.00 Per Residential Lot  
                                      \$500.00 +\$10.00 Per Acre of Commercial or Multi-Family Lots

**Additional Recording Fees:** The applicant is responsible for all costs associated with recording the plat and supplemental documents with the County Clerk and Register of Deeds

**Fee Exemption:** A platting request may qualify for a fee waiver, contact Derby Planning & Engineering department for more information.

- 3. Plat Documents:** 25 full-size copies (24” x 36”) of the Preliminary Plat are required to be submitted with the application. Copies will be distributed to appropriate governmental agencies and public and private utilities for review and comments. Refer to Article 501 of the Derby Subdivision Regulations and attached checklists for specific requirements.
- 4. Utility Plans:** Four full-size copies (24” x 36”) of the Utility Plan are required to be submitted with the application. The Utility Plan shall identify all existing and proposed utilities in the area proposed to be platted and surrounding area. Refer to the attached checklists when completing a utility plan.
- 5. Drainage Plans:** Four full-size copies (24” x 36”) of the Drainage Plan are required to be submitted with the application. The Drainage Plan shall identify how drainage shall be managed internally and externally. Refer to the attached checklists when completing a drainage plan.
- 6. Petitions:** Draft petitions are encouraged to be submitted with the preliminary plat but not required. Petitions shall identify the type of improvement, the overall cost, and method of assessment and shall be accompanied by cost estimate worksheets identifying quantities and

costs of materials and a benefit district map. Draft petitions are required to be submitted with the final plat submittal.

- 7. Respread Agreement:** A respread agreement is required if existing special assessments are spread against the property/properties to be platted. The respread agreement shall identify the existing special assessments, the new lot configuration, and the method of assessment. A draft respread agreement is encouraged to be submitted with the preliminary plat and is required to be submitted with the final plat submittal.
- 8. Developer's Agreement:** A draft Developer's Agreement is encouraged to be submitted with the preliminary plat for legal review but not required. A draft Developer's Agreement is required to be submitted with the final plat submittal.
- 9. Plat Binder/Title Work:** A plat binder identifying all encumbrances on the property/properties proposed to be platted is encouraged to be submitted with the preliminary plat and is required with the final plat.
- 10. Restrictive Covenants:** A Restrictive Covenant document is encouraged to be submitted with the preliminary plat if restrictive covenants are proposed. A Restrictive Covenant document is required to be submitted with the final plat submittal.
- 11. Digital Sets:** Digital copies of the plat documents shall also be submitted to staff. This may be emailed to staff, provided on a flash drive, or downloaded from a digital dropbox.
- 12. Staff Review:** After receiving all required materials, Planning staff will provide copies of the preliminary plat to private utility agencies, City Engineering, Fire and Rescue, and Public Works for review and comments. Planning staff will review the plat documents for compliance with the Zoning and Subdivision Regulations. Planning staff will compile comments/questions and forward to the applicant and/or agent to address. If there is sufficient time between the date comments are forwarded to the applicant/agent and Planning Commission review, the applicant/agent may submit revised plans to be considered by the Planning Commission.
- 13. Planning Commission Review:** The Derby Planning Commission will review the preliminary plat to verify conformance with the Zoning and Subdivision Regulations. City staff will present the staff report and the applicant and/or authorized agent(s) will have the opportunity to address and answer any questions the Commission and/or staff may have. The Commission will make a motion to authorize the applicant to proceed with submitting the final plat, with or without conditions, or deny the preliminary plat until necessary revisions have been made.
- 14. Final Plat Review:** After the Planning Commission authorizes the applicant to proceed with submitting the final plat, the applicant shall make all necessary revisions and obtain necessary signatures on the petition and legal documents. Proceed to Final Plat Instructions for instructions on submitting a final plat.

## PRELIMINARY PLAT CHECKLIST

Use the following checklists to complete the preliminary plat and additional documents. This information is to be submitted with the Preliminary Plat.

The Applicant is to initial the first column to indicate the step has been completed before submitting to Planning and Engineering staff.

Planning and Engineering staff will initial the second column to verify completion. If item has not been completed, the request will not be forwarded to the Planning Commission until the requirement has been satisfied.

<b>GENERAL INFORMATION</b>		
<b>The following information shall be shown on the preliminary plat:</b>		
<b>APPLICANT</b>	<b>CITY STAFF</b>	<b>REQUIREMENT</b>
		Preliminary plat shall be drawn at a scale of not less than one-inch equals 100 feet; however, areas over 100 acres may be a scale of one inch equals 200 feet.
		Proposed name of the subdivision. Name shall not duplicate or resemble the name of any existing subdivision within the area subject to the Derby Subdivision Regulations.
		Vicinity map showing existing subdivision, streets, and un-subdivided tracts adjacent to the proposed subdivision and showing the manner in which the proposed streets may be extended to connect with existing streets. Such vicinity map shall also include a location map which identifies the area of the municipality in which the tract to be subdivided is to be located.
		Preparation Date
		North Arrow and Graphic Scale
		Legal description of the property
		Property line locations, bearings and distances
		Location of the subdivision by measured distances to a section corner to define the location and boundaries of the tract which will be subdivided.
		Easements (Including locations, dimensions and easement type)
		Names of adjacent subdivisions or, in the case of unplatted land, the name of the owner(s) of adjacent property.
		The name and address of the owner, subdivider, and engineer.
		Date of the topographic survey.

<b>EXISTING CONDITIONS</b>		
<b>The following existing conditions shall be shown on the preliminary plat:</b>		
<b>APPLICANT</b>	<b>CITY STAFF</b>	<b>REQUIREMENT</b>
		The location, width, and names of all existing or private streets within or adjacent to the tract, together with easements, railroad rights-of-way,

		and other important features such as section lines and corners, city and township boundary lines and monuments.
		Contour lines or spot elevations of existing conditions related to Mean Sea Level or other datum approved by the City Engineer having the following intervals: <ol style="list-style-type: none"> <li>1. Two-foot contour intervals for ground slopes less than 10%.</li> <li>2. Five-foot contour intervals for ground slopes exceeding 10%.</li> <li>3. Spot elevations where the ground is too flat for contours and corresponding elevations.</li> </ol>
		The location and direction of all watercourses and areas subject to flooding, including floodway and flood fringe areas, and base flood elevations where required by Section 6-606 of the Derby Subdivision Regulations.
		Natural features such as rock outcroppings, marshes, and wooded areas.
		Existing uses of the property including the location of all existing structures that will remain on the property after the final plat is recorded.
		The horizontal location, to the nearest foot, within the subdivision and in the adjoining streets and property, of existing utilities including flow lines, water mains, culverts, drain pipes, sanitary sewer, underground wiring, and gas lines proposed to serve the property to be subdivided. Utility line materials and sizes shall also be identified.
		Zoning district classifications on and adjacent to the tract, if any.
		Location, elevation, and description of the bench marks controlling the vertical survey. A minimum of two bench marks shall be identified.

**PROPOSED DEVELOPMENT**

**The following information with respect to the manner in which the tract is to be subdivided and developed shall be indicated on the preliminary plat:**

<b>APPLICANT</b>	<b>CITY STAFF</b>	<b>REQUIREMENT</b>
		Streets, showing the location, width, names, and approximate grades thereof. The preliminary plat shall show the relationship of all streets to any projected streets shown, or any applicable Comprehensive Plan proposal, or if none, then suggested by the Planning Commission.
		Easements showing width and purpose.
		Lots showing dimensions, lot sizes, and proposed lot and block numbers.
		Sites, if any, to be allocated for development with other than single-family dwellings.
		Location and type of utilities to be installed including provision for stormwater drainage.
		Sites, if any, to be dedicated or reserved for park, playground, or other public purposes.
		Proposed front building setback lines but not less than current applicable zoning regulations.

**UTILITY PLAN**

**A separate utility plan providing the following information shall be submitted with the preliminary plat:**

<b>APPLICANT</b>	<b>CITY STAFF</b>	<b>REQUIREMENT</b>
		Location, size, and type of utilities including existing and proposed municipal water, sanitary sewer, stormwater sewer, electric, gas, telecommunications, and other utility lines with all relevant easements and setbacks.
		North Arrow & Scale
		Tract boundary, block boundary, street and other rights-of-way lines with distances and angles (and/or bearings).
		Lot and Block Numbers
		Existing and Proposed Easements

**DRAINAGE PLAN**

**A separate drainage plan providing the following information shall be submitted with the preliminary plat:**

<b>APPLICANT</b>	<b>CITY STAFF</b>	<b>REQUIREMENT</b>
		Identify how drainage shall be accepted from adjacent properties, handled internally, and discharged from the plat.
		Location and type of stormwater infrastructure including pipes, flumes, inlets, channels, etc.
		Stormwater detention facilities shall be required where new subdivisions exceed the following sizes: R-1 and R-2 Zones: One or More Acres All other Zones: Half or More Acres
		Location and design of detention facilities, ponds, basins, etc.
		Pre- and post-development runoff calculations.
		Existing and proposed grading and contours of drainage area, in one-foot intervals.
		North Arrow and Scale
		Tract boundary, block boundary, street and other rights-of-way lines with distances and angles (and/or bearings)
		Lot and Block Numbers
		Identify proposed street grades.
		Drainage report providing pre- and post-development drainage calculations, detention analysis, downstream system assessment, etc.

**ADDITIONAL INFORMATION**

**The following information may be submitted as separate documents accompanying the preliminary plat; however, if practical, such data and information should be shown on the plat:**

<b>APPLICANT</b>	<b>CITY STAFF</b>	<b>REQUIREMENT</b>
		Public Improvements & Petitions: A statement of the manner in which improvements are proposed to be financed. Draft petitions are required for improvements proposed to be publicly financed. Draft petitions shall

		be accompanied by cost estimate worksheets identifying costs, quantities, and materials for each improvement type and benefit district maps identifying the lots proposed to be assessed for said improvements. A template is available upon request. Draft petitions are encouraged to be submitted with the preliminary plat and are required with the final plat submittal.
		Respread Agreement: If existing special assessments are currently assessed to the area to be platted, a draft respread agreement is required, identifying the existing special assessments (ordinance number and description), the new lot configuration, and the method of assessment. A template is available upon request. A draft respread agreement is encouraged to be submitted with the preliminary plat and are required with the final plat submittal.
		Developer's Agreement: A draft Developer's Agreement is required to be submitted. A template is available upon request. A draft Developer's Agreement is encouraged to be submitted with the preliminary plat and are required with the final plat submittal.
		Plat Binder: A plat binder identifying all encumbrances on the property/properties proposed to be platted is encouraged to be submitted with the preliminary plat and is required with the final plat.
		Proposed restrictive covenants, if any, in outline form. Restrictive covenants are required with the final plat.

<b>SUBMISSION REQUIREMENTS</b>		
<b>The following documents shall be submitted with the application in the required quantities and form:</b>		
<b>APPLICANT</b>	<b>CITY STAFF</b>	<b>REQUIREMENT</b>
		25 Full-Size Sets of the Preliminary Plat (24" x 36")
		4 Full-Size Sets of the Utility Plan (24" x 36")
		4 Full-Size Sets of the Drainage Plan (24" x 36")
		1 Set of Draft Petitions, Cost Estimate Worksheets, and Benefit District Maps (encouraged with preliminary plat, required with final plat)
		1 Set of Respread Agreement(s), if applicable (encouraged with preliminary plat, required with final plat)
		1 Developer's Agreement (encouraged with preliminary plat, required with final plat)
		1 Set of Restrictive Covenants, if applicable (encouraged with preliminary plat, required with final plat)
		1 Plat Binder (encouraged with preliminary plat, required with final plat)
		Digital Sets of the Preliminary Plat, Utility Plan, Drainage Plan in PDF Form. May be submitted on a flash drive, emailed, or online digital dropbox.
		Digital Sets of the Plat Documents. Documents shall be submitted in PDF and Word Document form. Documents may be submitted on a flash drive, emailed, or online digital dropbox.
		Application Fee <input type="checkbox"/> if waived)

I, \_\_\_\_\_, the undersigned applicant or duly authorized agent, confirm that I have personally checked each of the above requirements and attest that this submission for Preliminary Plat Review is accurate and complete. Further, I understand that an incomplete submission will not be reviewed, and if any requirement is determined to be missing or inadequate, a new complete Preliminary Plat submission may be required.

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**APPLICANT**

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**AUTHORIZED AGENT**