

D. Primary Plat Procedures

1. The plat shall be drawn at a scale of one hundred (100) feet to one (1) inch. Sheets shall not exceed twenty-four (24) inches by thirty-six (36) inches in size. Other scales and/or sheet sizes are permitted if prior approval is granted by the Administrator.
2. The primary plat shall be prepared and certified by a land surveyor registered by the State of Indiana.
3. The plat shall include a vicinity map showing the following:
 - a. Location of proposed subdivision.
 - b. Existing subdivisions and parcels of land adjacent to the proposed subdivision, including the names of the property owners.
 - c. Existing schools, parks, playground, or other similar public facilities that will serve the proposed subdivision.
 - d. All public thoroughfares/rights-of-way adjacent to the site.
 - e. Location and size of all utilities adjacent to the subdivision site, including sanitary and storm sewers, gas lines, electric lines, telephone lines, water mains fire hydrants, cable television lines, etc.
 - f. Existing zoning of the tract and all contiguous tracts surrounding the proposed subdivision.
 - g. All section and municipal corporate boundaries lying within or contiguous to the tract.
 - h. The location of any streets and alleys in the proposed subdivision showing the relationship of said streets to any existing or proposed streets in contiguous subdivisions or undeveloped property to produce the most advantageous development of the entire neighborhood.
 - i. The vicinity map may be prepared by indicating the data by notation on available maps of an appropriate scale.
4. Two copies of a primary subdivision plat shall be submitted showing the following:
 - a. The proposed name of the subdivision.
 - b. Names and addresses of the owner, subdivider, consulting engineer, land surveyor, or planning firm who prepared the plat.
 - c. Legend and notes, including a graphic scale, north point, and date.
 - d. Tract boundary lines showing dimensions, bearings, angles, and references to section, township, range lines or corners, and existing benchmarks.

- e. Topographic contours at typical intervals of two (2) feet if the general slope of the tract is less than 10 percent (10%), or intervals of five (5) feet if the slope is in excess of 10 percent (10%). Said contours shall be referenced to mean sea level elevations and to U.S. Geological Survey datum plane.
- f. Layout of lots, showing dimensions and numbers.
- g. Building lines showing setback dimensions throughout the subdivision.
- h. Parcels of land proposed to be dedicated or reserved for schools, parks, playgrounds, or other public, semi-public, or community purposes.
- i. Existing and proposed streets and rights-of-way on and adjoining the site of the proposed subdivision showing the proposed names, roadway widths, types and widths of pavements, curbs, sidewalks, bikeways, jogging paths, and other recreational ways. This may be deferred to the Secondary Plat approval stage if permitted by the Zoning Administrator.
- j. Existing and proposed easements including the location, width, and purpose of each easement.
- k. Location and size of utilities existing and proposed and on the site, including storm and sanitary sewers; water mains; electrical, telephone, and cable television lines; street lights; fire hydrants; and such other utilities as may be appropriate. NOTE: All proposed utility services must be underground; and all sump-pumps (excluding sanitary pumps for basements) must be connected to the storm sewer system or as permitted by the Commission. This may be deferred to the Secondary Plat approval stage if permitted by the Zoning Administrator.
- l. Location of natural streams, regulated surface drains, legal ditches, flood plains, drain tiles, etc.
- m. A preliminary drainage plan showing the proposed storm water drainage system to an approved outlet. Data shall be included showing that said outlet is adequate to accommodate the drainage requirements of the finished development. The plan shall include surface drainage system, storm sewer systems, subsurface drainage systems, and storm water detention facilities. Arrows designating the general drainage of all streets and lots shall be included.
- n. Location of water courses, marshes, wetlands, wooded areas, isolated trees to be preserved, houses, barns, and other structures and significant features.
- o. Proposed sidewalks.
- p. Proposed decorative lighting.
- q. Type of drainage system(s) proposed to handle surface, underground, and runoff waters. The coefficient to be used for this determination shall be approved by the City Engineer.
- r. The existing excess capacity available from the Nappanee Wastewater Treatment Plant; the nearest location to the building site of a trunk or

connecting sewer line; and the expected demand of the development or building (numbers to be acquired from the City).

- s. Preliminary architectural drawings in sufficient detail to show building size, height, materials, types of units, and location of all buildings (existing and proposed) on the development site. This requirement may be waived by the Zoning Administrator until Secondary Plat approval. In housing and large commercial developments, this information may not be available.
- t. Proposed preliminary landscaping, signage, entrance to the development, screening, and attempts at preserving natural terrain and open space. The Plan Commission may request a landscaping/screening plan. This requirement may be waived by the Zoning Administrator until Secondary Plat approval.
- u. Estimated traffic count increase on adjacent streets resulting from the proposed development; description of type and condition of roads to serve such development; total number of motor vehicles expected to use or be stationed in such development; and on and off-site parking to be supplied. A full traffic impact study or other detailed engineering studies need not be conducted unless requested by the Administrator at initial, informal meetings.
- v. Photographs may be requested by the Zoning Administrator for specific areas or elements on or surrounding the site.
- w. If the primary plat is to be divided into sections or phases of development, the boundaries and numbers of such sections shall be shown, and a conceptual plan for the entire subdivision shall be submitted as a "phasing schedule." Due to fluctuations in the economy, the Commission may give some flexibility to revisions to the phasing schedule throughout the process of development.
- x. Soil map of the site from the Soil Conservation Service.
- y. Proposed development schedule.
- x. The primary plat and application for approval shall be accompanied by a certified check or money order in an amount specified in the official fee schedule of the City of Nappanee as maintained in the Office of the Clerk-Treasurer