

## **VII CHECK LIST FOR SUBDIVISION REVIEW**

On the following pages appear check lists to be used in the various stages of subdivision review listed below:

- A. Preliminary Plat
- B. Engineering Plans
- C. Final Plat ( hard copy )

CHECK LIST FOR PRELIMINARY SUBDIVISION PLAT REVIEW

Name of Subdivision \_\_\_\_\_ Review By \_\_\_\_\_  
Date \_\_\_\_\_

- \_\_\_\_\_ 1. Is it inside or outside an urban growth boundary ( U.G.B. ) ?
- \_\_\_\_\_ 2. If inside a U.G.B., is it in sewer and water districts?
- \_\_\_\_\_ 3. Are permits or approvals from other government agencies required?
- \_\_\_\_\_ 4. Streets and Roads:
  - \_\_\_\_\_ a. Existing county roads or other public right-of-way ( R/W ) ?
    - \_\_\_\_\_ 1) Classification ( arterial, collector or local ) ?
    - \_\_\_\_\_ 2) Is additional R/W required?
    - \_\_\_\_\_ 3) Is it a gravel road that must be paved?
      - \_\_\_\_\_ a) Along frontage of subdivision?
      - \_\_\_\_\_ b) Off-site to connect to a paved county road?
    - \_\_\_\_\_ 4) Is widening of existing pavement required?
    - \_\_\_\_\_ 5) Are curb and sidewalk required?
    - \_\_\_\_\_ 6) Access:
      - \_\_\_\_\_ a) New streets and roads:
        - \_\_\_\_\_ (1) Does spacing meet minimum standards?
        - \_\_\_\_\_ (2) Is sight distance adequate?
      - \_\_\_\_\_ b) Driveways for individual lots:
        - \_\_\_\_\_ (1) Are locations available that have adequate sight distance?
        - \_\_\_\_\_ (2) Are combined or joint-use driveways required?
        - \_\_\_\_\_ (3) Is a limited access street involved? ( e.g., Cordon Road )
  - \_\_\_\_\_ b. New Streets and Roads:
    - \_\_\_\_\_ 1) Will they be public or private?
      - \_\_\_\_\_ a) Public or private R/W?
      - \_\_\_\_\_ b) Type of maintenance?
        - \_\_\_\_\_ (4) County? ( Must be public R/W and built to county standards. )
        - \_\_\_\_\_ (5) Private? Homeowners Association required?
    - \_\_\_\_\_ 2) Classification?
    - \_\_\_\_\_ 3) Required R/W width?
    - \_\_\_\_\_ 4) Required pavement width?
    - \_\_\_\_\_ 5) Are curb and sidewalk required?
    - \_\_\_\_\_ 6) Curve radii - do they meet standards?
      - \_\_\_\_\_ a) Horizontal curves.
      - \_\_\_\_\_ b) Curb returns or pavement flares.
      - \_\_\_\_\_ c) Property corners at intersections.
    - \_\_\_\_\_ 7) Grades - does it appear that standards can be met?
    - \_\_\_\_\_ 8) Will future street extensions be needed to serve adjoining property?
    - \_\_\_\_\_ 9) Are one-foot reserve strips needed?
    - \_\_\_\_\_ 10) Are there existing easements that must be cleared before county can accept R/W dedication?

- \_\_\_\_\_ 5. Drainage:
  - \_\_\_\_\_ a. Where does runoff currently go?
  - \_\_\_\_\_ b. Is there an existing public facility or natural drainage course nearby that can serve the property?
  - \_\_\_\_\_ c. What and where is the ultimate receiving swale, stream or body of water?
  - \_\_\_\_\_ d. Do existing facilities need improvement, enlargement or rerouting?
  - \_\_\_\_\_ e. Is a detention system required?
  - \_\_\_\_\_ f. Are there special or unusual problems?
    - \_\_\_\_\_ 1) Is subdivision in a flood plain?
    - \_\_\_\_\_ 2) Are existing storm drains too shallow?
    - \_\_\_\_\_ 3) Does the ground slope so as to make it ver difficult or impossible to get water into existing facilities or natural streams?
    - \_\_\_\_\_ 4) Will solution to drainage problem require significant revision of street alignment or lot lines?
    - \_\_\_\_\_ 5) Does a drainage plan need to be prepared and approved by DPW prior to the granting of detailed approval by Planning Commission?
  - \_\_\_\_\_ g. Are special or unusual easements required?
- \_\_\_\_\_ 6. Is subdivision in a landslide hazard area?
  - \_\_\_\_\_ a. Is a geologic study required?

## CHECK LIST FOR ENGINEERING PLAN REVIEW

Name of subdivision or other Development \_\_\_\_\_

Review by \_\_\_\_\_ Date \_\_\_\_\_

- \_\_\_\_\_ 1. Vicinity Map on Cover Sheet?
- \_\_\_\_\_ 2. Title Block?
- \_\_\_\_\_ 3. Engineers Stamp and Signature?
- \_\_\_\_\_ 4. Streets and Roads?
  - \_\_\_\_\_ a. Typical Sections?
    - \_\_\_\_\_ 1) Pavement?
      - \_\_\_\_\_ a) AC Class?
      - \_\_\_\_\_ b) Thickness?
      - \_\_\_\_\_ c) Width?
      - \_\_\_\_\_ d) Cross-slope?
    - \_\_\_\_\_ 2) Aggregate Base?
      - \_\_\_\_\_ a) Grading (1" - 0, etc. ) ?
      - \_\_\_\_\_ b) Thickness?
    - \_\_\_\_\_ 3) Turnpike?
      - \_\_\_\_\_ a) Shoulder?
        - \_\_\_\_\_ (1) Width. Narrower around cul-de-sac?
        - \_\_\_\_\_ (2) Cross-slope?
      - \_\_\_\_\_ b) Ditch?
        - \_\_\_\_\_ (1) Width to C.L.?
        - \_\_\_\_\_ (2) Entering slope?
        - \_\_\_\_\_ (3) Backslope?
    - \_\_\_\_\_ 4) Curbs?
      - \_\_\_\_\_ a) Type?
      - \_\_\_\_\_ b) Height of Exposure?
      - \_\_\_\_\_ c) Aggregate base underneath?
      - \_\_\_\_\_ d) Weep holes?
    - \_\_\_\_\_ 5) Sidewalks?
      - \_\_\_\_\_ a) Location (Curb line or property line)?
      - \_\_\_\_\_ b) Width?
      - \_\_\_\_\_ c) Concrete?
  - \_\_\_\_\_ b. Profiles?
    - \_\_\_\_\_ 1) Stationing and scales ( vertical and horizontal ) ?
    - \_\_\_\_\_ 2) Existing ground at centerline and right-of-way lines?
    - \_\_\_\_\_ 3) Vertical Alignment?
      - \_\_\_\_\_ a) Grades: centerline for turnpike, top of curb for curbed section?
        - \_\_\_\_\_ (1) Maximum?
        - \_\_\_\_\_ (2) Minimum ( Including cul-de-sac and curb returns ) ?
      - \_\_\_\_\_ b) Vertical curves?
        - \_\_\_\_\_ (1) Minimum length?
        - \_\_\_\_\_ (2) Curve data ( stations and elevations of PIVC, BVC, EVC ) ?

- c. Plans?
  - 1) North arrow, scale, street centerline, right-of-way lines, stationing, and street names?
  - 2) Horizontal alignment?
    - a) Curves?
      - (1) Minimum radii?
      - (2) Maximum superelevation?
      - (3) Superelevation runoff?
        - (a) Minimum length?
        - (b) Method of obtaining?
        - (c) Shown on profile?
      - (4) Curve data ( radius, length, deflection angle, stations of P.C. and P.T.. ) ?
    - b) Cul-de-sac minimum radii?
      - (1) Entering sac?
      - (2) Around sac?
    - c) Intersections?
      - (1) Sight distances?
      - (2) Angles?
      - (3) Turnpike flare radii?
      - (4) Curb returns?
        - (a) Radii?
        - (b) Wheelchair/bicycle ramps?
  - 3) Slope easements required?
  - 4) Traffic signs and barricades?
    - a) Shown on plans?
    - b) Note specifying that they are to be furnished and installed by Subdivider/developer/contractor?
  - 5) Note specifying that all utilities and utility laterals that will lie under the street must be placed prior to paving of street.
- 5. Drainage?
  - a. Drainage basins and receiving facility, swale, stream or body of water shown?
  - b. Hydraulic calculations?
    - 1) Method applicable. Maximum area for rational formula?
    - 2) Parameters and assumptions?
  - c. Detention system required?
    - 1) Hydraulic calculations ( methods, parameters, assumptions ) ?
    - 2) Storage basin capacity?
    - 3) Method of flow restriction?
  - d. Existing stream or ditch to be piped? Maximum size?
  - e. Provisions for draining adjacent property?

## CHECK LIST FOR ENGINEERING PLAN REVIEW

- \_\_\_\_\_ f. Pipe?
  - \_\_\_\_\_ 1) Diameter?
  - \_\_\_\_\_ 2) Type ( concrete ) ?
  - \_\_\_\_\_ 3) ASTM type and class?
  - \_\_\_\_\_ 4) Rubber casket joints in roadway?
  - \_\_\_\_\_ 5) Crushed rock trench backfill in roadway?
- \_\_\_\_\_ g. Open channel?
  - \_\_\_\_\_ 1) New open channels not allowed in UGB?
  - \_\_\_\_\_ 2) Typical section?
    - \_\_\_\_\_ a) Width?
    - \_\_\_\_\_ b) Depth ( also see profile ) ?
    - \_\_\_\_\_ c) Side slopes?
- \_\_\_\_\_ h. Profile?
  - \_\_\_\_\_ 1) Existing ground surface?
  - \_\_\_\_\_ 2) Finished grade of street, ground, etc.?
  - \_\_\_\_\_ 3) Invert with elevations and slopes?
  - \_\_\_\_\_ 4) Inlets, cleanouts and manholes?
    - \_\_\_\_\_ a) Location by station?
    - \_\_\_\_\_ b) Elevation of inverts and rims?
  - \_\_\_\_\_ 5) Minimum or maximum cover over pipe?
  - \_\_\_\_\_ 6) Maximum depth in open channel?
- \_\_\_\_\_ i. Plan?
  - \_\_\_\_\_ 1) Alignment of pipe or ditch with ties to centerline, curb, right-of-way or property lines?
  - \_\_\_\_\_ 2) Location of inlets, cleanouts and manholes?
  - \_\_\_\_\_ 3) Curved pipelines?
    - \_\_\_\_\_ a) Radius
    - \_\_\_\_\_ b) Maximum joint pull?
- \_\_\_\_\_ j. Capacity? Free flow ( not under head ) in pipes?
- \_\_\_\_\_ k. Velocity?
  - \_\_\_\_\_ 1) Minimum for self cleaning?
  - \_\_\_\_\_ 2) Maximum?
    - \_\_\_\_\_ a) Thrust blocks on pipe?
    - \_\_\_\_\_ b) Rip Rap or lining in ditches?
- \_\_\_\_\_ l. Inlets?
  - \_\_\_\_\_ 1) Type?
  - \_\_\_\_\_ 2) Type of grate?
  - \_\_\_\_\_ 3) Maximum spacing?
  - \_\_\_\_\_ 4) Maximum pipe size?
  - \_\_\_\_\_ 5) At all low points ( including curb returns ) ?
  - \_\_\_\_\_ 6) Maximum depth of catch basins?
- \_\_\_\_\_ m. Cleanouts/junction boxes and/or manholes?
  - \_\_\_\_\_ 1) Required at:
    - \_\_\_\_\_ a) Changes in alignment or grade?
    - \_\_\_\_\_ b) Lateral connections of lateral pipe  $\geq \frac{1}{2}$  diameter of main line?
    - \_\_\_\_\_ c) Changes in pipe size?
    - \_\_\_\_\_ d) Maximum cleaning intervals?

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- \_\_\_\_\_ 2) Manholes required because of pipe size and/or depth?
- \_\_\_\_\_ n. Outfalls: Rip or rap or structure to prevent erosion?
- \_\_\_\_\_ o. Conflicts with sewers or other utilities?
- \_\_\_\_\_ p. Easements over private property?
  - \_\_\_\_\_ 1) Minimum width?
  - \_\_\_\_\_ 2) Extra width required by pipe size, depth or special conditions?
  - \_\_\_\_\_ 3) Access to easement?

CHECK LIST FOR FINAL ( HARD COPY ) SUBDIVISION PLAT REVIEW

Name of Subdivision \_\_\_\_\_

Reviewed By \_\_\_\_\_ Date \_\_\_\_\_

- \_\_\_\_\_ 1. Signatures: Are all the following signatures and spaces for subsequent signatures on plat?
  - \_\_\_\_\_ a. Owner(s) ? Notarized?
  - \_\_\_\_\_ b. Private licensed surveyor? Stamp or seal? Notarized?
  - \_\_\_\_\_ c. County
    - \_\_\_\_\_ 1) Planning Director?
    - \_\_\_\_\_ 2) Sanitarian? ( Required only outside UGB or where private septic systems will be used inside UGB )
    - \_\_\_\_\_ 3) County Surveyor?
    - \_\_\_\_\_ 4) Tax Collector? Statement that taxes have been paid to DATE?
    - \_\_\_\_\_ 5) Tax Assessor?
    - \_\_\_\_\_ 6) Space for three (3) Commissioners?
      - \_\_\_\_\_ a) Spelling of Commissioners names?
      - \_\_\_\_\_ b) Signatures spaces for Commissioners and Tax Collector located together under approval statement?
    - \_\_\_\_\_ 7) Space for County Clerk to attest commissioner's signatures?
    - \_\_\_\_\_ 8) Space for County Clerk to list recording data and sign?
    - \_\_\_\_\_ 9) Space for County Engineer?
- \_\_\_\_\_ 2. Dedication statement?
  - \_\_\_\_\_ a) Is it located above owner's signature?
  - \_\_\_\_\_ b) Does it include:
    - \_\_\_\_\_ 1) Streets?
    - \_\_\_\_\_ 2) Easements?
  - \_\_\_\_\_ c) Separate statement dedicating 1-foot reserve strips to county in fee simple? ( If omitted, may use separate warranty deed. )
- \_\_\_\_\_ 3. Improvement agreement submitted by subdivider?
  - \_\_\_\_\_ a) Date at top of first page left blank?
  - \_\_\_\_\_ b) Subdivider's name on first page?
  - \_\_\_\_\_ c) Completion dates listed for all items of work?
  - \_\_\_\_\_ d) Signed by subdivider?
- \_\_\_\_\_ 4. Bond or alternate financial guarantee ( if required ) provided by subdivider?
  - \_\_\_\_\_ a. Reviewed and approved by county legal counsel?
- \_\_\_\_\_ 5. Warranty deed for 1-foot reserve strips submitted by subdivider ( only if not included in dedication statement - see 2, c. above ) ?
- \_\_\_\_\_ 6. Engineering plans: Have they been approved?
  - \_\_\_\_\_ a. Road and storm drain plans approved by county engineer?



- \_\_\_\_\_ b. "Plan check" fee paid? "Plan check" form signed by subdivider and by Department of Public Works?
- \_\_\_\_\_ c. Sewer and water plans approved by City ( required only if inside UGB ) ? ( Copy of approval letter required. )
- \_\_\_\_\_ 7. Roads: Do they conform to approved engineering plans and subdivision ordinance?
  - \_\_\_\_\_ a. Right-of-way widths?
  - \_\_\_\_\_ b. Horizontal curve radii?
  - \_\_\_\_\_ c. Cul-de-sac right-of-way radii?
    - \_\_\_\_\_ 1) Radii entering a cul-de-sac?
    - \_\_\_\_\_ 2) Radii around cul-de-sac?
  - \_\_\_\_\_ d. Intersections: Property corner radii?
  - \_\_\_\_\_ e. Additional right-of-ways dedicated along existing public roads?
  - \_\_\_\_\_ f. Are all new right-of-ways clear of easements other than utility easements?
- \_\_\_\_\_ 8. Easements:
  - \_\_\_\_\_ a. Preexisting recorded easements?
  - \_\_\_\_\_ b. New 5-foot utility easements along all side and rear lot lines ( may use note in lieu of showing each one on plat ) ?
  - \_\_\_\_\_ c. Special purpose easements: Do widths and alignments conform to approved engineering plans?
    - \_\_\_\_\_ 1) Slope?
    - \_\_\_\_\_ 2) Storm drain?
    - \_\_\_\_\_ 3) Sewer?
    - \_\_\_\_\_ 4) Access ( including combined driveways and frontage roads ) ?
    - \_\_\_\_\_ 5) Do easements need to be made exclusive ( other utilities or uses excluded ) ?
- \_\_\_\_\_ 9. One-foot reserve strips shown on plat?
- \_\_\_\_\_ 10. Notes limiting access or requiring combined driveways?
- \_\_\_\_\_ 11. Unusual or special conditions—check:
  - \_\_\_\_\_ a. DPW memos and letters?
  - \_\_\_\_\_ b. Planning Commission decisions?
  - \_\_\_\_\_ c. Board of Commissioners' decision ( if ) any?
  - \_\_\_\_\_ d. Approved engineering plans?