



Preliminary Plan Checklist

Preliminary plans are required for the platting of six (6) or more parcels and/or the subdivision of a previously platted parcel into any number of lots that require right-of-way improvements and/or public infrastructure improvements. If the applicant plans to develop a subdivision in phases, the development may be divided into separate Final Plats for improvement installation and filings.

Required: Upload .pdf documents

- ☐ **Pre-Application Meeting** – Login to the on-line system with your existing credentials or register an account with a valid email address and password using the link on the “Applications and Permits” page under the “Planning and Zoning” Department page on our website at www.boxeldersd.gov and apply for a pre-application meeting.
- ☐ **Information:** *Be able to answer the following questions:*
 - Location of the proposed plat (address(es) or parcel number(s) assigned by the county): _____
 - Number of lots being created: _____
 - Total acres involved: _____
 - Is the property located in a flood zone: (yes or no) – if you do not know, there is a link to the FEMA flood map service that you can use to answer the question in the application.
 - The name of the subdivision: _____
- ☐ **Plat Document** - document created by a registered land surveyor including both the plat map and all required plat signature blocks. Separate plat documents for each county must be included if applicable.
- ☐ **Letter of Intent** - letter describing the purpose of the request and if applicable the intended zoning, proposed land use(s), and any proposed development or structure demolition or removal.
- ☐ **Master Plan for the Development** – show the development’s proposed layout and land uses.
- ☐ **Phasing Plan** – show proposed development phases related to the subdivision.
- ☐ **Application Fee** - \$250 plus \$25 per lot. Staff will verify the number of lots involved before creating an invoice that may be paid on-line with a credit card or e-check or at City Hall with the invoice number by cash, check, money order, or credit card.
- ☐ **Civic Access Account** – login to the on-line system with your existing credentials or register an account with a valid email address and password. Please see the “Applications and Permits” page under the “Planning and Zoning” Department page on our website at www.boxeldersd.gov to get started.

Optional: Upload .pdf documents

- ☐ **Vicinity Map** – map of project and surrounding area (we may ask for this if location is unclear).
- ☐ **Other Plan Documents** – use this category if there are other materials you want to upload.



Preliminary Plan Process

