



Preliminary Plat Checklist

Baxter City Hall
P.O. Box 415
203 South Main St.
Baxter, IA 50028

Telephone: (641) 227-3120
Fax: (641) 227-3604
Email: city@baxter-iowa.com

What is a Preliminary Plat?

A Preliminary Plat is a detailed map created early in the land development process that shows how a piece of property will be divided and organized. It outlines the proposed layout of lots, streets, sidewalks, parks, and utility lines such as water, sewer, and electricity. This plat is submitted to the city so that engineers and planners can review it to ensure the design complies with local zoning laws, development standards, and infrastructure requirements. The goal is to identify and resolve any potential issues—like traffic flow or drainage—before construction begins. If the construction of public improvements, roadways or utilities are required, the developer will be required to prepare more detailed plans and details (Construction Plans), following [SUDAS Specifications](#) and the [City of Baxter's Supplemental Specifications](#).

While **required for Major Subdivisions**, Preliminary Plats are **optional for Minor Subdivisions**.

How to Apply

Preliminary Plat Applications should be submitted electronically to city@baxter-iowa.com. Questions can be directed to the City Administrator at (641) 227-3120 or in person at the City Hall, located at 203 South Main Street.

ELECTRONIC SUBMITTALS ARE ACCEPTED AND PREFERRED

Application Process

Submission	Timeframe	Description	Next Steps
Pre-Application Meeting	Scheduled at Applicant's discretion	Discuss application and requirements with City staff. Should provide a Sketch Plan to City Staff & City Engineer for review prior to meeting.	Application Submittal
Application Submittal	Submitted at Applicant's discretion	Submit the application and any required documents to the City Clerk	Determination of Completeness & 1 st Review of Application
Review	Timeframe	Description	Next Steps
Review by Zoning Administrator, City Engineer	Within 21 days of submission	The Zoning Administrator and City Engineer will review the plat and construction drawings, if required, and return comments to the developer's engineer.	After any comments are corrected, it is submitted to the Commission
Subsequent Submittal Reviews (#2, #3, etc.)	Clock will resume once all review comments are completed. An estimated 7-day maximum between	If additional reviews of submittal are required, the City's Engineer will review and return to Applicant until all City's comments have been addressed.	Review by Commission.
Review by Commission	Within 45 days of filing	The Commission examines the City Engineer's report and other relevant information.	The Commission gives the Council a recommendation
Decision	Timeframe	Description	Next Steps
Approval by the Council	Within 60 days of filing (unless otherwise agreed)	The Council determines if the plan is in compliance with City code. They can approve, approve with conditions, or deny.	Corrections must be filed within 30 days. No construction shall be allowed until the Construction Plans have been approved. The preliminary plat is valid for 1 year after approval or will be void and Applicant will need to file for extension.



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Contact Information

Property Owner

Name		Phone		Email			
Address		City		State		ZIP Code	

Applicant ☐ Same as Property Owner

Name		Phone		Email			
Address		City		State		ZIP Code	

Contact Person (if different from Property Owner or Applicant)

Name		Phone		Email			
Address		City		State		ZIP Code	

Site Information

Address or General Location of Property	
Legal Description ¹	
Project Description	
Zoning District(s)	
Proposed Use(s)	

¹For properties with lengthy Legal Descriptions, please attach on a separate document OR email to city@baxter-iowa.com.



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Property Owner(s)¹ or Authorized Representative(s)² Signature(s)

The City of Baxter requires that all titleholders of a property be informed and acceptable to the application being made. Signing this form does not commit to any conditions which may be placed on approval. Electronic signatures are accepted.

Owner/Authorized Representative 1

Name		Date	
Signature			

Owner/Authorized Representative 2

Name		Date	
Signature			

¹If there is a recorded contract, the contract purchaser's name(s), address and signature must also be included.

²If signed by a representative of the owner, the representative must attach evidence of titleholder's authorization.

Preliminary Plat Checklist

General Information

<input type="checkbox"/>	Titleholder(s) information: name, address, phone number, and email.
<input type="checkbox"/>	Applicant information: name, address, phone number, and email.
<input type="checkbox"/>	Contact Person Information: name, address, phone number, and email.
<input type="checkbox"/>	Prepared by an engineer, landscape architect, urban planner, architect, or other certified professional.
<input type="checkbox"/>	The legal description of the area being platted.
<input type="checkbox"/>	A general summary description of any protective covenants or private restrictions to be incorporated in the final plat.
<input type="checkbox"/>	The location of property lines, streets and alleys, easements, buildings, utilities, tree masses and other existing features affecting the plat.
<input type="checkbox"/>	Zoning classification and proposed use of the area being platted. Baxter Zoning Map Baxter Zoning Ordinances

Technical Requirements

<input type="checkbox"/>	Title, scale, north point, and date.
<input type="checkbox"/>	Proposed Name (must not duplicate or resemble existing subdivision names in Jasper County).
<input type="checkbox"/>	A key map showing the general location of the proposed subdivision.
<input type="checkbox"/>	The names and locations of adjacent subdivisions with the names of record owners and the locations of adjoining parcels of unplatted land.
<input type="checkbox"/>	A list of all owners of record of property located within 200 feet of the subdivision boundaries.
<input type="checkbox"/>	The location of watercourses, floodplains (100-year and 500-year), and floodways.
<input type="checkbox"/>	Contours at 2' intervals (general site slope is <10%) or at 5' intervals (general site slope is ≥10%).
<input type="checkbox"/>	A dark line showing the boundary of the platted area, with the approximate dimensions in reference to known section lines.
<input type="checkbox"/>	The layout, numbers, and approximate dimensions of proposed lots.
<input type="checkbox"/>	The name, location, width, and dimensions of all public streets and alleys proposed.
<input type="checkbox"/>	Existing and proposed private and public sidewalks.



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Technical Requirements	
<input type="checkbox"/>	Present and proposed utility systems (sanitary, storm, water, gas, electric, other drainage, etc.).
<input type="checkbox"/>	The location, width, purposes, and limitations of proposed easements.
<input type="checkbox"/>	The location and approximate dimensions for any parcels of land proposed to be dedicated or reserved for public, semi-public, or community purposes (schools, parks, playgrounds, etc.).
<input type="checkbox"/>	Do all improvements meet SUDAS Specifications and/or the Baxter Supplemental Specifications ?
<input type="checkbox"/>	Will a variance be required for anything? Variance process

City Application Approval (City of Baxter Use Only)

City of Baxter Staff Approval	
City Staff Name and Signature:	
City Staff Title:	
Date:	