

Development Services

Planning Division

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Application Checklist PRELIMINARY PLAT

At time of application, you will need to provide:

1. A letter of intent describing the project, identifying the project contact person(s), and any other information relevant for staff's review.
2. A PDF drawing illustrating the intended development or modifications to existing site.
3. A PDF illustrating fire engine turn radius drawn at 20 or 30 feet scale (as applicable).

Preliminary Plats must include the following information and must be drawn in compliance with [State of Iowa Subdivision Code](#) and [Title 10, Subdivision, of the City of West Des Moines](#).

1. A PDF of the Storm Water Management Plan (Storm Water Management Plan Requirements can be found on the [City website](#)).
2. A PDF of the Storm Water Pollution Prevention Plan
3. A PDF of the NPDES Permit #2 submitted with the application or delivered to Ben McAlister (ben.mcalister@wdm.iowa.gov), noting the preliminary plat name.
4. A Word document of the legal description of the preliminary plat.
5. Other information deemed necessary as outlined in the Pre-Application comment letter.
6. If the parcel of land being submitted for subdivision is contained within a larger tract held by the same owner/applicant in which further subdivision is possible, or when the tract of land submitted for subdivision has vacant and/or developable land adjoining, a Master Plan study may be required (see Pre-Application Letter related to this project). This Master Plan study is done to ensure that an analysis and consideration has been made to coordinate off-site and on-site development factors and elements. The Master Plan should illustrate how the aforementioned properties can logically be developed in accordance to normal practices of design regarding layout of streets and lots and the extension of infrastructure.