

**MADISON COUNTY DRAINAGE BOARD  
ADMINISTRATIVE PLAT APPROVAL  
REQUIREMENTS**

1. An Administrative Plat number must be obtained from the Planning Department before submittal to the Drainage Board.
2. A preliminary plat must be submitted in a similar format as a final plat; no smaller than 11" X 17"; and no more than two (2) pages.

The preliminary plat must contain:

- A. An aerial photograph no older than 2010.
  - B. A topographic map with the property location highlighted.
  - C. A flood map with the property location highlighted.
  - D. A location map noting a minimum of two (2) named road intersections and a highlighted area depicting the property location.
  - E. The county regulated drain map with the property location highlighted.
3. The preliminary map must be submitted by 3:00 p.m. on the Friday before the Drainage Board meeting. If that Friday is a holiday, the submittal time is 3:00 p.m. on the Thursday before the Drainage Board meeting. Drainage Board meetings are scheduled on the second and fourth Wednesday of each month.
  4. ~~Seven (7) copies of the preliminary plat must be submitted at the designated submittal time.~~
  5. The Drainage Board Administrative Plat Submittal Form must be submitted at the same time as the Preliminary Plat for Drainage Board review.
  6. All paperwork must be received by the submittal deadline in order to be placed on the Drainage Board Agenda.

# DRAINAGE BOARD ADMINISTRATIVE PLAT SUBMITTAL FORM

Administrative Plat Number \_\_\_\_\_ DB- \_\_\_\_\_

Owner's Name \_\_\_\_\_

Buyer's Name (if applicable) \_\_\_\_\_

Owner's Address \_\_\_\_\_

Owner's Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

PLS Company Name & Phone Number \_\_\_\_\_

Proposed Administrative Plat Property Location (Legal Description) \_\_\_\_\_

\_\_\_\_\_

Adjacent Land Owners \_\_\_\_\_

\_\_\_\_\_

Regulated Drain Watershed \_\_\_\_\_

Does Regulated Drain cross property in question? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, is Regulated Drain an open ditch or a tile drain? \_\_\_\_\_

If Regulated Drain is a tile drain, what is the size of the tile on this property? \_\_\_\_\_

Will these sites be serviced by sanitary sewer, septic system, or by some other method? \_\_\_\_\_

\_\_\_\_\_

Is a perimeter drain necessary on any of the proposed lots? If so, please list which proposed lots. \_\_\_\_\_

\_\_\_\_\_

If no Regulated Drain is present and a perimeter drain is necessary, where do you intend to outlet the perimeter drain? \_\_\_\_\_

\_\_\_\_\_

Has a boundary survey been prepared for this property? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, was any evidence of private tributaries on this property noted during the boundary survey? \_\_\_\_\_

If so, please describe. \_\_\_\_\_

\_\_\_\_\_