



**CITY OF JORDAN
210 EAST FIRST STREET
JORDAN, MN 55352
952-492-2535**

PRELIMINARY PLAT CHECKLIST

The following information is provided as to supplement the 'Application for Subdivision Review' form you have requested in conjunction with a possible request for preliminary plat approval. All required data, plat documents, copies, applications and filing fee(s) must be submitted before the application will be considered complete. The review process will begin upon receipt of a completed application, and only completed applications shall be accepted. Please submit the application at least six weeks prior to the regular Planning Commission meeting at which the review is to be held. Please contact the City offices with any questions.

- _____ Completed 'Application for Subdivision Review' form submitted.
- _____ Applicable review fee submitted.
- _____ Documents demonstrating sufficient ownership, control or authorization of the applicant to apply for the subdivision
- _____ 11 full size (at least 22" x 34") copies and 1 reproducible 8½" x 11" copy of the proposed Subdivision, plus any additional copies deemed necessary by the City.
- _____ 5 full size copies of preliminary grading plan & 5 full size copies of preliminary utility plan [for a complete list of required elements of these plans see Chapter 153 Subdivisions, Sect. 153.13 (D) & (E)].
- _____ List of all property owners within 350 feet of the proposed Subdivision
- _____ Required information and/or fees relative to any/all variances and rezoning request
- _____ Completed environmental review documents required pursuant to state law or rule.
- _____ Drainage Calculations with existing and proposed runoff rates, volumes, and elevations for 2-, 10-, and 100-year, 24-hour storm events. Include summary table of calculations.
- _____ 3 copies of Wetland Delineation report
- _____ Written description of the proposed phasing of the plat and sequence of future final plats

Review of Required Preliminary Plat Data:

- _____ General Provisions for the Preliminary Plat (see [Chapter 153 Subdivisions, Sect. 153.13](#) (B) for all items)
- _____ Existing Condition Requirements (see Sect. 153.13 (C) for all items)
- _____ Preliminary Grading Plan (see Sect. 153.13 (D) for all items)
- _____ Preliminary Street and Utility Plan (see Sect. 153.13 (E) for all items)

This document shall become a part of the permanent record relating to the subdivision. If application is deemed incomplete the City shall notify the applicant of said incomplete item(s) within 15 days of receiving the initial application.

FOR OFFICE USE ONLY

DATE SUBMITTED: _____ DATE COMPLETE: _____ IF INCOMPLETE, DATE LETTER SENT TO APPLICANT: _____

DATE OF PUBLIC HEARING _____ PUBLICATION DATE: _____

DATE NOTICE SENT TO ADJOINING PROPERTIES: _____

AMOUNT OF FEE PAID: _____ DATE FEE PAID: _____ FILE # _____

PLANNING COMMISSION ACTION: _____ RECOMMEND APPROVAL _____ RECOMMEND DENIAL _____

DATE OF ACTION: _____

DATE APPLICANT/PROPERTY OWNER NOTIFIED OF PLANNING COMMISSION ACTION: _____

CITY COUNCIL ACTION: _____ APPROVED _____ DENIED

DATE OF ACTION: _____

DATE APPLICANT/PROPERTY OWNER NOTIFIED OF CITY COUNCIL ACTION: _____

DATE FILED WITH SCOTT COUNTY RECORDER'S OFFICE: _____