SEC. 153.13 PRELIMINARY PLAT.

(A) *Application requirements.* A subdivider desiring to subdivide land within the city or subject to this chapter shall file with the City Administrator or the Administrator's designee an application which shall consist of the following:

(1) A completed application form, the required filing fee established by the city, and documents demonstrating sufficient ownership, control or authorization in the applicant to apply for the subdivision.

(2) At least 11 full size (at least 22" x 34") copies of the preliminary plat, 1 reproducible copy at 8-1/2 inches by 11 inches, plus any additional copies deemed necessary by the city, prepared by a registered land surveyor. The application and preliminary plat shall contain at minimum the information required in this chapter.

(3) At least 5 full size copies of the preliminary grading plan that includes all of the requirements listed in division (D).

(4) At least 5 full size copies of the preliminary utility plan that includes all of the requirements listed in division (E).

(5) A list of property owners located within 350 feet of the subject property obtained from and certified by the county or certified by an abstract company.

(6) If the subdivider requests that any existing special assessments which have been levied against the premises described in the subdivision be divided and allocated to the respective lots in the subdivision plat, the city shall estimate the clerical cost of preparing the revised assessment roll, filing the same with the County Auditor, and making the division and allocation, upon approval by the Council of such estimate, cost of the same shall be paid to the Treasurer in addition to the fee mentioned above to cover the cost of preparing and filing such revised assessments.

(7) Completed environmental review documents required pursuant to state law or rule.

(8) All required data, plat documents, copies and filing fee(s) must be submitted before the application will be considered complete.

(9) Wetland delineation and at least 3 copies of the delineation report for the entire site.

(10) Drainage calculations, which include the existing and proposed runoff rates, volume sand elevations for the 2, 10 and 100 year, 24-hour storm events. Provide a summary table of the calculations.

(11) Along with the preliminary plat, the developer shall submit a description of the proposed phasing of the plat and sequence of future final plats.

(B) *General provisions for the preliminary plat.* The following data shall be included on the preliminary plat or in the accompanying documents:

(1) Proposed name of subdivision, which name shall not duplicate the name of any plat heretofore recorded in the county;

(2) Location by section, township, range, and quarter section or quarter-quarter section lines and by legal description;

(3) Names, addresses, phone numbers of all owners and subdividers having control of the lands included in the preliminary plat, the designer of the plat, surveyor, engineer and other principals involved in the development of the plat;

(4) Proposed use(s) of the property;

(5) Graphic scale of not less than 1 inch to 100 feet;

(6) Existing zoning and any zoning change being requested;

(7) North point and key;

(8) Existing and proposed covenant, liens or encumbrances;

(9) Date of preparation;

(10) Ghost plat or build-out-plan illustrating the future location of lots, streets and utilities:

(a)Whenever a parcel of land is subdivided and the subdivision plat shows 1 or more lots or outlots that may eventually be subdivided into smaller lots.

(b) Whenever a developer or property owner is platting only a portion of the property in which they have title to or a legal interest in and the balance of the unplatted property is adjacent to the subject property, a build out plan of the entire area shall be submitted.

(c) For cluster subdivisions or open space design subdivisions that preserve open space for future development.

(11) A vicinity map, at a legible scale, to show the relation of the plat to its surroundings and surrounding zoning districts;

(12) Lot width at the setback line when lot lines are not parallel;

(13) Relationship of the preliminary plat to the city's Comprehensive Plan;

(14) Minimum front and side-street building setback lines as required in the Zoning Chapter of the City Code. Any deviation from the zoning provisions shall be noted and supporting variance information shall be provided;

(15) Identification of any lots in which uses other than residential are proposed by the developer;

(16) Proof of legal title to the property.

(C) *Existing condition requirements.* The following data regarding existing conditions shall be provided:

(1) Boundary lines clearly indicated on a survey, including measured distances and angles, which shall close by latitude and departure with a closure error not exceeding 1 foot in 7,500 feet;

(2) Total acreage in the preliminary plat computed to 1/10 of an acre;

(3) Location and names of existing or platted streets or other public ways, parks and other public open spaces, permanent buildings and structures, section and corporate lines, and all existing easements with purpose of easement and type and location of any facility or installation that is located in the easement within the tract and to a distance of 350 feet beyond the tract;

(4) If the proposed subdivision is a rearrangement of a replat of any former plat, the lot and block arrangement of the original plat, along with its original name, shall be indicated by dotted or dashed lines. Also, any revised or vacated roadways of the original plat shall be so indicated;

(5)Location and size of existing paved streets, railroads, sewers, water mains, gravel pits, culverts or other underground facilities within the tract and to a distance of 350 feet beyond the tract. Also such data as grades, invert elevations and location of catch basins, manholes and hydrants;

(6) Boundary lines of adjoining platted or unplatted land within 350 feet of the tract and the record owners' names;

(7) Complete topographic map with contour intervals not greater than 2 feet; waterways, watercourses, lakes, ponds and wetlands with normal high-water

mark and 100-year flood elevation indicated; existing wooded areas and trees having a diameter of 10 inches or greater identified by species; rock outcrops; power transmission poles and lines; and other significant features; all superimposed on the preliminary plat. An acceptable alternative is to provide a Mylar of the preliminary plat at the same scale as the topographic map containing the required information;

(8) Soil surveys of the site or the results from representative soil borings;

(9) Existing zoning of land within and abutting the subdivision.

(D) *Preliminary grading plan.* The developer shall submit a preliminary grading, drainage and erosion control plan utilizing a copy of the current certificate of survey as a base for the site in question, prepared and signed by a Minnesota licensed engineer, depicting the following information and standards:

(1) North arrow and date of preparation;

(2) Graphic Scale (engineering scale only, not less than 1 inch equals 50 feet);

(3) Lot and block numbers, house pad location, home style and proposed building pad elevations at garage slab and lowest floor for each lot;

(4) Legend with all line types, symbols, shading and cross-hatching denoted;

(5) Existing survey benchmarks used which shall be based upon the city/county benchmark system. Copies of level loops for newly established benchmarks must be provided with the initial submittal of the grading plan;

(7) Subject property’s boundary lines, lot lines and right-of-way lines;

(8) All adjacent plats, parcels, right-of-ways, and section lines and existing topography extended a minimum of 350 feet beyond the subject parcel in all directions;

(9) Topography in 2-foot contour intervals with existing contours shown as dashed lines and proposed contours shown as solid lines. Existing contours shall extend outside the subject property boundary as required for interpretation of proposed impacts;

(10) Locations of all existing natural features must be clearly shown. Natural features are considered to include, but are not limited to, the following: tree lines, wetlands, ponds, lakes, streams, drainage channels, bluffs, steep slopes and the like;

(11) Location of all existing storm sewer facilities, including pipes, manholes, catch basins, ponds, swales, and drainage channels within 350 feet of the tract. Existing pipe grades, rim and invert elevations, and normal and high water elevations must be included;

(12) Total area of plat, all lots, outlots and ponding areas denoted on plan (tabulation permitted);

(13) Direction arrows indicating existing site;

(14) Proposed slopes;

(15) Proposed lot and block numbers;

(16) Proposed lot corner elevations;

(17) Street names. All street names shall conform to the street name system established by the city;

(18) Street grades shown, with a maximum permissible grade of 7% and a minimum of 0.5%;

(19) Locations and elevations of all street high and low points;

(20) Designation of lots to be mass graded and custom graded;

(21) Phasing of grading;

(22) Proposed elevations at garage floor and lowest floor elevation. Proposed finished ground elevations around home for final grading.

(23) Style of home proposed for each lot; e.g., rambler, split level, walkout, full basement and the like;

(24) Standard lot benching detail;

(25) Applicable City standard detail plates and maintenance;

(26) Locations of all temporary cul-de-sacs;

(27) Locations of temporary street barricades;

(28) Locations and dimensions of all proposed retaining walls;

(29) Locations of all proposed pedestrian facilities;

(30) Location of proposed sump pump lines including cleanout locations and inverts of services to each lot 5 feet from the lot line on the downstream side of the lot;

(31) Location of all proposed drainage and utility easements;

(32) Locations, grades, rim and invert elevations of all proposed storm sewer facilities, including invert elevations for inlets and outlets of ponds, proposed to serve the tract;

(33) If the property is within or adjacent to a 100-year flood plain, flood elevations and the boundary of the 100-year floodplain;

(34) All existing and proposed ponds must have normal water level (NWL), 100-year high water level (HWL) shown and total volume (acre feet) of storm water retention indicated above the NWL;

(35) All ponds, swales and channels to be constructed on public easements or land owned by the city;

(36) Emergency overflow swales located, labeled and spot elevations. Rear or side lot line swales minimum 2% grade;

(37) Percent grades indicated along drainage swales;

(38) Maximum of 600 lineal feet of drainage from rear yard areas permitted. Rear yard catch basins must be installed at the 600 foot mark, or as determined by the City Engineer;

(39) Proposed spot elevations at drainage break points, high points and low points and directional arrows indicating proposed site, swale and lot drainage patterns;

(41) All soil erosion and sediment control and Stormwater Management BMPs to be incorporated for compliance with City and NPDES requirements during and after construction must be shown. Locations and standard detail plates for each measure must be included on the plan;

(42) All re-vegetation measures proposed for the tract, including seed and mulch types and application rates must be included on the plan;

(43) Tree preservation plan, prepared in accordance with current city standards and specifications. Location of tree preservation fencing, and limits of clearing and grading clearly shown on plans.

(E) *Preliminary street and utility plan.* This plan is to be prepared by a Minnesota licensed engineer, depicting the following information, and shall comply with the following standards:

(1) All street and utility improvements shall be constructed in accordance with the city's Standard Specifications and detail plates.

(2) Location, dimension and purpose of all temporary and permanent easements.

(3) Location and size of existing sewers, water mains, culverts, or other underground facilities within the tract and to a distance of 350 feet beyond the tract. Such data as grades, invert elevations and location of catch basins, manholes and hydrants shall also be shown.

(4) Water mains shall be provided to serve the subdivision by extension of an existing community system. Service connections shall be stubbed into the property line and all necessary fire hydrants and valves shall also be provided. Extensions of the public water supply system shall be designed so as to provide public water in accordance with the design standards as approved by the City Engineer and in accordance with the city's Comprehensive Water Plan.

(5) Sanitary sewer laterals and service connections shall be installed in accordance with the design standards of the city as approved by the City Engineer.

(6) Locations grades, rim and invert elevations, and sizes of all proposed sanitary sewer facilities to serve the tract.

(7) Layout of proposed streets showing right-of-way widths, centerline gradients, dimensions between the faces of the curbs, pedestrian facilities, typical section, draintile, sump pump lines. The classification of the streets shall be in accordance with the city's Comprehensive Plan.

(8) (a) Full size plan sheets shall be 22 inches x 34 inches. Half-size plans, 11 inches x 17 inches shall also be provided.

Scale: Horizontal Scale 1" = 50'

Vertical Scale 1" = 10'

(b) The following utilities shall be located in the approximate locations.

Sanitary Sewer	On centerline of street right-of-way.

No curvilinear design is permitted.	
Water Main	Ten feet on either side of centerline and/or parallel to sanitary sewer.
Storm Sewer	Ten feet or greater as necessary to avoid wheel paths to the opposite side of centerline as of water main.
All street surface structures (i.e., manhole, gate valve covers, etc.) shall be located as necessary to avoid being in the traveled wheel paths.	

(c) The profile shall be directly below the plan with the stationing aligned as closely as practical. Stationing shall be shown on the plan view as well as the profile.

(d) All parcels shall be properly labeled with lot and block numbers and plat name, or parcel number in unplatted areas. Developed parcels shall have their address shown on the plan.

(e) All street names shall be clearly labeled. All street names shall conform with the street name policy established by the city.

(f) All match-line breaks shall be clean with reference points and plan sheet numbers of continuation clearly marked. All plans which are broken by a match-line shall be on the same or consecutive sheets.

(g) Existing utilities shall be shown and labeled as existing.

(i) When drafting utility and/or street plans, use a solid line for new utilities and a dashed line for existing utilities.

(j) Approximate locations of gas, electric, cable, telephone lines, pipelines and the like shall be shown.

(k) Right-of-way and pavement or curb and gutter alignment data shall be shown. All easements shall be shown on drawings including sanitary sewer, water main, and storm sewer.

(l) All plans shall have properly placed North arrows for each plan on the sheet.

(m) Benchmarks shall be placed on all sheets (Top of existing hydrant is a preferable benchmark.)

(n) The direction north will be oriented either up or to the right on all plan sheets for utility and street plans.

(o) Title Block information shall be located on each plan sheet. Information shall include name and address of engineering firm, sheet title name, sheet number, certification signature title block and registration number of Registered Professional Engineer, Project Title, horizontal and vertical scales and city project number.

(p)Stationing on plans shall increase from south to north and west to east.

(q) Use of all typical engineering symbols is required.

(r) Location Map (Scale 1" = 2000') showing the location and names of major streets all within 1 mile of proposed subdivision, all streets in the proposed project, all proposed or non-existing future streets and all other streets in the vicinity of the proposed project. The project area shall be indicated by circling.

(s) Overall Plan with a map scale of 1" = 50' showing the proposed project area and areas which drain through project area as well as adjacent property. Overall plan shall have the following information:

(1)Property lines: proposed in solid lines, existing in dashed lines;

(2)Street and street names;

(3)Schematics for proposed improvements of sanitary sewer, water main and storm sewer. Proposed size and type of piping including manholes and appurtenances clearly shown. Existing piping and appurtenances information shall be shown and labeled;

(4) All property within plan shall be identified with lot number, or appropriate title;

(5)Location and elevation of all benchmarks.

(t)All manholes shall be numbered and stationed in both plan and profile.

(u) Stationing of water curb boxes for each service.

(v) All water and sanitary sewer services shall be shown and length noted if other than to drainage and utility line.

(w) All water fittings shall be labeled with proposed Valves shall be located on every side of a tee or cross.

(x) The size and type of all sanitary sewer and water services shall be noted on the plans.

(y)Sewer and water services shall be separated by three (3) feet of Minnesota Department of Health Standards, whichever is greater. Sanitary sewer services shall be downstream from water services for each lot.

(z) All sewer and water main shall be shown in profile with the appropriate information such as size, material, existing and proposed surface elevations, invert elevation, etc. Storm sewer plan should be on a separate sheet from sanitary sewer and water. Any utility crossings shall be shown on the profile. Possible conflicts shall be indicated.

(aa) Any revisions must be noted, initialed and signed on all affected sheets.

(bb) The street construction plans shall show the centerline stationing and centerline curve data.

(cc) The street construction plans shall include cross-sections or, if approved by the City Engineer, a grading plan.

(dd) If the gutter lines vary from typical elevation to the centerline, separate profiles shall be required.

(ff) Locations and size of proposed improvements for parks, playgrounds, public open spaces or other special uses of land to be considered for dedication to public use or to be reserved by deed of covenant for the use of all property owners within the subdivision and any conditions of such reservation or dedication.

(F) *Additional requirements.* Surveys, plans and supporting data as set forth in this section shall be prepared in accordance with rules and regulations established by the City Engineer, approved by the Council and on file in the office of the city Administrator or the Administrator's designee.

(G) *Review and actions.*

(1) *General.* The preliminary plat stage is the time when the most relevant information pertinent to the proposed plat and development is furnished by the developer for review by city staff, Planning Commission, Council and the public. The information provides a basis for review of the adequacy of

the plat leading to approval, denial, or modification of the proposal. Changes may be required by the city, and additional information may be requested during the review process. The city in its review of a preliminary plat will take into consideration the requirements of the community and the best use of the land being subdivided. Particular attention will be given, but not be limited, to the arrangement, location and widths of streets; the general drainage situation; lot sizes and arrangement; and compliance with the Comprehensive Plan requirements such as parks, school sites, boulevards and streets.

(2) *Referrals.*

(a) Upon receipt of a complete application for a preliminary plat, the City Administrator or the Administrator's designee shall refer copies of the plat map to the following individuals or bodies:

(1)City Engineer;

(2)City Attorney;

(3)School District;

(4)Commissioner of Transportation if the proposed subdivision includes land abutting an established or proposed trunk highway;

(5)County Engineer if the proposed subdivision includes land abutting a county or county state-aid highway;

(6)State Commissioner of Natural Resources if the proposed subdivision adjoins a public body of water;

(7)The Watershed Management Organization, if applicable;

(8)Other city department heads as appropriate;

(9)Park and Recreation Commission; and

(10)Planning Commission (8-1/2 x 11 inch copies may be used).

(b) The City Engineer and City Attorney shall make and transmit a written report to the City Administrator or the Administrator's designee within 30 days. If appropriate, other individuals or bodies to which the preliminary plat has been referred shall submit their written comments to the City Administrator or the Administrator's designee within 30 days after receipt of the plat. If no report is received within

this time period, it may be assumed that there are no objections to the plan as submitted.

(3) *Planning Commission hearing.* Within 45 days after the completed application is filed, the Planning Commission shall hold a public hearing on the preliminary plat. Notice of the purpose, time and place of the public hearing shall be published in the official newspaper at least 10 days prior to the day of the hearing. All property owners within 350 feet of the proposed subdivision shall be notified in writing of the public hearing at least 10 days prior to the hearing. Failure of the Planning Commission to mail the notice or failure of the property owners to receive the notice shall not invalidate the proceedings. The subdivider shall appear before the Planning Commission to answer questions concerning the preliminary plat. All persons interested shall be given an opportunity to be heard.

(4) *Report to Council.* The report of the Planning Commission shall be submitted to the Council not later than 60 days after the public hearing first commenced. If the Planning Commission fails to make a report, the Council may proceed without the report. Failure to receive a report from the Planning Commission shall not invalidate the proceedings or actions of the Council.

(5) *Action by Council.* Within 120 days of receipt by the city of the completed and filed application, or the preliminary plat in compliance with this chapter, the Council shall approve or deny the preliminary plat in whole or in part, unless an extension of the review period has been agreed to by the applicant. If the Council fails to act within the review period, the application shall be deemed to be preliminarily approved.

(6) *Approval/disapproval.* The action of the Council in approving or disapproving the preliminary plat shall be by majority vote of the entire Council and shall be in the form of a resolution. If disapproved, the reasons therefor shall be set forth in the resolution or proceedings of the Council. The Council may require modification, changes and revisions of the plat as it deems necessary to carry out the purpose and intent of this chapter. Approval of the plat is an acceptance of the general layout and authorizes the subdivider to complete the steps necessary for final approval of the plat in accordance with the terms of approval. The approval does not constitute final acceptance of the subdivision. If the Council denies approval of the preliminary plat, the reasons for the action shall be recorded and transmitted to the applicant.

(7) *Approval duration.* If the preliminary plat is approved by the Council, the subdivider must submit the final plat within 360 days after the approval or approval of the preliminary plat shall be considered void, unless a request for time extension is submitted in writing and approved by the Council. The

written request for extension must be submitted before expiration of the 360-day period.

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