PRELIMINARY PLAT CHECKLIST

_______ Completed ‘Application for Subdivision Review’ form and acknowledgement for responsibility form.

_______ Application fee paid

_______ 11 full size copies and 1 reproducible 11”x 17” copy of the proposed Subdivision, plus any additional copies deemed necessary by the City.

_______ Listing of all property owners within 350 feet of the proposed Subdivision.

_______ Required information and/or fees relative to any/all variances and rezoning request.

_______ Letters from utility companies regarding proposed utilities and easements.

_______ Completed environmental review documents required pursuant to state law or rule.

_______ Completed Storm Water Management Plan required pursuant to the Storm Water Management Ordinance.

Review of Required Preliminary Plat Data:

1. Identification and/or Description of:
   ______ Proposed Name of Subdivision –
   ______ Proposed Use(s) of the property. I
   ______ North Point Provided
   ______ Scale of Plat (not less 1”=100”)
   ______ Date of preparation.
   ______ Indication as to which lands are registered torrens property or abstract property.
   ______ Indication of existing or proposed covenants, liens or encumbrances
   ______ Location Map showing location within city limits with location by section, township, or range.
   ______ Names, addresses and phone numbers of Applicant(s) and/or Property Owners and any others holding interests in said land.
   ______ Name, address and license number of registered land surveyor.
   ______ Legal Description of all land proposed for subdivision including total acreage of the proposed subdivision.
   ______ Elevation benchmarks used for the topographic survey and datum on which they are used.

2. Existing Conditions and Proposed Design Features:
   ______ 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 one (1) foot in 7,500 feet.
_______ Location/vicinity map. Location by section, township, range & ¼ section or quarter ¼ section lines.
_______ Existing monuments.
_______ Current zoning of land within and abutted the proposed subdivision and any zoning change being requested.
_______ Total number of proposed lots and their minimum, maximum and average size. Layout, numbers and approximate dimensions of lots and the number or letter of each block.
_______ Total acreage in preliminary plat computed to one-tenth (1/10) of an acre. **41.14 acres**
_______ 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 150 feet beyond the tract.
_______ 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.
_______ 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 150 feet beyond the tract. Also such data as grades, invert elevations and location of catch basins, manholes and hydrants.
_______ Boundary lines of adjoining platted or unplatted land within 150 feet of the tract and the record owners' names.
_______ Complete topographic map with contour intervals not greater than two 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 ten 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.
_______ Soil surveys of the site or the results from representative soil borings.
_______ Layout of proposed streets showing right-of-way widths, center-line gradients, typical cross sections, and proposed names of streets. All street names shall conform to the street name system established in the City. 190th Street is shown with a 50' ROW from center line, appropriate for a collector street. Corporate drive is shown with a 70 foot wide right of way.
_______ Locations and right-of-way widths of alleys, if any, pedestrian ways and utility easements. No alleys are proposed.
_______ Plans or written statements regarding the width of all types of pavement; location and size of sanitary sewers, water mains and hydrants and other utilities; storm water drainage facilities; street lights; and other proposed improvements such as walks, plantings, park facilities and final grading of lots and blocks.

The plans or written statements must identify the types of vegetation and other landscaping elements to be developed. Any landscaping measures relative to retaining natural vegetation, allowing new plantings or prairie or woodland grasses or flowers, or installing conventional landscaping plants and materials shall be included in such plans and statements. The plans or statements shall identify the party or parties responsible for completion of final grading and landscaping, and shall state a timeline for completion of same, including a final completion date. The City shall require the subdivider to deposit in escrow an amount per lot to assure that landscaping is completed satisfactorily. The City shall administer the landscaping deposit according to standard City procedures.

_______ Proposed centerline grades of all new streets and alleys, if any, and a complete set of profiles showing both existing and proposed grade lines.
3. Supplemental information (as requested):
   ______ Statement of adequacy of existing or proposed utilities to accommodate or serve the proposed
devolution.
   ______ If the subdivision plat shows one or more lots or outlots that may eventually be subdivided into
smaller lots; or if a developer or property owner is platting only apportion 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, or for cluster subdivisions or open space design subdivisions
that preserve open space for future development, a ghost plat or build out plan illustrating the
future location of lots, streets and utilities.
   ______ Estimated costs of proposed required improvements.
   ______ Information of common interest community development proposals.
   ______ Other information deemed necessary as follows:

   Application considered complete for review, applicant notified.

   Copy of preliminary plat distributed to:

   ______ Park Board.
   ______ The City Engineer,
   ______ City Attorney.
   ______ School District.
   ______ Planning Commission.
   ______ Local gas, cable & utility companies having jurisdiction.
   ______ City Department Heads, as appropriate.
   ______ As required, MnDOT and/or Scott County. Scott Co.
   ______ If required, the Department of Natural Resources.
   ______ If applicable, the Watershed District.
   ______ Fire Department

   Date for public hearing by Planning Commission set: _______

   Notice of hearing published in official newspaper and posted.

   Public notice mailed to:

   ______ All property owners within 350 feet.
The City Engineer.

As required, MnDOT and/or Scott County. Scott Co.

Local gas, cable & utility companies having jurisdiction. MVEC 3-28-14. Locates called by applicant: Ticket No. 140430306 for all utilities.

If required, the Department of Natural Resources.

If applicable, the Watershed Conservation District.

Public hearing conducted by Planning Commission.

Factors Considered by Planning Commission (not limited to):

- Consistency with design standards and other standards of the Subdivision Ordinance. See “needed information”
- Consistency with the City’s Comprehensive Plan or other development plans.
- Consistency with the Zoning Ordinance.
- The physical characteristics of the site, including but not limited to, topography, erosion and flooding potential and soil limitations, and the suitability thereof for the type of development or use contemplated.
- Fiscal and environmental impact of the development upon the City.

Planning Commission recommendation to be considered by the City Council:

Written notice of Planning Commission recommendation to Council mailed to applicant within ten (10) days of action. Date mailed: ________________.

City Council consideration/action: ________________________________.

City Council action on proposed rezoning requests.

Written notification to Applicant of Council action within ten (10) days of action. Date mailed: ________________.

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