



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 abutting 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.

- _____ Location, size and proposed improvements for proposed parks, playgrounds and public open spaces; churches or school sites; 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 in the subdivision and any conditions of such dedication or reservation.
- _____ Relationship of the preliminary plat to the City's Growth Development Plan.
- _____ Lot width at the setback line when lot lines are not parallel.
- _____ 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.
- _____ Proposed building pad elevations.
- _____ Identification of any lots in which uses other than residential are proposed by the developer.
- _____ Grading and drainage plan.
- _____ Proof of legal title to the property.

3. Supplemental information (as requested):

- _____ Statement of adequacy of existing or proposed utilities to accommodate or serve the proposed development.
- _____ 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.