



Application Date:	
Fee: \$1,000+\$25/lot	Escrow: \$7,000

PRELIMINARY PLAT (MAJOR SUBDIVISION)

A preliminary plat is required to subdivide or plat a property when more than one additional parcel or lot is created in unplatted land OR two additional parcels or lots are created in platted lands. The preliminary plat is a map or drawing which graphically delineates the boundary or land parcels for the purpose of identification and record of title. The final plat is a recorded document and must conform to all Minnesota State laws, and must be consistent with the City's Comprehensive Plan and Zoning Code.

PARCEL IDENTIFICATION NO (PIN):		ZONING DISTRICT & COMP PLAN LAND USE:
LEGAL DESCRIPTION:		LOT SIZE:
PROJECT ADDRESS:	OWNER: Name: Address: City, State: Phone: Email:	APPLICANT (IF DIFFERENT THAN OWNER):
DESCRIPTION OF REQUEST:		
EXISTING SITE CONDITIONS:		
APPLICABLE ZONING CODE SECTION(S): <i>Please review the referenced code section for a detailed description of required submittal documents, and subsequent process.</i> 1. Chapter 30, Article II Platting, Secs. 30-57 - 76		

Submittal Materials

The following materials must be submitted with your application in order to be considered complete. To fully understand all information required for submittal, Staff requires an initial meeting prior to submitting any documents for review. If you have any questions or concerns regarding the necessary materials please contact the City Planner.

AP – Applicant check list, CS – City Staff check list

AP	CS	MATERIALS
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>EXISTING CONDITIONS EXHIBIT:</u> <i>(All plans shall be at a scale not smaller than 1" = 200')</i></p> <p>A scalable existing conditions analysis, prepared by and certified by a registered land surveyor, including 100-feet of the abutting properties of record, should include the following:</p> <ul style="list-style-type: none"> ▪ North arrow, date of survey ▪ Boundary lines and dimensions with total acreage ▪ Topographic Map, contour interval of 2' or less, slopes in excess of 12-percent delineated ▪ Aerial of site and ½ mile vicinity ▪ Existing zoning classifications for land in and abutting the subdivision ▪ Location and extent of tree cover including identification of significant trees

Application for: PLATTING
City of Grant

		<ul style="list-style-type: none"> ▪ Location, including right-of-way width and names of existing platted streets, parks, or other public lands ▪ Location of permanent buildings, structures, school district lines ▪ Location and size of existing culverts, wells, septic systems or any other underground utility ▪ Existing easements, including pipelines and power lines within the plat ▪ Grades and location of catch basins, manholes, and street pavement width and type within the plat ▪ Soil conditions as they affect development, including soil borings, soil types, locations and high water table elevations ▪ Boundary lines of adjoining unsubdivided or subdivided land ▪ Soil borings on each lot demonstrating appropriate area of individual sewage treatment system (minimum of 4 per lot) ▪ Water course, marshes, 100-year flood elevation, wooded areas, rock outcrops, power transmission poles and lines, and other significant features ▪ Location and extent of wetlands and streams, including Wetland Delineation ▪ Other relevant information as requested by Planning Commission or City Council <p>COPIES: 20 (4 Full Size at 22" x 34", 16 Reproducible copies at 11" x 17")</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>PRELIMINARY PLAT:</u> Technical and Construction Level Drawings <i>(All plans shall be at a scale not smaller than 1" = 200')</i></p> <ul style="list-style-type: none"> ▪ Name and address of the owner, developer, site planner, engineer and surveyor ▪ Legal description, acreage of proposed subdivision, date of preparation and north arrow ▪ Lot and block arrangement and numbering system and area of each lot ▪ Identification of any dedicated areas for public use, excluding roads and trails, with areas identified ▪ Subdivision name ▪ Proposed construction grading plan and an Erosion Control plan ▪ Surface water management plan/drainage plan ▪ Final grading plan, maximum 2 foot contours scale not smaller than 1"=100' ▪ Lot dimensions including setback lines (front, side, rear), buildable area, and percent impervious ▪ Gradients of proposed streets. Plans and profiles showing locations and typical cross-sections including curb, ditches, gutters, sidewalks, drainage easements, right-of-ways, manholes and catch basins ▪ Proposed building locations including lowest floor elevation for each lot ▪ Driveways ▪ Locations, dimensions, and materials of sidewalk and/or trails ▪ Location of wells, sewage treatment areas, and soil borings ▪ Construction plans and profiles addressing streets, sewage treatment and water, stormwater, trails, sidewalks and related features ▪ Easement locations ▪ Outlots ▪ Vegetation and landscaping ▪ If proposed: Lighting, parking, signage, fences, dumpster locations and other features <p>COPIES: 20 (4 Full Size at 22" x 34", 16 Reproducible copies at 11" x 17")</p>
<input type="checkbox"/>	<input type="checkbox"/>	Narrative describing the proposed use of lots, types of buildings with proposed units or business/industry.
<input type="checkbox"/>	<input type="checkbox"/>	A copy of any proposed private restrictions
<input type="checkbox"/>	<input type="checkbox"/>	Statement acknowledging that you have contacted the other governmental agencies such as Watershed Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.

Application for: PLATTING
City of Grant

<input type="checkbox"/>	<input type="checkbox"/>	Drainage Computations
<input type="checkbox"/>	<input type="checkbox"/>	Draft Developer's Agreement, Homeowner's Association covenants or deed restricts (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Mailing labels with names and address of property owners within 1,250 feet, contact Washington County Surveyor's Office: (651) 430-6875
<input type="checkbox"/>	<input type="checkbox"/>	Paid Application Fee: \$1,000 + \$25/lot
<input type="checkbox"/>	<input type="checkbox"/>	Escrow Paid: \$7,000

MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE CITY PLANNER

<input type="checkbox"/>	<input type="checkbox"/>	Electronic copy of all submittal documents
<input type="checkbox"/>	<input type="checkbox"/>	If severe soil limitations for the intended use are noted in the Soil Survey on file at Washington County Soil and Water Conservation District office, a plan or statement indicating the soil conservation practice or practices to be used to overcome said limitation shall be made part of the permit application
<input type="checkbox"/>	<input type="checkbox"/>	Building elevations and architectural plans

Review and Recommendation by the Planning Commission. The Planning Commission shall consider oral or written statements from the applicant, the public, City Staff, or its own members. It may question the applicant and may recommend approval, disapproval or table by motion the application. The Commission may impose necessary conditions and safeguards in conjunction with their recommendation.

Review and Decision by the City Council. The City Council shall review the application after the Planning Commission has made its recommendation. The City Council is the only body with the authority to make a final determination and either approve or deny the application for preliminary plat.

Unless an extension of time is requested and granted by the City Council, the Applicant shall submit an application for Final Plat within 12 months of receiving Preliminary Plat approval, or the approval will expire.

This application must be signed by ALL owners of the subject property or an explanation given why this not the case.

We, the undersigned, have read and understand the above.

Signature of Applicant

Date

Signature of Owner

Date