



PRELIMINARY PLAT PROCEDURE¹

Class III & PUD Subdivisions

This handout is intended to provide guidance on putting together and submitting a preliminary plat for a subdivision in Minnetrista. The purpose of the preliminary plat is to complete a thorough review of the proposed project, and to prepare a draft of the documentation that could eventually be used for a final plat application. It is at this stage that your proposal will receive the greatest scrutiny as the review bodies will work to ensure the proposal meets all city standards. All outstanding issues will need to be handled at this stage before proceeding to final plat.

In order to have your preliminary plat application be complete and reviewed in the timeliest fashion, there are a number of steps that must be followed:

1. Contact City staff to discuss your sketch plan feedback and obtain another land use application.
2. Put together an informational packet (described herein) that fulfills the preliminary plat submittal requirements. Initially providing detailed information and answers will greatly reduce the potential overall review time.
3. Submit your completed packet to staff by the applicable due date for review. Staff will examine your submittal to determine if the application is complete, and contact you if additional information is required or was omitted. It is to your advantage to submit your materials as early as possible so staff can assist you in meeting all requirements. Applications found to be incomplete as of the due date shall not be reviewed until the following month².
4. Staff will address completed applications by requesting comments from partnering agencies, scheduling meetings, writing reports, and notifying a public hearing.
5. The Parks Commission will review the application (2nd Tuesday of every month³); the Planning Commission will review the same (4th Monday of every month³); and both will forward recommendations to the City Council (1st Monday of the following month³). Applicants are advised to attend both commission meetings and the Council meeting and be open to questions regarding the request.
6. The City Council will consider the request and either grant or deny the preliminary plat.

Above all else, it is imperative that you begin your preparations as early as possible to insure your application is complete by the applicable due date. Because of state mandated notification requirements, there may be NO exceptions to this deadline.

Per the City Fee Schedule Ordinance, the City Council has established the following fees⁴ for a preliminary plat:

- Class III subdivisions: **\$1,000 + \$30/lot + \$500/lot Deposit**
- PUD subdivisions: **\$1,000 + \$30/lot + \$500/lot Deposit**

¹ The information provided in this document is intended to be a correct statement of the law as set forth in the Minnetrista City Code and the laws of the State of Minnesota. However, the applicant should refer to the actual sources and consult with their own legal advisor regarding applicability to their application. In providing this information, the City makes no representations nor provides any legal advice or opinion.

² Minnesota State Statute 15.99 requires local governments to review an application within review the 15 days of its submission to determine if an application is complete and/or if additional information is needed to adequately review the subject request.

³ Please note that meeting dates are subject to change due to holidays, lack of quorum, etc. Please contact City Hall to confirm all dates and times.

⁴ Applicant is also responsible for any additional fees incurred by the City (i.e. engineering, postage, legal expenses, and et cetera).



You will find that a great deal of the information requested for a preliminary plat application matches the requirements for sketch plan submittal. While we have your original information, the City does require that all applicants submit a new and complete application at every stage of the development process (updating information as needed). This allows us to track changes as the application progresses thorough the various levels of review. With this in mind, the following materials must be submitted prior to deeming an application complete:

Sub: Req: Item:

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|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. A completed land use application form signed by all property owners along with payment of the proper filing fee. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Written statements providing information regarding your proposal. <u>Please provide a separate answer for each of the lettered items listed below</u> (answers must be submitted in both hard copy and electronic form--.txt files or MS Word format): |
- a. A listing of contact information including name(s), address(es) and phone number(s) of: the owner of record, authorized agents or representatives, engineer, surveyor, and any other relevant associates;
 - b. A listing of the following site data: Address, current zoning, parcel size in acres and square feet, property identification number(s) (PID), and current legal description(s);
 - c. A listing of general information including: the proposed name of the subdivision, the number of proposed lots, acreage dedicated for open space or public use, acreage dedicated within rights of way;
 - d. An explanation of how issues have been addressed since the Sketch Plat phase of the development;
 - e. A narrative explaining the intent of the project and/or your original or revised vision for the finished product;
 - f. A statement showing the proposed density of the project with the method of calculating said density shown;
 - g. A narrative addressing concerns/issues raised by neighboring properties (staff always suggests discussing your proposal with the neighboring land owners to get a sense of what issues may arise as your application is processed);
 - h. Discuss proposed infrastructure extensions (i.e. proposed roadways, sewer systems, water systems, sidewalks/trails, parking, etc);
 - i. A description of how conflicts with nearby land uses (livability, value, potential future development, etc.) and/or disturbances to wetlands or natural areas are being avoided or mitigated;

Written statements continued:

- j. Provide justification that the proposal will not place an excessive burden on roads (traffic), sewage, water supply, parks, schools, fire, police, or other public facilities/services (including traffic flows) in the area;
- k. If applicable, provide a description of proposed lakeshore access (i.e. shared dock with multiple slips, individual docks for each lot, etc.);
- l. A description of proposed parks and/or open space. Please include a brief statement on the proposed ownership and maintenance of said areas; and
- m. A proposed development schedule indicating the approximate date when construction of the project, or stages of the same, can be expected to begin and be completed (including the proposed phasing of construction of public improvements and recreational and common space areas).

<u>Sub:</u>	<u>Req:</u>	<u>Item:</u>
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| <input type="checkbox"/> | <input type="checkbox"/> | 3. Verification of ownership (a copy of a current title report, purchase agreement, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Address labels: Two (2) lists of names and addresses of the owners of all property within five hundred (500) feet of the boundaries of the property in question. One (1) list shall be typed on mailing labels (33 labels per sheet) and the other list shall be a reproducible copy of those labels. Please see Exhibit A of this handout which provides basic instructions on how to acquire a Property Owners List online from Hennepin County. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Area Map: One (1) copy of an area map showing the parcel(s) in question and the surrounding properties. <u>You will receive this map from Hennepin County when you receive your mailing labels.</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Plats: Three packets containing each of the following required pieces of information depicting the proposed subdivision. Each document shall be at a consistent, readable, and measurable engineering scale, be composed of one or more sheets not smaller ⁵ than 8½ x 11, include a title and a page number (Sheet 1 of 5±, Sheet 2 of 5±, et cetera), and be pre-folded for distribution. Staff will assist you in determining what is required. The plat will not be considered complete unless all required elements are included. Additionally, staff asks that each of the packet items be submitted in an electronic format (.jpg, .pdf, etc.) for use in presentations. |

The following pages outline the information that could be required to deem your application complete.

⁵ If your survey or sketch plan must be larger than 11x17 to be fully legible, we ask that that ten (10) copies of the plan be in the large format, and an additional twenty (20) be reduced to 11x17.


☐ **Preliminary Plat:**

Sub: Required: Item:

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|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Appropriate identification of the drawing as a "preliminary plat." |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Proposed name of the subdivision |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Name, address, and phone number of landowner (and subdivider if not the same) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Name, address, and phone number of engineer, surveyor, landscape architect, or land planner preparing the plat (include registration #'s) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Signature of surveyor certifying the document |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Date of plan preparation with revision date(s) if any |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Graphic scale and true north arrow |

NOTE: Items 2-7 will herein be referred to as administrative information

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| <input type="checkbox"/> | <input type="checkbox"/> | 8. Indication of the gross area being subdivided and the proposed number of lots |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Zoning district(s) of the land being subdivided (if more than one zoning district, zoning boundary lines must be shown) |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Layout of proposed lots with future lot and block numbers. The perimeter boundary line of the subdivision should be distinguishable from the other property lines. Denote outlots planned for public dedication and/or open space (schools, parks, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Layout of existing property lines if (different from proposed lot lines). Existing lot lines should be easily distinguishable from the proposed lot lines and not be a prominent feature on the plat |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Denote the area within each of the proposed parcels (in the appropriate units of acres and/or square feet) |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Existing contours at intervals of two feet. Contours must extend a minimum of 200 feet beyond the boundary of the parcel(s) in question |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Delineation of wetlands and/or watercourses within 200 feet of the perimeter of the subdivision parcel |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Location, width, and names of existing and proposed streets within and immediately adjacent to the subdivision parcel |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Easements and rights-of-way within or adjacent to the subdivision parcel(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Lines establishing the buildable area on each lot (setbacks) |

(continued on the next page)

***Plat Requirements Continued:***

- ☐ ☐ 18. Location and approximate size of existing buildings or significant above ground structures on or immediately adjacent to the subdivision
- ☐ ☐ 19. Location of any unique natural and/or historic features (if any)

☐ ***Grading Plan:*****Sub: Required: Item:**

- ☐ ☐ 1. Appropriate identification of the drawing as a “grading plan”
- ☐ ☐ 2. Administrative information (*required prelim plat items 2-7*)
- ☐ ☐ 3. Proposed lot lines, rights-of-ways, wetlands, and watercourses per the preliminary plat
- ☐ ☐ 4. Drainage & Utility easements per the preliminary plat
- ☐ ☐ 5. Grading plan in sufficient detail to show existing and/or proposed contours for the entire development
- ☐ ☐ 6. Indicate drainage patterns and locations of drainage facilities (show approximate area and volume)
- ☐ ☐ 7. Location of above ground obstructions to water flow
- ☐ ☐ 8. Provide drainage calculations
- ☐ ☐ 9. Indicate the base flood elevation level and delineate the floodways and/or flood fringe areas
- ☐ ☐ 10. Show any proposed modifications to wetlands and mitigation areas
- ☐ ☐ 11. Sedimentation and erosion control plan

☐ ***Utility Plan:*****Sub: Required: Item:**

- ☐ ☐ 1. Appropriate identification of the drawing as a “utility plan”
- ☐ ☐ 2. Administrative information (*required prelim plat items 2-7*)
- ☐ ☐ 3. Location and dimension of all existing utilities within and immediately adjacent to the subdivision including sewer, water, gas, electric, phone, cable TV, utility poles, or other above or underground facilities
- ☐ ☐ 4. Proposed utilities plan including sewer, water, gas, electric, phone, cable TV, utility poles, or other above or underground facilities
- ☐ ☐ 5. Denote the existing service tie locations and the proposed connection sizes


☐ ***Street & Storm Sewer Plan:***

Sub: Required: Item:

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|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Appropriate identification of the drawing as a “street & storm sewer plan” |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Administrative information (<i>required prelim plat items 2-7</i>) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Proposed lot lines, rights-of-ways, wetlands, and watercourses per the preliminary plat |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Center line profile of proposed streets |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Typical cross section of proposed street improvements |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Location and proposed number of on-street parking spaces |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Location and number of off-street parking spaces (guest, handicapped, bicycle, motorcycle, etc.) including typical dimensions of each |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Location of existing and proposed sidewalks and trails |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Location and dimensions of proposed storm water sewer systems |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Storm water calculations |

☐ ***Soils, Signage, & Lighting Plan:***

Sub: Required: Item:

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|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Appropriate identification of the drawing as a “soils, signage and lighting plan” |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Administrative information (<i>required prelim plat items 2-7</i>) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Proposed lot lines, rights-of-ways, wetlands, and watercourses per the preliminary plat |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Location of soil testing sites corresponding to a soils report (2 copies) for streets, sidewalks, utility, and other public corridors |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Proposed location for sign posts and a notation of sign(s) to be placed on the post (addresses, traffic control, warning, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Table indicating the name of required signs (example: Games Drive, Turtle Road, Halsted Ave, stop signs, children at play signs, etc.) and the number of each sign needed for the development. Signs are required to have double frontage (excluding traffic control signs designed to be seen from only one direction) |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Proposed location for permanent entrance monument and temporary area identification signs |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Location of temporary model homes, sales facilities, and/or construction facilities |


☐ **Tree Preservation & Planting Plan:**

Sub: Required: Item:

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|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Appropriate identification of the drawing(s) as the “tree preservation plan” |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Administrative information (<i>required prelim plat items 2-7</i>) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Page one shall depict the location of all existing significant trees (as defined by Minnetrista City Code) on the property. Each tree shall be labeled with a unique identification number |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Page two shall depict the 70%+ trees proposed to be protected as part of this development. Trees intended for removal shall be clearly distinguishable from those intended for preservation. This page should also depict the location of required street trees (which will also be protected) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Page three shall provide a matrix listing the unique identification number for the tree, the species or common name, the size in caliper inches, and an indicator as to whether the tree is intended for removal or preservation. The matrix should conclude with a tabulation of the total number of inches on the site, the total to be removed, and the total to be preserved |

☐ **Ghost Plat:**

Sub: Required: Item:

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|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Appropriate identification of the drawing as a “ghost plat” |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Administrative information (<i>required prelim plat items 2-7</i>) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Show potential future subdivision possibilities for the land if your proposal was approved (i.e. if you are not subdividing to the maximum density, how might the land be further divided in the future to reach the maximum density. Or if the property were to be rezoned to allow the next higher density allowed by the Comprehensive Plan, how might the larger proposed lots be resubdivided to accommodate the higher density) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Indicate how the proposed subdivision will relate to potential future subdivisions of adjacent properties |


☐ **Electronic files**

Sub: Required: Item:

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|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. A flash drive must be submitted which includes electronic files for the written statements regarding the proposal. Files are requested to be in MSWord format (please check with staff on other acceptable formats) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. A flash drive must be submitted which includes electronic files for each of the submitted packet items. Files are requested to be in .jpg and/or .pdf format (please check with staff on other acceptable formats) |

Sub: Req: Item:

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|--------------------------|--------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Other: The City may require, or the applicant may choose to submit, evidence that is beyond what is required in Chapter 5. The following requirements may also need to be met before considering the application complete: |
| <input type="checkbox"/> | <input type="checkbox"/> | a. Thirty (30) copies of a context diagram that graphically depicts how the development plan relates to its surrounding neighborhood or community context including the pedestrian, bike, and street (vehicular access) network (existing and potential) |
| <input type="checkbox"/> | <input type="checkbox"/> | b. A transportation impact analysis (6 copies) prepared in accordance with City Engineering guidelines |
| <input type="checkbox"/> | <input type="checkbox"/> | c. Proposed protective covenants |
| <input type="checkbox"/> | <input type="checkbox"/> | d. A soil survey and report by the Hennepin Soil and Water Conservation District |
| <input type="checkbox"/> | <input type="checkbox"/> | e. Signed letters of intent indicating that all required off-site easements and off-site rights-of-way necessary for the project could be negotiated and obtained |
| <input type="checkbox"/> | <input type="checkbox"/> | f. A drainage and erosion control report (4 copies) as specified by the City Engineering Department |
| <input type="checkbox"/> | <input type="checkbox"/> | g. A hydrological/groundwater report |
| <input type="checkbox"/> | <input type="checkbox"/> | h. Any other special natural area or environmental study or report pursuant to Minnetrista Code as requested by the City, if such exists or is deemed necessary |



- ☐ ☐ 8. **Variances:** If you are requesting variances in any portion of the submitted preliminary plat, the City asks that you list each of the requested variances and provide an explanation as to why each is necessary and cannot be avoided. Additionally, you must provide written answers to the following questions:
- (1) The granting of the variance will not be detrimental to the public safety, health, or welfare or injurious to other property;
 - (2) The conditions upon which the request for a variance is based are unique to the property for which the variance is sought and are not applicable generally to other property;
 - (3) Because of the particular physical surroundings, shape or topographical conditions of the specific land involved, a particular hardship to the land would result, as distinguished from an inconvenience or hardship to the subdivider, and it is found that the strict enforcement of this chapter would result in an environmentally unsound development of the land;
 - (4) The variances will not in any manner vary the provisions of the comprehensive municipal plan; and
 - (5) The variances will not in any manner vary the minimum requirements for a lot as set forth in the Zoning Chapter as applied to the entire subdivision.

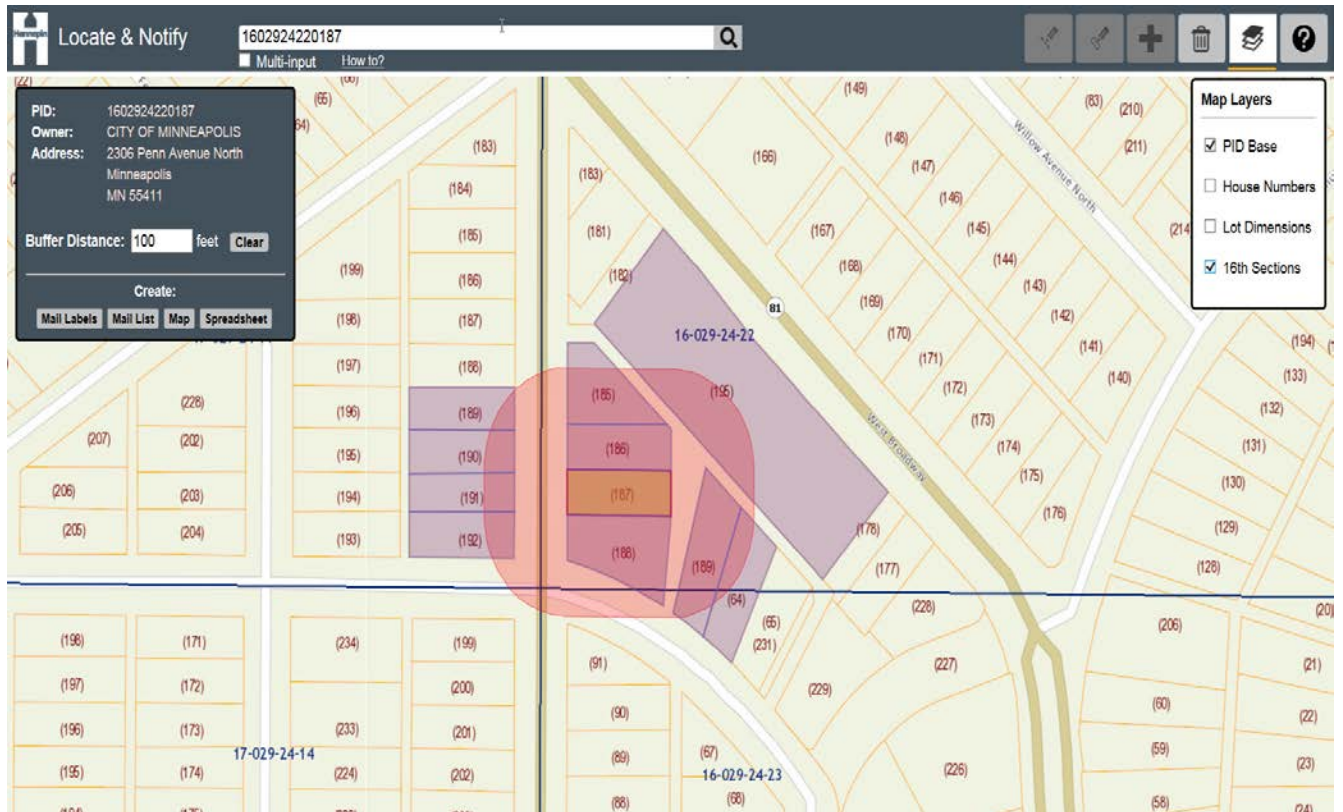
State statutes provide City staff with fifteen (15) days to review an application to determine if it is complete. Therefore, it is to your advantage to submit your application in advance of the due date so that staff may alert you to deficiencies or recommended changes. Applications found to be incomplete past the due date will not be reviewed until the next review cycle. Please contact staff at (952) 446-1660 if you have any questions.

Thank you!

Exhibit A

PRELIMINARY PLAT LIST (PROPERTY OWNERS LIST) BASIC INSTRUCTIONS

1. Open the Locate & Notify application: <https://gis.hennepin.us/locatenotify/default.aspx>
2. Enter PID Number or address of the parcel of interest (PID#s are preferred search input).
 - a. If multiple PID#s are needed, simply use the left mouse button and click on the adjacent parcels after the application has zoomed into your area of interest.
3. Hit “Map Layers” and select “16th Sections” to turn on Section/Range/Township lines for your map.
 - a. If the Platted Lots (underlying Legal Description) layer is desired, turn on “Lot Dimensions” layer and turn off “PID Base” layer. Some cities request this on specialized land use applications.
4. Enter the distance required for your application criteria in the “Buffer Distance” section, and buffer.
5. Copy the parcel Address to your clipboard for later use in your “Map Notes” if desired.
6. **Click Mail List Button**, print the list and save a copy if desired.
7. **Click Mail Labels Button**, print labels “actual size”, do not shrink to fit or labels could overrun on later pages (standard 8.5 x 11 – 30 labels per sheet), usually must select a specific printer tray or manual feeder, save a copy if desired.
8. **Click Map Button** and paste the parcel address or add notes to map as desired, print and save copy if desired.
 - a. ****If you have a buffer selected and nothing happens when clicking List, Labels, or Map button, check your internet browser’s pop-up settings. Pop-ups must be allowed for the list, labels, or map, output to display in order to print and save.**



****Below image shows how the map looks with the “Lot Dimension” layer turned on****

