

**PRELIMINARY PLAT (Section 4)
Development Application Help Sheet**



A checklist of background information and submission requirements for processing of Preliminary Plat is provided below. Should there be an item which is not included in the submission of the application; a detailed, written explanation should be made outlining the reason for omission. Failure on the part of the applicant to supply all necessary information listed herein or any supportive information as requested by the City may be grounds for an application to be determined incomplete.

PROCEDURES

- Review the Delano Subdivision Ordinance – Preliminary Plat (Section 4)
- Meet with City Staff and Planner to discuss proposal
- Application filed concurrently with submission requirements as set forth below
- Application filed concurrently with application fee and escrow

REQUIRED DOCUMENTS

- Development Permit Application
- Deposit Agreement
- The preliminary plat application must consist of maps and accompanying documents:
 - Two (2) large scale copies (one (1) inches equal one hundred (100) feet or less)
 - One (1) reduced scale copy (11x17 or smaller) of detailed graphic materials
 - Electronic Copy (Submitted by disc, USB Flash drive or emailed to pbauman@delano.mn.us)

Additional documents may be required:

- Additional large-scale and electronic copies shall be provided for each of the following, if applicable:
 - Project is adjacent to a county road or county state aid highway (1 copy)
 - Project is adjacent to a state highway (2 copies)
 - Project lies within a Shoreland or Floodplain Overlay District (1 copy)

Submitted documents must include the following:

- Certificate of Insurance ^A
- Resource Inventory ^B
- Preliminary Plat ^C
- Preliminary Grading, Drainage and Erosion Control Plan ^D
- Preliminary Utility Plan ^E
- Additional Information ^G

A. Certificate of Survey prepared by a licensed land surveyor identifying the following:

1. Scale (engineering only) at one (1) inch equals one hundred feet or less.
2. North arrow indication.
3. Existing parcel boundaries to be platted with dimensions and area.
4. Existing legal description.
5. Easements of record.
6. Delineated wetland boundary, to include the ordinary high water level (OHWL) of any lakes or Department of Natural Resources (DNR) waters. Floodplain as shown on Federal Emergency Management Agency (FEMA) FIRM map.
7. All encroachments.
8. Existing buildings structures and improvements within the parcel to be platted and those three hundred fifty (350) feet outside the boundaries of the subject parcel.

9. Location, widths and names of all public streets, right-of-way or railroad right-of-ways showing type, width and condition of improvements, if any, which pass through and/or are within three hundred fifty (350) feet.
10. The outside boundary of the subject property is to be clearly marked with survey monuments.

B. Resource Inventory.

1. Topographic contours at two (2) foot intervals showing rock outcrops slopes of more than fifteen (15) percent.
2. Soil type locations and identification of soil type characteristics such as hydric soils, agricultural capability, depth to bedrock, depth of water table and suitability for wastewater disposal systems, if applicable (Wright County Soil Survey information).
3. Hydrologic characteristics, including surface water courses, floodplains, delineated wetlands, natural swales, and drainage ways. Ordinary high-water level and 100-year storm elevations of adjoining water courses, lakes and wetlands, streams, etc. at the date of the survey and approximate high and low water elevations. An applicant that is proposing any new development will be required to submit a Minnesota Routine Assessment Method for Evaluating Wetland Functions (MNRAM) form filled out for each wetland if located on the subject property. This MNRAM form will need to be filled out by a consultant trained in wetland science.
4. Tree inventory identifying vegetation of the site, according to general cover type (pasture, woodland, etc) defining boundaries of significant tree stands and individual significant trees as defined by Section 1-12 of this Ordinance. Vegetative types shall be classified as generally deciduous, coniferous or mixed and described by plant community, relative age and condition.
5. Neighborhood Context. General outlines of existing buildings, land use, and natural features such as waterbodies or wooded areas, roads, driveways, and property boundaries within three hundred fifty (350) feet of the tract. This information may be presented on an aerial photograph at a scale of no less than one (1) inch to two hundred (200) feet.

C. Preliminary Plat.

1. The proposed name of the plat which name shall not duplicate the name any plat theretofore recorded in the County.
2. Date of application, name, address, phone number and applicable license of registration number of the owner, developer, agent, applicant, engineer surveyor, planner, attorney or other principle involved in the development of the plat.
3. Proof that the application is qualified pursuant to Section 1-12.
4. Existing Comprehensive Plan guiding and zoning designation within or abutting the proposed plat. Any zoning changes needed, or reference to any zoning or similar land use actions that are pertinent to the proposed development.
5. Total acreage of the land to be subdivided and total upland area.
6. Boundary line survey and legal description.
7. North arrow and graphic engineering scale of one (1) inch equals one hundred (100) feet.
8. Existing covenants, liens or encumbrances.
9. Proposed lot lines, dimensions and the gross and buildable acreage of all lots. When lots are located on a curve in a road or cul-de-sac, the lot width at the building setback line shall be shown. Proposed lot and block numbers.
10. Building pad, minimum building setbacks shown on each lot indicating dimensions of the setbacks. Location and width of buffer yards where the subdivision adjoins a collector or arterials street.
11. Layout of streets, showing right-of-way width, centerline street grades and approximate radii of all curbs, proposed contours within the entire plat, and names of streets. The name of any street heretofore used in the City or its environs shall not be used, unless the proposed street is an

extension of an already named street, in which event the name shall be used. Street names shall follow City policy and be approved by the City Street Superintendent.

12. Access, right-of-way widths, driveways and street classifications shall be consistent with the Delano Comprehensive Plan.
13. Parks, trails or other areas intended for public use or common ownership.
14. Any additional information as requested by the Zoning Administrator.
15. Dates of plan preparation and revision dates.

D. Preliminary Grading, Drainage and Erosion Control 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 by a licensed engineer, depicting the following information:

1. Scale (engineering only) one (1) inch equals one hundred (100) feet or less.
2. North point indication.
3. Location of natural features including, but not limited to, tree lines, delineated wetlands, water courses, ponds, lakes, streams, drainage channels, ordinary high water level (OHWL) and 100 year storm elevations, bluffs, steep slopes, slope in excess of fifteen (15) percent, etc.
4. The delineation of all wetlands in accordance with criteria established by the Wetlands Conservation Act 1991, as may be amended, the Army Corps of Engineers, and/or Minnesota Department of Natural Resources.
5. Wetland mitigation plan consistent with the criteria established by the Wetland Conservation Act 1991, as may be amended.
6. Existing contours at two (2) foot intervals shown as dashed lines for the subject property and extending one hundred (100) feet beyond the outside boundary of the proposed plat.
7. Proposed grade elevations at two (2) foot intervals shown as solid lines.
8. Proposed plan for surface water management, ponding, drainage and flood control consistent with the recommendations and standards of the Delano Storm Water Management Plan.
9. Provision for groundwater management including subsurface drains, disposals, ponding and flood controls.
10. Locations of all existing storm sewer facilities including pipes, manholes, catch basins, ponds, swales and drainage channels within one hundred (100) feet of the subject property. Existing pipe grades, rim and invert elevations and normal high water elevations must be included.
11. If the subject property is within or adjacent to a 100 year floodplain, flood elevation and locations must be shown. Proposed fill, levees, channel modifications, and other methods to overcome flood or erosion hazard areas in accordance with the Delano Floodplain Ordinance and by use of the 100 year flood profile and other supporting technical data in the Flood Insurance Study.
12. Spot elevations at drainage break points and directional arrows indicating site, swale and lot drainage.
13. Lot and block numbers, building style, building pad location and elevations at the lowest floor and garage slab for each lot.
14. Locations, grades, rim and invert elevations of all proposed storm water facilities, including ponds, proposed to serve the subject property.
15. Phasing of grading.
16. The location and purpose of all oversize, non-typical easements.
17. All soil erosion and sediment control measures to be incorporated during and after construction must be shown. Locations and standard detail plates for each measure shall be in accordance with City standards and included on the plan.
18. All re-vegetation measures proposed for the subject property must be included on the plan, including seed and mulch types and application rates.

19. Drainage plan, including the configuration of drainage areas and stormwater calculations for two (2) year, ten (10) year, and one hundred (100) year storm events.
20. Layout of proposed streets showing centerline gradients, section widths, and typical cross sections.
21. Date of plan preparation and dates of all revisions.
22. For subdivisions which shall disturb five (5) or more acres of land, the subdivider shall submit a Notice of Intent (NOI) to the Minnesota Pollution Control Agency (MPCA) for a storm water program permit.

E. Preliminary Utility Plan. The developer shall submit a preliminary utility plan utilizing a copy of the current certificate of survey as a base for the site in question, prepared by a licensed engineer, depicting the following information:

1. Scale (engineering only) one (1) inch equals one hundred (100) feet or less.
2. The location, dimensions and purpose of all easements of record.
3. Location and size of existing sanitary sewers, storm sewers, water mains, culverts or other underground facilities within the subject property and to a distance of one hundred (100) feet beyond the outside boundary of the proposed plat. Data such as grades, invert elevations, and location of catch basins, manholes and hydrants shall also be known.
4. Locations and routing of proposed sanitary sewer lines, stormwater lines, and water mains. Identification of gravity, force main, and alternative lines.
5. Water mains shall be provided to serve the subdivision by extension of an existing community system. Service connections shall be stubbed ten (10) feet into each lot and all necessary fire hydrants shall also be provided. Extensions of the public water supply systems shall be designed so as to provide public water in accordance with the standards of the city.
6. Sanitary sewer trunk, laterals and service connections shall be illustrated in accordance with the standards of the City with regard to location, size, and service type, subject to final review and approval by City Council.
7. The location of hydrants and valves for proposed water mains.
8. All other utilities shall be located and designed in accordance with the requirements of the City Engineer.
9. Submit storm sewer design flow calculations with the utility plans.
10. Date of plan preparation and dates of all revisions.

F. Determination of Requirement for Environmental Review Documents. The Zoning Administrator may review the preliminary plat and may determine if an Environmental Assessment Workshop (EAW), Environmental Impact Statement (EIS) or Alternative Urban Area-Wide Review (AUAR) is required pursuant to Minnesota Rules. If such documents are required, the Zoning Administrator may notify the developer of the requirement.

G. Additional Information Required

1. Evaluation by the applicant that the subdivision would not be determined to be premature pursuant to the criteria outlined by the Comprehensive Plan and Subdivision Ordinance.
2. Phasing Plan. All preliminary plats shall include a phasing plan that includes:
 - a. A phasing plan identifying the sequence of development and approximate area, number of lots in each phase, total area and buildable area per phase, serially numbered with a description of each phase. Information shall be provided regarding the number of dwelling units, proposed improvements, and common facilities for each. Each phase of a preliminary plat shall be consistent with growth management criteria of the City.
 - b. Any trails/sidewalks within the approved phase of the preliminary plat shall be constructed along with streets and utilities and shall be clearly marked on a site map which shall be an attachment to all sales agreement for individual lots.

- c. Site grading shall be coordinated with the phasing plan to avoid premature disruption of land or long term storage of excess materials.
 - d. Each phase of developer improvements as specified in the final plat and development agreement shall be completed prior to initiating any subsequent phase. Developer improvements shall be limited to those specifically illustrated and or enumerated in the final plat and development agreement.
3. Documents outlining the content of proposed conservation easements, restrictive covenants, deed restrictions, and establishment of homeowners associations for review. Where the plat is intended to include common open spaces, these documents shall address ownership and long term maintenance of these open spaces areas.
4. Information or easements showing how public and/or private utilities, drainage and roads can be extended to serve adjacent property.
5. Landscape and screening plans showing landscape plantings for street boulevards, subdivision entrances, and buffer yards, and specifying plant locations, varieties, sizes, ownership, maintenance responsibilities and monument signs.
6. Traffic study for the subdivision including pre and post development information regarding traffic generation, traffic distribution, capacity of existing streets, and level of service (LOS) on existing streets.
7. Examples of Housing Product. Illustration of building footprint, floor plans, and building elevations proposed with the subdivision.
8. Other information deemed necessary for a complete application.