

**CITY OF SAUK CENTRE
PRELIMINARY PLAT CHECKLIST**

This checklist must be completed by the Applicant and submitted along with the 'Application for Subdivision Review'. The following items should be included as part of the Preliminary Plat. If any of the following items are not included please provide written reason for the omission. Please contact the Planning & Zoning Office with questions.

- _____ Completed 'Application for Subdivision Review' form
- _____ \$300.00 Fee paid (2006 fee schedule)
- _____ 8 full size copies and 2 reproducible 11"x 17" copy of the proposed Subdivision
- _____ 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

Review of Required Preliminary Plat Data:

1. Identification and Description

- _____ Proposed Name of Subdivision
- _____ Date and North Point
- _____ Scale of Plat (not less 1"=200")
- _____ Indication of existing or proposed covenants, liens or encumbrances
- _____ Location Map showing location within city limits
- _____ 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:

- _____ A vicinity map at least 4"x 4" in size on the full size plans, showing the relationship of the proposed subdivision to adjacent properties, roads, right-of-ways, and other property and subdivision within 350' of the proposed subdivision and the relation of the plat to the surrounding zoning districts
- _____ Boundary Lines
- _____ Current zoning of land within subdivision
- _____ Existing Monuments
- _____ The approximate boundaries of all areas subject to inundation or storm water overflow, and the location, width and direction of flow of all watercourses
- _____ The approximate location of tree cover and general identification thereof

- _____ The location and, where ascertainable, sizes of all existing structures, wells, overhead and underground utilities, railroad lines, municipal boundaries, section lines, township lines, and other important features existing upon, over or under the land proposed to be subdivided
- _____ The location of soil test holes, together with data regarding soil bearing qualities, etc., attesting to the suitability of soils for the specific uses proposed in the subdivision
- _____ Contours, existing and proposed, at 2' intervals for a zero to 5% slope; 5' intervals for slopes exceeding 5% up to 30%; 10' intervals for slopes in excess of 30%; and spot elevations to determine the general slope of the land, and high and low points thereof
- _____ Areas in the plat which have been designated as shoreland, wetlands, and/or floodplains by the DNR, including the high water mark of all wetlands
- _____ A delineation of hydric soils within the subdivision. Acreage calculation for buildable land for lots (non-hydric land, non floodplain land, and area above the OHWL) of lakes, rivers and wetlands, determined using one of the following methods:
 - a. field delineation of the hydric soils by a Registered Soil Scientist
 - b. Non-hydric soils as shown on the Stearns County GIS system and by a Stearns County Wetland Specialist
 - c. Land outside the 100 yr floodplain areas, as approved by the Watershed District, using 2' contour surveys of relevant areas

3. Proposed Conditions:

- _____ Boundaries, layout, dimensions and acreage of proposed lots and blocks with numbers and letters proposed to be assigned each lot and block
- _____ Total number of proposed lots and their sizes in sq. ft.
- _____ Name, layout, location, centerline grades and right-of-way widths of existing and proposed streets, highways, alleys, easements, sidewalks and pedestrian ways within and adjacent to the proposed subdivision
- _____ Where the developer owns property adjacent to that which is being proposed for subdivision, a sketch plan of the remainder of the property so as to show the possible relations between the proposed subdivision and the future subdivision
- _____ Locations, dimensions and purpose of existing and proposed utilities and utility easements
- _____ Location and dimensions of existing public sewer and water systems
- _____ The location of any of the forgoing improvements which may be required to be constructed beyond the boundaries of the subdivision
- _____ Minimum front, side and rear yard setbacks on each lot. When lots are on a curve, the width of the lot at the building setback line shall be shown
- _____ The location, size and proposed improvements for proposed parks, playgrounds and public open spaces; churches or school sites or other special used of land to be considered for dedication to public

- _____ Preliminary utility plan including the proposed sizes and location of water, sanitary sewer, and storm water
- _____ Existing and proposed storm water drainage system including drainage easements; the approximate boundaries of all areas subject to inundation of storm water overflow, and the location, width, and direction of flow of all watercourses; and provision for surface water disposal, ponding, drainage, and flood control
- _____ Preliminary grading, drainage and soil erosion/sediment control plan including proposed temporary and permanent erosion control measures
- _____ Landscape Plan
- _____ Proposed building elevation on each lot

4. Other

- _____ Subdivisions require 10% of the total gross subdivision area or a cash deposit for 10% of the estimated market value (assumed after platting) to be dedicated for a park sinking fund. The Park Board will recommend whether cash or land dedication will be designated
- _____ Subdivisions located within 1000 feet of Sauk Lake or within the Sauk Lake Watershed District need approval by the Minnesota Department of Natural Resources and Watershed Board
- _____ Subdivisions containing or abutting a U.S. or State Highway need approval by the Minnesota Department of Transportation
- _____ Subdivision containing or abutting a County State Aid Highway need approval by the Stearns County Highway Department
- _____ All Subdivisions need approval from the Stearns County Environmental Services Office to identify wetlands, etc.
- _____ All or any variance, rezoning or conditional use should be sought at the time of preliminary plat submittal
- _____ All subdivisions of greater than 5 acres require a storm water permit from the Minnesota Pollution Control Agency
- _____ Permits for sanitary sewer must be obtained from the Minnesota Pollution Control Agency
- _____ Permits for sanitary water must be obtained from the Department of Health

5. Planned Unit Development Required Data: (along with all preliminary plat data above)

- _____ Overall maximum PUD density
- _____ Location of all land uses with type and intensities of development
- _____ Public common and open space
- _____ Staging and time schedule for development
- _____ The names, addresses and phone numbers of all professional consultants who have contributed to the PUD including attorney, land planner, surveyor etc.
- _____ Evidence that the applicant has sufficient control over the PUD, including a statement of all legal, beneficial, tenancy and contractual interests held in or affecting the subject property
- _____ A statement of the estimated total number of dwelling units proposed for the PUD and a tabulation of the proposed allocations of land use

expressed in acres and as a percent of the total project area, which shall include the following:

- Area devoted to residential use
- Area devoted to residential use by building type
- Area devoted to common open space
- Approximate area devoted to streets
- Approximate area devoted to, and number of off-street parking and loading spaces and related access
- Approximate area, and floor area, devoted to commercial, industrial, office or other use

_____ A statement describing the provision that is to be made for the care and maintenance of such open space or service facilities

_____ Specific allowed uses and performance standards for each PUD shall be delineated in an Ordinance and Development Plan. The PUD Development Plan shall identify all of the proposed land uses and those uses shall become permitted uses with the approval of the plan

_____ The density of development within a PUD shall be the same as would be allowed in the underlying zoning district under typical development standards. The density may be clustered based upon number of units per acre instead of lot dimensions

This document shall become a part of the permanent record relating to the subdivision. If application is deemed incomplete the City shall notify the applicant of said incomplete item(s) within 10 days of receiving the initial application.

FOR OFFICE USE ONLY

Fee: \$ _____

Paid: _____ Yes _____ No

Date App. Submitted: _____

Review Dates:

Planner _____

Engineer _____

Commission _____

Date App. Complete: _____

Date Letter Sent re: Incomplete _____
(If applicable)