

CITY OF *Sunfish Lake* MINNESOTA
CONCEPT PLAN, PRELIMINARY PLAT, FINAL PLAT

A checklist of background information and submission requirements for the processing of plats is provided below. The intent of this form is to furnish a clear understanding and detailed indication of the materials and documentation necessary for the review of subdivision requests.

The City Staff will utilize the attached form as a checklist in review of the information which is submitted. If an item is not included, documentation should be provided as to why the information was not furnished.

General Requirements:

Review the following ordinances and documents with respect to land planning and development:

- Zoning Ordinance
- Subdivision Ordinance
- Comprehensive Plan

Meet with property City officials to discuss proposal.

File application for subdivision concurrent with submission requirements as set forth below with the City Planner.

CONCEPT PLAN CHECKLIST:	<u>Compliance</u>	
	Yes	No
Exhibits, analysis and plans which contain at least the following information:		
Plat Boundary		
North Arrow		
Scale		
Street Layout		
Designation of Land Use and Current or Proposed Zoning		
General Lot Locations and Layout		
Proposed Parks and Playgrounds (if applicable)		
General Topography		
100 Year Floodplain (if applicable)		
Lot Widths and Depths		
PRELIMINARY PLAT CHECKLIST:		
Application review fee paid.		
Five (5) large scale copies of preliminary plat and one reduced (8.5 x 11") scale copy. The preliminary plat shall contain the following information:		

General Requirements:	<u>Compliance</u>	
	Yes	No
Proposed name of subdivision. Names shall not duplicate or be alike in pronunciation to the name of any plat theretofore recorded plat in the County.		
Location of boundary lines in relation to a known section, quarter section, or quarter-quarter section line(s) comprising a legal description of property.		
Name, address, and phone number of the record owner(s), any agent having control of the land, the applicant, land surveyor, engineer, and designer of the plan.		
Graphic scale of one (1) inch to one hundred (100) feet, except as specifically approved by the Zoning Administrator.		
North point and key map of the area, showing well known geographical points for orientation within a one-half (1/2) mile radius.		
Date of preparation.		
Existing Conditions:		
Boundary lines to include bearings, distances, curve data, and total acreage of proposed plat, clearly indicated.		
Existing zoning classifications for land in and abutting the subdivision.		
Location, right-of-way width and names of existing or platted streets or other public ways, parks and other public lands, permanent buildings and structures, easements and section, corporate and school district lines within the plan, to a distance one hundred (100) feet beyond the plat.		
If applicable, location, size and elevations of existing sewers, water mains, culverts or other underground facilities within the preliminary plat area and to a distance of one hundred (100) feet beyond. Such data as top grades and locations for catch basins, manholes, elevations, invert elevations, hydrants and the street pavement width and type also shall be known.		
Boundary lines of adjoining unsubdivided or subdivided land, within one hundred (100) feet of the plat, identified by name and ownership, including all contiguous land owned or controlled by the applicant.		
Topographic data, including contours at vertical intervals of not more than one (1) foot (unless otherwise warranted) shown on a contour/topographic map. Water courses, marshes, wooded areas, rock outcrops, power transmission poles and lines, and other significant features also shall be shown. USGS datum shall be used for all topographic mapping.		
Subsurface conditions on tracts for subdivisions utilizing individual water and sewage disposal systems; location and results of tests to ascertain subsurface soil, rock and ground water conditions and availability; location and results of soil percolation tests.		
100 year flood elevations, the regulatory flood protection, and boundaries of floodway and flood fringe areas, if known, taking into consideration the Flood Insurance Study and Flood Insurance Rate Map.		

A statement certifying the environment condition of the site including the presence of any hazardous substance as defined in Minnesota Statutes 115B.02, Subd. 8. Such statement may be required to be based upon an environmental assessment of the site by an environmental engineering firm acceptable to the City.		
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Geotechnical data prepared by a qualified Soils Engineer showing surface and subsurface soils and ground water in sufficient detail to show the site to be suitable for the development proposed. This includes proof that no hydric soils exist on the subject site as per the 1991 Westland Conservation Act.	<u>Compliance</u> Yes No	
Proposed Design Features:		
Layout of proposed streets showing the right-of-way widths, centerline gradients, roadway widths, typical cross-sections, and proposed names of streets in conformance with City and County street identification policies. The name of any street heretofore used in the City or its environs shall not be used unless the proposed street is a logical extension of an already named street, in which event the same name shall be used.		
Locations and widths of proposed alleys and pedestrian ways.		
If applicable, locations and size of proposed sewer lines and water mains.		
If applicable, gradients of proposed streets, sewer lines and water mains, as requested.		
Location, dimension and purpose of all easements.		
Layout, numbers, lot areas and preliminary dimensions of lots and blocks, and outlots.		
Minimum front and side street building setback line.		
When lots are located on a curve, the width of the lot at the building setback line.		
Building pads intended for construction.		
Areas, other than streets, alleys, bikeways, pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.		
Water Supply: The location and sizing of proposed on-site water (well) systems.		
Water Supply: If applicable, the proposed location and sizing of public water system mains and service connections to be provided as part of initial construction or to be provided at a later date.		
Sewage Disposal: The location and size of proposed on-site waste disposal systems (primary and back up facilities).		
Sewage Disposal: If application, the proposed location and routing of public sewer mains and service connections proposed as part of initial construction or to be provided at a later date.		

Grading plan with minimum one (1) foot contours which shall include the proposed grading and drainage of the site, including provisions for surface after ponding and drainage. Also to be stipulated are the garage floor, first floor, and basement elevations of all structures.		
Proposed fill, levees, channel modifications, and other methods to overcome flood or erosion hazard areas in accordance with the Zoning Ordinance and by use of the 100 year flood profile and other supporting technical data in the Flood Insurance Study.		

Supplementary Information: Any or all of the supplementary information requirements set forth in this sub-section shall be submitted when deemed necessary by the City staff, consultants, advisory bodies and/or City Council to adequately address the application and site in question.	Compliance	
	Yes	No
Proposed protective covenants or private restrictions.		
An analysis prepared by a qualified person identifying tree coverage in the proposed subdivision in terms of type, size, weakness, maturity, potential hazard, infestation, vigor, density and spacing. A vegetation preservation and protection plan that shows those trees proposed to be removed, those to remain, the types and locations of trees and other vegetation that are to be planted may also be required.		
Statement of the proposed use of lots stating type of buildings with number of proposed dwelling units or types of business or industry, so as to reveal the effect of the development on traffic, fire hazards, and congestion of population. The City may require the applicant to have formal traffic or other studies performed to the City's satisfaction which show the effect of the proposed development on traffic, fire hazards, congestion, or other matters of public concern.		
If any zoning changes are contemplated, the proposed zoning plan for the areas, including dimensions, shall be shown. Such proposed zoning plan shall be for information only and shall not vest any rights in the applicant.		
Where the applicant owns property adjacent to that which is being proposed for the subdivision, it shall be required that the applicant submit a sketch plan of the remainder of the property so as to show the possible relationships between the proposed subdivision and the future subdivision. In any event, all subdivisions shall be required to relate well with existing or potential adjacent subdivisions and land uses.		
Where structures are to be placed on large or excessively deep lots which are subject to potential replat, the preliminary plat shall indicate a logical way in which the lots could possibly be resubdivided in the future.		
A plan for soil erosion and sediment control both during construction and after development has been completed. The plan shall include gradients of waterways, design of velocity and erosion control measures, design of sediment control system. Such plans are to be in accordance with the technical standards and specifications of the Soil Conservation Service, as provided by the Wright County Soil and Water Conservation District office.		
An environmental assessment worksheet shall be submitted if the City, City consultants, Minnesota Environmental Quality Board or other groups or agencies determine that one is required by law.		

Applications, statements and supporting documentation and plans for rezoning, variances, conditional use permits or planned unit development approvals being sought for the subdivision.		
Such other applicable information as may be required by the City.		

FINAL PLAT CHECKLIST: The final plat, prepared for recording purposes, shall be prepared in accordance with provisions of MN Statutes and Dakota County regulations, and such final plat or accompanying submittal shall contain the following information:	<u>Compliance</u>	
	Yes	No
Name of the subdivision, which shall not duplicate or too closely approximate the name of any existing plat theretofore recorded in the County and which shall be subject to City Council approval.		
Location by section, township, range, county, and state, and including descriptive boundaries of the subdivision, based on an accurate traverse, giving angular and linear dimensions.		
The location of monuments shall be shown and described on the final plat. Locations of such monuments shall be shown in reference to existing official monuments on the nearest established street lines, including true angles and distances to such reference points or monuments. The applicant shall provide coordinating data on all subdivision monumentation in a format approved by the City Engineer.		
Location of lots, outlots, streets, public highways, alleys, and parks and other features, with accurate dimensions in feet and decimals of feet, with the length of radii and/or arcs of all curves, and with all other information necessary to reproduce the plat on the ground shall be known. Dimensions shall be shown from all angel points of curve to lot lines.		
Lots shall be numbered clearly, blocks are to be numbered, with numbers shown clearly in the center of the block.		
A drawing or listing of total square footage per lot, acreage per block and total acres in the plat.		
The exact locations, widths and names of all streets to be dedicated.		
Street addresses of all proposed lots in the subdivision as approved by the City Administrator.		
Location, purpose and width of all easements to be dedicated.		
Name, address and phone number of surveyor making the plat.		
Scale of the plat to be one inch to one hundred feet (1" = 100' - the scale to be shown graphically on a bar scale), date and north arrow.		
A current abstract of title or a registered property certificate along with any unrecorded documents to be certified by the City Attorney.		
Deed restrictions and protective covenants which involve a matter of public concern.		
Statement dedicating all easements as follows: Easements for installation and maintenance of utilities and drainage facilities are reserved over, under and along the designated areas marked ■drainage and utility easements•.		

Statement dedicating all streets, alleys, and other public areas not previously dedicated as follows: Streets, alleys and other public areas shown on this plat and not heretofore dedicated to public use hereby so dedicated.		
A development plan in accordance with FHA standards, including but not limited to, building area and spot elevations, storm drainage and storm sewer by area, house pad area and locations, and the like.		

An analysis prepared by a qualified person identifying tree coverage in the proposed subdivision in terms of type, size, weakness, maturity, potential hazard, infestation, vigor, density and spacing. A vegetation preservation and protection plan that shows those trees proposed to be removed, those to remain, the types and locations of trees and other vegetation that are to be planted may also be required.	<u>Compliance</u> Yes No	
Other Data: Such other information that may be required by the City.		
Certification by registered surveyor in the form required by Section 505.03, Minnesota Statutes, as amended.		
Execution of all owners or any interest in the land and holders of a mortgage thereon of the certificates required by Section 505.03, Minnesota Statutes, as amended, and which certificate shall include a dedication of the utility easements and other public areas in such form as approved by the City Council.		
<p>Space for certificates of approval and review to be filled in by the signatures of the Mayor and City Clerk in the form:</p> <p>For Approval of the City:</p> <p>This plat (name of plat) was approved and accepted by the City of Sunfish Lake, Minnesota, at a regular meeting thereof held this ____ day of _____, A.D. 20____.</p> <p>CITY COUNCIL OF SUNFISH LAKE, MINNESOTA</p> <p>By: _____, Mayor</p> <p>ATTEST: _____, City Clerk</p>		

Note: 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 rejection of the application or denial of the request.