



PRELIMINARY/FINAL PLAT APPLICATION CHECKLIST

*Applications will be scheduled for consideration by the Planning Commission and/or City Council only after all required materials have been submitted. Application submittal deadlines are available on the City's website or by contacting the Community Development Manager.
Late or incomplete applications will not be accepted.*

Office Use Only:

Case #: _____

Applicant: _____

Address: _____

APPLICATION REQUIREMENTS:

The following materials must be submitted for the application to be considered complete:

- ☐ Completed Planning Application, with signatures from the Applicant and/or Property Owner, if different from the Applicant. The application must also include the attached "Statement Explaining Escrow Fee Payment" form, to be signed by the Applicant.

- ☐ Fee (including escrow) as noted in the attached Fee Schedule with Planning Application. Checks made payable to **City of Mendota Heights**.

NOTE: Planning Application fees and escrow fees do not cover building permit fees, utilities, or other fees which may be required after application approval or to complete the proposed project.

- ☐ Letter of Intent. The Applicant's letter must include a detailed narrative describing the properties to be platted, and what the expected outcome or benefits an approved plat will provide to the community.
- ☐ One (1) electronic copy via email, flash-drive or similar, plus two (2) full-sized hard copy sets with measurable scale of all required plans.
- ☐ Electronic and hard copies of all the required materials must be submitted according to the Planning Application submittal schedule.

DATA & INFORMATION REQUIRED FOR PRELIMINARY AND FINAL PLATS

A. Preliminary Plat: The applicant, owner or subdivider shall prepare and submit a preliminary plat, together with any necessary supplementary information setting forth:

1. Contents: The preliminary plat shall contain the following information:
 - a. Proposed name of subdivision; names shall not duplicate or too closely resemble names of existing subdivisions.
 - b. Location of boundary lines in relation to a known section, quarter section or quarter-quarter section lines comprising a legal description of the property.
 - c. Names and addresses of the developer and the designer making the plat.
 - d. Scale of plat, not less than one inch to one hundred feet (1"= 100').

e. Date and north point.

2. Existing Conditions:

- a. Boundary line of proposed subdivision, clearly indicated and to a close degree of accuracy.
- b. Existing zoning classifications for land within and abutting the subdivision.
- c. A general statement on the approximate acreage and dimensions of the lots.
- d. 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 and corporate lines within the plan and to a distance one hundred fifty feet (150') beyond.
- e. Boundary lines of adjoining un-subdivided or subdivided land, within one hundred fifty feet (150'), identified by name and ownership, including all contiguous land owned or controlled by the subdivider.
- f. Topographic data, including contours at vertical intervals of not more than two feet (2'), including existing slopes over thirty-three percent (33%) in grade; watercourses, marshes, rock outcrops, power transmission poles and lines, and other significant features.
- g. An accurate soil survey of the subdivision prepared by a qualified person.
- h. A survey prepared by a qualified person identifying tree coverage in the proposed subdivision in terms of type and size.

3. Proposed Design Features:

- a. Layout of proposed streets showing the right of way widths, centerline gradients, typical cross sections, and proposed names of streets. The name of any street heretofore used in the county 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. Street names shall conform to the master street name and numbering system as adopted.
- b. Locations and widths of proposed alleys and pedestrian-ways.
- c. Layout, numbers and preliminary dimensions of lots and blocks.
- d. Minimum front and side street building setback lines.
- e. When lots are located on a curve, the width of the lot at the building setback line.
- f. Areas, other than streets, alleys, pedestrian-ways and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.
- g. Size of individual lot areas noted in square footage.

4. Other Information:

- a. Statement of the proposed use of lots stating type of residential buildings with number of proposed dwelling units and type of business or industry, so as to reveal the effect of the development on traffic, fire hazards, and congestion of population.
- b. Provision for surface water disposal, drainage, and flood control.
- c. If any zoning changes are contemplated, the proposed zoning plan for the areas.
- d. Where the subdivider owns property adjacent to that which is being proposed for the subdivision, the planning commission shall require that the subdivider 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 shown to relate well with existing or potential adjacent subdivisions.
- e. Where structures are to be placed on large lots (over 30,000 square feet), the preliminary plat shall indicate placement of structures so that lots may be further subdivided.
- f. Potential resubdivision and use of excessively deep (over 200 feet) lots and indication of placement of structures so that lots may be further subdivided.
- g. 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, and landscaping of the erosion and sediment control system.
- h. 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.
- i. Such other information as may be requested by the engineer, surveyor or planning commission.

B. Final Plat:

- 1. Information Required: The owner or subdivider shall submit a final plat together with any necessary supplementary information.
- 2. Contents: The final plat, prepared for recording purposes, shall be prepared in accordance with provisions of Minnesota statutes and Dakota County regulations, and such final plat shall contain the following information:
 - a. Name of the subdivision, which shall not duplicate or too closely approximate the name of any existing subdivision.
 - b. 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 which must mathematically close. The mathematical closure tolerance of the plat boundary, blocks, lots, and outlots shall not exceed two-hundredths ($\frac{2}{100}$) of a foot.

- c. The location of monuments and a description thereof. 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. Permanent markers shall be placed at each corner of every block or portion of a block, points of curvature and points of tangency on street lines, and at each angle point on the boundary of the subdivision. A permanent marker shall be deemed to be a steel rod or pipe, one-half inch ($\frac{1}{2}$ ") or larger in diameter. The license number of the land surveyor that certifies the plat shall be affixed to all set plat monuments. In situations where conditions prohibit the placing of markers in the locations prescribed above, offset markers will be permitted. The exact location of all markers shall be shown on the final plat, together with accurate interior angles, bearings and distances.
 - d. Location of lots, streets, public highways, alleys, 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. Dimensions shall be shown from all angle points of curve to lot lines.
 - e. Lots shall be numbered clearly. Blocks are to be numbered, with numbers shown clearly in the center of the block.
 - f. The exact locations, widths, and names of all streets to be dedicated.
 - g. Location and width of all easements to be dedicated.
 - h. Scale of plat (the scale to be shown graphically and in feet per inch) and north point.
 - i. Drainage and utility easements.
 - j. Streets, alleys and other public areas not previously dedicated.
 - k. Include a map showing the location of the property being platted with sufficient information to locate the property within a section. Orient the vicinity map to match the north orientation of the plat.
3. Additional Plats: All subdividers shall submit two (2) reproducible copies of the final plat showing clearly lot configuration, actual dimensions and exact lot size in square footage, as certified by a registered land surveyor.
4. Certificates: The following shall be required:
- a. Notarized certification by owner and by any mortgage holder of record of the adoption of the plat and the dedication of drainage and utility easements, streets and other public areas for public use.
 - b. Notarized certification by a registered land surveyor to the effect that the plat represents a survey made by him and that monuments and markers shown therein exist as located and that all dimensional and geodetic details are correct.
 - c. Certification showing that all taxes and special assessments due on the property have been paid in full.
 - d. Space for certificates of approval and review to be filled in by the signatures of the mayor and city clerk. The form of approval of the city council is as follows:

CITY COUNCIL, MENDOTA HEIGHTS, MINNESOTA

This plat was approved by the City Council of Mendota Heights, Minnesota, this _____ day of _____, 20____, and hereby certifies compliance with all requirements as set forth in Minnesota Statutes, Section 505.03, Subd. 2.

By: _____, Mayor

By: _____, City Clerk