

Preliminary Plat Application

Applicant(s):

Name(s) _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

Cell # _____ Other # _____

Email _____

Property Owner(s)/Fee Owner(s), if different from above:

Name(s) _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

Email _____

Parcel Information:

Property ID#(s): _____ Parcel Size: _____

Complete Legal Description (not abbreviated description from tax statement): _____

Present Zoning: _____

Proposed Name of Subdivision: _____

Proposed Zoning: _____ Proposed # of Lots: _____

Primary Contact:

East Grand Forks
Planning Department

600 Demers Avenue
East Grand Forks, MN 56721
218.773.0124

Application Fee & Financial Guarantee Deposit:

Fee	Receipt #	Financial Guarantee	Receipt #
\$175 plus \$10 per lot \$400 Maximum (40 lots)			

I hereby authorize East Grand Forks Planning Staff to enter upon property subject to this application to gather information pertinent to this request.

Signature(s) of Applicant(s): _____ Date: _____

_____ Date: _____

Signature(s) of Owner(s): _____ Date: _____

_____ Date: _____

APPLICATION INFORMATION:

I. Application Quantities and Submittal Formats:

- _____ 1. Fifteen (15) **folded** paper copies of the preliminary plat and supporting graphic materials that are larger than 11" x 17" in size. Additional copies may be requested as deemed necessary by the Planning Department
 - _____ a. One (1) reproducible copy reduced to 11" x 17" of the above.
 - _____ b. One (1) reproducible copy reduced to 8.5" x 11" of the above.
- _____ 2. One (1) reproducible copy at 8.5" x 11" of all other supporting documents.
- _____ 3. One (1) copy of the preliminary plat and all related engineering plans in a digital format (**DWG file in North Dakota State Plane [North] coordinates**) compatible with City requirements.

II. Complete Application Submittal Requirements:

Complete applications shall consist of the following information, unless waived by the Planning Department. Information shall be provided in graphic and/or written formats as appropriate. Additional information or modifications may be required by Planning Staff, Planning Commission, or City Council, and additional information may be requested during the review process.

A. General Information

- _____ 1. The proposed name of the plat.
- _____ 2. Date of application, name, address, and phone number of the owner, agent, applicant, engineer, surveyor, planner, attorney or other principle involved in the development of the plat.
- _____ 3. Proof of ownership or legal interest in the property in order to make application.
- _____ 4. Existing zoning or any zoning changes needed, or reference to any zoning or similar land use actions that have already occurred that are pertinent to the proposed development.
- _____ 5. Total acreage of the land to be subdivided.
- _____ 6. Boundary line survey and legal description. Identify any property within the subdivision that is registered (torrens).
- _____ 7. North arrow and scale of one to two hundred (1/200) to one to fifty (1/50) depending upon the size of the plat and the detail of the information to be shown.

- ___ 8. Existing covenants, liens, or encumbrances on all property within the plat.
- ___ 9. Proposed street names.
- ___ 10. Application fee, and financial guarantee (if applicable).
- ___ 11. Documentation that describes the subdivision's potential effects or impacts on public facilities, utilities, and services, including, but not limited to:
 - (1) Streets.
 - (2) Law enforcement.
 - (3) Ambulance/emergency services.
 - (4) Fire protection.
 - (5) City Administration.
 - (6) Schools.
 - (7) Utilities.
- ___ 12. Any additional information as requested by the Planning Department.

B. Existing Features to Be Shown

- ___ 1. Existing property lines and property lines extending two hundred (200) feet from the exterior boundaries of the parcel to be subdivided, including the names of the adjacent property owners shall be indicated.
- ___ 2. Existing roads, both public and private, showing width of road, type of construction, and any associated easements.
- ___ 3. Any and all existing public and private easements with purpose of easement and types and location of any facility or installation that is located in the easement.
- ___ 4. Location, size, capacity of all existing and abandoned drainage, storm water, and agricultural tiles; individual sewage treatment systems, wells, and utilities, including poles located on the property and to a distance of two hundred (200) feet beyond the property.
- ___ 5. Permanent buildings or other substantial land uses located on the property and to a distance of two hundred (200) feet beyond the property.
- ___ 6. Topography at two (2) foot intervals, extending at least one hundred (100) feet beyond the limits of the property.
- ___ 7. Waterways, watercourses, lakes, and wetlands with ordinary high water level and one hundred (100) year flood elevations shown on the map.

___ 8. The toe and top of any bluffs present.

C. Proposed Features to Be Shown

___ 1. Proposed lot lines, and dimensions.

___ 2. Proposed uses, including parks, storm water retention areas, and areas of common ownership.

___ 3. Location, grade, and width of proposed streets, pedestrian ways, bicycle paths, trails, walking paths and provision for extending streets to serve adjacent areas. Access and street classifications shall be consistent with the Grand Forks-East Grand Forks Transportation Plan.

___ 4. Plans for the installation of electricity, street lights, telephone, gas, and drainage and storm water facilities.

___ 5. Location of proposed structures and driveways.

___ 6. A report, prepared by a Minnesota Pollution Control Agency (MPCA) licensed designer, on the feasibility of individual sewage treatment systems (ISTS) and water systems on each lot. The report shall follow the rules of Minnesota Rules Chapter 7080, as may be amended, and include soil boring analysis and percolation tests to verify report conclusions. The method outlined for protecting the alternate individual sewage treatment system site for future use.

___ 7. The minimum setback requirements with resulting building envelope.

D. Grading Plans.

___ 1. Project Description - narrative describing existing site conditions and the nature and extent of the land disturbing activity.

___ 2. Adjacent Areas - narrative describing how neighboring properties will be affected by the proposed project.

___ 3. Existing Contours - show existing 2-foot contours and spot elevations (at least 100 ft beyond property boundaries).

___ 4. Critical Erosion Areas - show areas with potential for serious erosion problems.

___ 5. Elevation and Grade - existing street and ditch grades, pond, wetland, and floodplain normal water levels, ordinary high water levels, and high water levels.

- _____ 6. Proposed easements for drainage, slope protection, flood protection, and protection of wetlands and water bodies, including storm water retention areas and easements for the installation of utilities.
- _____ 7. Location of Utilities - location of existing utilities. Include all pipe sizes, materials and inverts.
- _____ 8. Proposed Project - show on the plans the site improvements proposed by the project.
- _____ 9. Disturbed Area - show limits of land disturbance. Include clearing, stockpile and exposed soil areas.
- _____ 10. Final Contours - proposed 2 foot contours showing how the site will be graded and showing the final contours into the existing contours. Show changes to drainage patterns and sub-basin areas. Show cut and fill slopes and areas.
- _____ 11. Show types, locations and quantities of temporary erosion and sediment control measures proposed.
- _____ 12. Storm Sewer Inlets - protection provided to prevent sediment-laden water from entering.
- _____ 13. Permanent Erosion Control - list grass seed, fertilizer and mulching specifications and rates. Include mulch anchoring methods and time requirements for permanent seeding within 15 days after substantial grading completion. Temporary mulch and seed must be used when grading completion is delayed.
- _____ 14. Rip Rap - place at all culvert out falls to minimize scour.
- _____ 15. Rock Construction Entrances - plan entrance locations to minimize tracking onto roads.
- _____ 16. Implementation Schedule - with starting and completion dates of each land disturbing activity.

F. Additional Information Required

- _____ 1. A build out plan (ghost plat), when applicable, depicting how the land within the subdivision may be further subdivided in the future.
- _____ 2. Documents outlining the content of proposed conservation easements, restrictive covenants, deed restrictions, and establishment of homeowners associations for review.
- _____ 3. Proposed title declarations for residential lots adjoining potential future development open spaces notifying the perspective homeowner of the intent to have the open space develop in the future.

- _____ 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.

III. Submittal Deadlines:

The Preliminary Plat Application shall be considered to be officially filed when the Planning Department has received and examined the application and has determined that the application is complete.

The person applying for preliminary plat approval shall submit to the Planning Department a complete application and all other information required no later than three (3) weeks prior to a regularly scheduled Planning Commission Meeting. The application shall address the informational requirements and issues identified through the sketch plan review procedure.