

SECTION 05-06 PLAT AND DATA REQUIREMENTS

05-06-01	Sketch Plan
05-06-02	Preliminary Plat
05-06-03	Final Plat
05-06-04	Certification Required

Section 05-06-01. Sketch Plan. The sketch plans shall contain, at a minimum, the following information:

- A. Plat boundary.
- B. North arrow.
- C. Scale.
- D. General location of proposed streets, easements, alleys, pedestrian ways, etc.
- E. Designation of land use and current and proposed zoning.
- F. Significant topographical or physical features.
- G. General lot locations and layout.
- H. Preliminary evaluation by the applicant that the subdivision is not classified as premature based upon criteria established in section 05-04-02 of this Ordinance.
- I. In cases of major, multi-phased subdivisions, applicable preliminary plat submission information as regulated by Section 05-06-02 of this Ordinance.

Section 05-06-02. Preliminary Plat. The applicant shall prepare and submit a preliminary plat, together with any necessary supplementary information. The preliminary plat shall contain the information set forth in the subsections which follow (Upon specific request, the City may exempt an applicant from the submission of data which is not considered relevant to the application.):

A. Preliminary Plat:

1. General Requirements:

- a. The proposed name of the subdivision; names shall not duplicate or be alike in pronunciation to the name of any plat theretofore recorded in the County.
- 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. The identification of any boundary or lot line discrepancies resulting from conflicting surveys.
- d. 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.

- e. Graphic scale of one (1) inch to one hundred (100) feet, except as specifically approved by the Zoning Official.
- f. North point and key map of the area, showing well-known geographical points for orientation within a one-half (1/2) mile radius.
- g. Date of preparation.

2. Existing Conditions:

- a. Boundary lines to include bearings, distances, and curve data clearly indicated.
- b. Existing zoning classifications for land in and abutting the proposed subdivision.
- c. Total area of the proposed plat.
- 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, corporate and school district lines within the plan, to a distance one hundred (100) feet beyond the plat.
- e. 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.
- f. A statement certifying the environmental condition of the site including the presence of any hazardous substance as defined in Minnesota Statutes 115B.02, Subd. 8., as may be amended. Such statement may be required to be based upon an environmental assessment of the site by an environmental engineering firm acceptable to the City.
- g. For plats where public sanitary sewer and water service are not to be utilized the applicant shall provide geotechnical data prepared by a qualified Soils Engineer, showing the location and results of tests to ascertain subsurface soil, rock and ground water conditions and availability, including soil percolation tests.

3. Proposed Design Features

- a. 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.

- b. Locations and widths of proposed alleys and pedestrian ways.
 - c. Location, dimension and purpose of all easements.
 - d. Layout, numbers, lot areas (gross and net buildable) and preliminary dimensions of lots and blocks, and outlots.
 - e. Minimum front and side street building setback line.
 - f. When lots are located on a curve, the width of the lot at the building setback line, as defined by the City Zoning Ordinance, as amended.
 - g. Building pads intended for construction.
 - h. Areas, other than streets and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.
4. Supplemental Information: Any or all of the supplemental information requirements set forth in this subsection shall be submitted when deemed necessary by City staff, consultants, advisory bodies and/or City Council to adequately address the application and site in question.
- a. Proposed protective covenants or private restrictions.
 - b. A tree 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.
 - c. Statement revealing the effect of the development on traffic, fire hazards, and congestion of population. The applicant may be required to have formal studies performed to the City's satisfaction which show the effect of the proposed development on traffic, fire hazards, or other matters of public concern.
 - d. 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.

- e. 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.
- f. 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 re-subdivided in the future.
- g. An environmental assessment worksheet (EAW) shall be submitted if the City Council, Minnesota Environmental Quality Board or other groups or agencies determine that one is required by law. Whenever a project that does not require an environmental assessment worksheet is suspected to have the potential for environmental effects, the State, County, or City may require the preparation of a discretionary environmental assessment worksheet in order to determine whether an environmental impact statement is needed.
- h. Applications, statements and supporting documentation and plans for rezoning, variances or conditional use permits approvals being sought for the subdivision.
- i. Where irregular shaped lots have been proposed, house plans shall be submitted which demonstrate such lots to be buildable and the resulting structure compatible in size and character to the surrounding area.
- j. Such other applicable information as may be required by the City.

B. Preliminary Grading Plan: The applicant shall submit a preliminary grading, drainage, and erosion control plan which must include the following information:

- 1. North arrow.
- 2. Graphic scale of one (1) inch to one hundred (100) feet, except as specifically approved by the Zoning Official.
- 3. Lot and block numbers.

4. Building pad locations, proposed building types and proposed elevations.
5. Topography in two (2) foot contour intervals with existing contours shown as dashed lines and proposed contours as solid lines. Existing topography shall extend one hundred fifty (150) feet outside of the tract.
6. Location, size and elevation of all existing natural features, including but not limited to, wooded areas, marshes, water courses, water bodies, areas of steep slope and other significant features.
7. Location of all existing storm drainage facilities including, but not limited to, pipes, manholes, catch basins, ponding areas, swales and drainage channels within one hundred fifty (150) feet of the parcel. Existing pipe grades, rim and invert elevations, and ordinary high water mark shall be shown. Also, spot elevations at drainage break points and direction arrows indicating site, swale and lot drainage.
8. The delineation of all wetlands in accordance with criteria established by the Army Corps of Engineers and/or Minnesota Department of Natural Resources. Such wetland delineations shall be performed by a registered land surveyor or engineer recognized as qualified by the Army Corps of Engineers and/or Minnesota Department of Natural Resources.
9. One hundred year floodplain elevations and the regulatory flood protection elevation taking into consideration the Flood Insurance Study and Flood Insurance Rate Map.
10. Location and elevations of all street high and low points.
11. All street design grades.
12. Phasing of grading.
13. The location of all oversize non-typical easements.
14. 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 measures, and landscaping of the erosion and sediment control system. Locations and standard detail plates for each measure must be included on the plan.
15. All re-vegetation measures proposed for the subdivision, including seed and mulch types and application rates must be included on the plan.

C. Preliminary Utility Plan:

1. Location, dimension, and purpose of all easements.
2. Location and size of existing sewers, water mains, culverts, or other underground facilities within and extending one hundred fifty (150) feet beyond the proposed subdivision boundary. Such data as grades, invert elevations, and location of catch basins, manholes, and hydrants shall also be shown.
3. Water Supply:
 - a. Water mains shall be provided to serve the subdivision by extension of an existing community system wherever feasible. Service connections shall be stubbed into the property line and all necessary fire hydrants shall also be provided. Extensions of the public water supply system shall be designed to provide service in accordance with design standards approved by the City Engineer.
 - b. In areas where public water service is unavailable or not proposed, individual wells shall be provided on each lot, properly placed in relationship to the individual sewage disposal facilities on the same and adjoining lots. Private water wells designs shall be installed in accordance with the Minnesota Well Code and be subject to the approval of the City Engineer.
4. Sewage Disposal, Public: Sanitary sewer mains and service connections shall be installed in accordance with the design standards of the City as approved by the City Engineer.
5. Sewage Disposal, Private: All on-site private septic systems shall be installed in accordance with all applicable Minnesota Pollution Control Agency and Minnesota Individual Sewage Treatment Systems Standards (Minnesota Rules, Chapter 7080), as may be amended.
6. Locations, grades, rim and invert elevations, and sizes of all sanitary sewer facilities to serve the proposed subdivision.
7. Location of all proposed hydrants and valves for all proposed water mains.

Section 05-06-03. Final Plat. The applicant shall submit a final plat together with any necessary supplementary information. The final plat, prepared for recording purposes, shall be prepared in accordance with provisions of State Statutes and Wright County regulations, and such final plat or accompanying submittals shall contain the following information:

- A. Name of the subdivision, which shall not duplicate or too closely approximate the name of any existing plat theretofore recorded in Wright County and which shall be subject to

City Council approval.

- 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.
- C. 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.
- D. Location of lots, outlots, streets, public highways, 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 shown. Dimensions shall be shown from all angle points of curve to lot lines.
- E. Lots and outlots shall be numbered clearly, blocks are to be numbered, with numbers shown clearly in the center of the block.
- F. A drawing or listing of total square footage per lot (gross and net buildable area), acreage per block and total acres in the plat.
- G. The exact locations, widths and names of all streets to be dedicated.
- H. Location, purpose and width of all easements to be dedicated.
- I. Name, registration, address and phone number of surveyor preparing the plat.
- J. Scale of the plat to be one (1) inch to one hundred (100) feet, to be shown graphically on a bar scale, date and north arrow.
- K. A current abstract of title or a registered property certificate along with any unrecorded documents to be certified by the City Attorney.
- L. Deed restrictions and protective covenants which involve a matter of public concern.
- M. 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."
- N. 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.
- O. Final grading, utility and development plans shall be prepared in accordance with current

Federal, State, County and City specifications.

P. Such other information that may be required by the City.

Section 05-06-04. Certification Required.

- A. Certification by registered surveyor in the form required by Section 505.03, Minnesota Statutes, as may be amended.
- B. Execution of all owners of any interest in the land and holders of a mortgage thereon of the certificates required by Section 505.03, Minnesota Statutes, as may be 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.
- C. Space for certificates of approval and review to be filled in by the signatures of the Mayor and City Clerk in the form:

For Approval of the City:

This plat of (name of plat) was approved and accepted by the City of Howard Lake, Wright County, Minnesota, at a regular meeting thereof held this _____ day of _____ A.D. (year) _____.

CITY COUNCIL OF HOWARD LAKE, MINNESOTA

BY: _____ Mayor

BY: _____ City Clerk