



## PRELIMINARY 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 City Planner. **Late or incomplete applications will not be put on the agenda.**

### **Office Use Only:**

Case #: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

### **APPLICATION REQUIREMENTS:**

- Electronic and hard copies of all the required materials must be submitted according to the current application submittal schedule.
- Submit 1 electronic copy and 2 hard copies (full-size/to-scale) of all required plans.

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

- Fee, as included in current Fee Schedule (check payable to City of Mendota Heights).  
*NOTE: Planning Application fees do not cover building permit fees, utilities, or other fees which may be required to complete the project.*
- Completed Application Form(s).
- Letter of Intent.
- Proposed name of subdivision; names shall not duplicate or too closely resemble names of existing subdivisions.
- Location of boundary lines in relation to a known section, quarter section of quarter-quarter section lines comprising a legal description of the property.
- Names and addresses of the developer and the designer making the plat.
- Scale of plat, not less than one (1) inch to one hundred (100) feet (1" = 100').
- Date and north-point.

**APPLICANT MUST CHECK ALL APPLICABLE ITEMS INCLUDED IN THE SUBMITTAL**

### **Existing Conditions:**

- Boundary Line of proposed subdivision, clearly indicated and to a close degree of accuracy.
- Existing zoning classifications for land within and abutting the subdivision.
- General statement on the approximate acreage and dimensions of the lots.
- 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 on hundred fifty (150) feet beyond.

- Boundary lines of adjoining unsubdivided or subdivided land, within one hundred fifty (150) feet, identified by name and ownership, including all contiguous land owned or controlled by the subdivider.
- Topographic data, including contours at vertical intervals of not more than two (2) feet. Existing slopes over thirty three percent (33%) in grade, watercourses, marshes, rock outcrops, power transmission lines, and other significant features shall also be shown.
- An accurate soil survey of the subdivision prepared by a qualified person.
- A survey prepared by a qualified person identifying tree coverage in the proposed subdivision in terms of type and size.

**Proposed Design Features:**

- 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.
- Locations and widths of proposed alleys and pedestrian ways.
- Layout, numbers and preliminary dimensions of lots and blocks.
- Minimum front and side street building setback lines.
- When lots are located on a curve, the width of the lot at the building setback line.
- 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.
- Size of individual lot areas noted in square footage.

**Other Information:**

- Statement of the proposed use of lots stating types of residential buildings with number or 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.
- Provision for surface water disposal, drainage, and flood control.
- If any zoning changes are contemplated, the proposed zoning plan for the areas.
- 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 adjacent subdivisions.
- 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.
- Potential re-subdivision and use of excessively deep (over 200 feet) lots shall be shown and the preliminary plat shall indicate placement of structures so that lots may be further subdivided.

- ❑ Plan for soil erosion and sediment control both during construction and after development. The plan shall include gradients of waterways, design of velocity and erosion control, measures, and landscaping of the erosion and sediment control system.
- ❑ 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.
- ❑ Such other information as may be requested by the Engineer, Surveyor, or Planning Commission.