

**CITY OF SAUK CENTRE  
PRELIMINARY PLAT CHECKLIST**

**This checklist must be completed by the Applicant and submitted along with the 'Application for Subdivision Review'. The following items should be included as part of the Preliminary Plat. If any of the following items are not included please provide written reason for the omission. Please contact the Planning & Zoning Office with questions.**

- \_\_\_\_\_ Completed 'Application for Subdivision Review' form
- \_\_\_\_\_ \$300.00 Fee paid
- \_\_\_\_\_ 10 full size copies and 1 reproducible 11"x 17" copy of the proposed Subdivision
- \_\_\_\_\_ Listing of all property owners within 350 feet of the proposed Subdivision
- \_\_\_\_\_ Required information and/or fees relative to any/all variances and rezoning request

Review of Required Preliminary Plat Data:

1. Identification and Description

- \_\_\_\_\_ Proposed Name of Subdivision
- \_\_\_\_\_ Date and North Point
- \_\_\_\_\_ Scale of Plat (not less 1"=200")
- \_\_\_\_\_ Indication of existing or proposed covenants, liens or encumbrances
- \_\_\_\_\_ Location Map showing location within city limits
- \_\_\_\_\_ Names, addresses and phone numbers of Applicant(s) and/or Property Owners and any others holding interests in said land
- \_\_\_\_\_ Name, address and license number of registered land surveyor
- \_\_\_\_\_ Legal Description of all land proposed for subdivision including total acreage of the proposed subdivision
- \_\_\_\_\_ Elevation benchmarks used for the topographic survey and datum on which they are used

2. Existing Conditions:

- \_\_\_\_\_ A vicinity map at least 4"x 4" in size on the full size plans, showing the relationship of the proposed subdivision to adjacent properties, roads, right-of-ways, and other property and subdivision within 350' of the proposed subdivision and the relation of the plat to the surrounding zoning districts
- \_\_\_\_\_ Boundary Lines
- \_\_\_\_\_ Current zoning of land within subdivision
- \_\_\_\_\_ Existing Monuments
- \_\_\_\_\_ The approximate boundaries of all areas subject to inundation or storm water overflow, and the location, width and direction of flow of all watercourses
- \_\_\_\_\_ The approximate location of tree cover and general identification

thereof

- \_\_\_\_\_ The location and, where ascertainable, sizes of all existing structures, wells, overhead and underground utilities, railroad lines, municipal boundaries, section lines, township lines, and other important features existing upon, over or under the land proposed to be subdivided
- \_\_\_\_\_ The location of soil test holes, together with data regarding soil bearing qualities, etc., attesting to the suitability of soils for the specific uses proposed in the subdivision
- \_\_\_\_\_ Contours, existing and proposed, at 2' intervals for a zero to 5% slope; 5' intervals for slopes exceeding 5% up to 30%; 10' intervals for slopes in excess of 30%; and spot elevations to determine the general slope of the land, and high and low points thereof
- \_\_\_\_\_ Areas in the plat which have been designated as shoreland, wetlands, and/or floodplains by the DNR, including the high water mark of all wetlands
- \_\_\_\_\_ A delineation of hydric soils within the subdivision. Acreage calculation for buildable land for lots (non-hydric land, non floodplain land, and area above the OHWL) of lakes, rivers and wetlands, determined using one of the following methods:
  - a. field delineation of the hydric soils by a Registered Soil Scientist
  - b. Non-hydric soils as shown on the Stearns County GIS system and by a Stearns County Wetland Specialist
  - c. Land outside the 100 yr floodplain areas, as approved by the Watershed District, using 2' contour surveys of relevant areas

### 3. Proposed Conditions:

- \_\_\_\_\_ Boundaries, layout, dimensions and acreage of proposed lots and blocks with numbers and letters proposed to be assigned each lot and block
- \_\_\_\_\_ Total number of proposed lots and their sizes in sq. ft.
- \_\_\_\_\_ Name, layout, location, centerline grades and right-of-way widths of existing and proposed streets, highways, alleys, easements, sidewalks and pedestrian ways within and adjacent to the proposed subdivision
- \_\_\_\_\_ Where the developer owns property adjacent to that which is being proposed for subdivision, a sketch plan of the remainder of the property so as to show the possible relations between the proposed subdivision and the future subdivision
- \_\_\_\_\_ Locations, dimensions and purpose of existing and proposed utilities and utility easements
- \_\_\_\_\_ Location and dimensions of existing public sewer and water systems
- \_\_\_\_\_ The location of any of the forgoing improvements which may be required to be constructed beyond the boundaries of the subdivision
- \_\_\_\_\_ Minimum front, side and rear yard setbacks on each lot. When lots are on a curve, the width of the lot at the building setback line shall be shown
- \_\_\_\_\_ The location, size and proposed improvements for proposed parks, playgrounds and public open spaces; churches or school sites or other special used of land to be considered for dedication to public
- \_\_\_\_\_ Preliminary utility plan including the proposed sizes and location of

- \_\_\_\_\_ water, sanitary sewer, and storm water
- \_\_\_\_\_ Existing and proposed storm water drainage system including drainage easements; the approximate boundaries of all areas subject to inundation of storm water overflow, and the location, width, and direction of flow of all watercourses; and provision for surface water disposal, ponding, drainage, and flood control
- \_\_\_\_\_ Preliminary grading, drainage and soil erosion/sediment control plan including proposed temporary and permanent erosion control measures
- \_\_\_\_\_ Landscape Plan
- \_\_\_\_\_ Proposed building elevation on each lot

4. Other

- \_\_\_\_\_ Subdivisions require 10% of the total gross subdivision area or a cash deposit for 10% of the estimated market value (assumed after platting) to be dedicated for a park sinking fund. The Park Board will recommend whether cash or land dedication will be designated
- \_\_\_\_\_ Subdivisions located within 1000 feet of Sauk Lake or within the Sauk Lake Watershed District need approval by the Minnesota Department of Natural Resources and Watershed Board
- \_\_\_\_\_ Subdivisions containing or abutting a U.S. or State Highway need approval by the Minnesota Department of Transportation
- \_\_\_\_\_ Subdivision containing or abutting a County State Aid Highway need approval by the Stearns County Highway Department
- \_\_\_\_\_ All Subdivisions need approval from the Stearns County Environmental Services Office to identify wetlands, etc.
- \_\_\_\_\_ All or any variance, rezoning or conditional use should be sought at the time of preliminary plat submittal
- \_\_\_\_\_ All subdivisions of greater than 5 acres require a storm water permit from the Minnesota Pollution Control Agency
- \_\_\_\_\_ Permits for sanitary sewer must be obtained from the Minnesota Pollution Control Agency
- \_\_\_\_\_ Permits for sanitary water must be obtained from the Department of Health

5. Planned Unit Development Required Data: (along with all preliminary plat data above)

- \_\_\_\_\_ Overall maximum PUD density
- \_\_\_\_\_ Location of all land uses with type and intensities of development
- \_\_\_\_\_ Public common and open space
- \_\_\_\_\_ Staging and time schedule for development
- \_\_\_\_\_ The names, addresses and phone numbers of all professional consultants who have contributed to the PUD including attorney, land planner, surveyor etc.
- \_\_\_\_\_ Evidence that the applicant has sufficient control over the PUD, including a statement of all legal, beneficial, tenancy and contractual interests held in or affecting the subject property
- \_\_\_\_\_ A statement of the estimated total number of dwelling units proposed for the PUD and a tabulation of the proposed allocations of land use expressed in acres and as a percent of the total project area, which shall include the following:
  - Area devoted to residential use

- Area devoted to residential use by building type
- Area devoted to common open space
- Approximate area devoted to streets
- Approximate area devoted to, and number of off-street parking and loading spaces and related access
- Approximate area, and floor area, devoted to commercial, industrial, office or other use

\_\_\_\_\_ A statement describing the provision that is to be made for the care and maintenance of such open space or service facilities

\_\_\_\_\_ Specific allowed uses and performance standards for each PUD shall be delineated in an Ordinance and Development Plan. The PUD Development Plan shall identify all of the proposed land uses and those uses shall become permitted uses with the approval of the plan

\_\_\_\_\_ The density of development within a PUD shall be the same as would be allowed in the underlying zoning district under typical development standards. The density may be clustered based upon number of units per acre instead of lot dimensions

**This document shall become a part of the permanent record relating to the subdivision. If application is deemed incomplete the City shall notify the applicant of said incomplete item(s) within 15 days of receiving the initial application.**

**FOR OFFICE USE ONLY**

**Fee:** \$ \_\_\_\_\_

**Paid:** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Date App. Submitted:** \_\_\_\_\_

**Review Dates:**

Planner \_\_\_\_\_

Engineer \_\_\_\_\_

Commission \_\_\_\_\_

**Date App. Complete:** \_\_\_\_\_

**Date Letter Sent re: Incomplete** \_\_\_\_\_ (If applicable)