

Case File No. \_\_\_\_\_  
Property Identification No. \_\_\_\_\_



**City of Prior Lake  
APPLICATION FOR  
COMBINED PRELIMINARY AND FINAL PLAT**

<b>Requested Action</b>	<b>Brief description of proposed project</b> (Please describe the proposed amendment, project, or variance request. Attach additional sheets if necessary).

**Applicant:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell)  
**Email:** \_\_\_\_\_

**Property Owners** (if different than applicant): \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell)  
**Type of Ownership:**     Fee                       Contract for Deed                       Purchase Agreement  
**Email:** \_\_\_\_\_

**Engineer/Surveyor:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ (office) \_\_\_\_\_ (cell)  
**Email:** \_\_\_\_\_

**Legal Description of Property** (Attach additional pages if necessary):  
\_\_\_\_\_  
**PID of Property:** \_\_\_\_\_  
**Address of Property:** \_\_\_\_\_

**To the best of my knowledge the information provided in this application and other material submitted is correct. In addition, I have read the relevant sections of the Prior Lake Ordinance and procedural guidelines, and understand that applications will not be processed until deemed complete by City Staff.**

\_\_\_\_\_  
**Applicant's Signature** **Date**

\_\_\_\_\_  
**Applicant's Printed Name**

\_\_\_\_\_  
**Fee Owner's Signature** **Date**

\_\_\_\_\_  
**Fee Owner's Printed Name**

## **PROCEDURE FOR THE COMBINATION OF PRELIMINARY AND FINAL PLAT APPROVAL**

In some instances, due to the simplicity of a proposed subdivision, the preliminary and final plat process may be combined (Section 1002.400 of the City of Prior Lake Subdivision Ordinance). The combination of the preliminary and final plat process may occur only when the proposed subdivision meets the following criteria:

1. The resulting subdivision contains no more than 5 lots.
2. The proposed subdivision is located in an area where streets and utilities are in place and capable of serving the subdivision.
3. The proposed subdivision does not require the dedication or construction of future streets, and will not interfere with the development of adjacent properties.
4. The resulting parcels shall conform with all provisions of the Zoning Ordinance.

**Process:** The first step in the process is to contact the City of Prior Lake Community Development (CD) Department to arrange a pre-application meeting with the City Development Review Committee (DRC). The purpose of this meeting is to advise you about how the City's policies and plans might affect the project and to help you coordinate your application. The DRC, which consists of staff from all of the City departments, will discuss the potential use of land, issues relating to the development of land and the development process. **The applicant is responsible for understanding all City Ordinances, including Chapter 1000, Subdivision Regulations, and Chapter 1100, Zoning Regulations.** The DRC will also advise you of other potential governmental jurisdiction involvement.

**Planning Commission Action:** Upon receipt of a complete application, the CD staff will schedule a public hearing before the City of Prior Lake Planning Commission. This requires a notice published in the official newspaper and mailed notice to owners of property within 500' of the site. The Planning Commission will conduct a public hearing and make a recommendation to the City Council within 60 days of receipt of a complete application.

**City Council Action:** The combined preliminary and final plat and a signed development contract will be submitted to the City Council, along with the Planning Commission recommendation. Once the City Council has approved a Final Plat and development contract, the subdivider has sixty (60) days from the date of final City Council approval to record the Final Plat and relevant documents with Scott County, or the Final Plat approval shall become null and void. The City Council may extend the recording time for sixty (60) days upon written request by the subdivider. The developer shall provide evidence of recording with Scott County of the Final Plat and all other pertinent documents. Evidence of recording shall constitute the return of one signed mylar sheet and one certified copy of all other pertinent documents to the Planning Department.

## APPLICATION INSTRUCTIONS

***No application will be scheduled for a Planning Commission Public Hearing until all required information is submitted. The following information, along with the attached checklist, constitutes all of the information required for a complete application. The City also reserves the right to request additional information when needed to review an application.***

**Application Fee:** Check payable to the “City of Prior Lake”. The non-refundable filing fee for a Combined Preliminary and Final Plat is \$505.00 plus \$15.00 per lot. In addition, the applicant is required to submit an escrow amount for administrative costs involved with the development review process. Throughout the review process staff will evaluate the status of the amount escrowed to determine if additional funds will be needed when the escrow is depleted to a level that would appear inadequate for that stage of the preliminary or final plat process. Any escrow funds that were allocated from the escrow amount will be deducted from the total fees required at the time of the final development contract. The original escrow amount required is determined by the number of originally proposed lots in the preliminary plat as follows:

- 3 lots or fewer \$1,000
- 4 to 10 lots \$2,500
- 11 or more lots \$5,000

**Signed Application:** Include authorization from the property owner on the application form or by attached letter of authorization if an agent signs the application.

**Application Checklist:** The submittal requirements for a combined preliminary and final plat application include all of the information required for a preliminary plat (Section 1003.200) and all of the information required for a final plat (Section 1003.300). The attached checklist identifies the necessary information. Please indicate where you have provided the required information (such as Sheet #, narrative, or attached report, etc.) and check the box verifying it as being provided to the city with the application. *Failure to provide any of the required information will result in an incomplete application.* The Application Checklist will expedite the review of your application. **Attach the checklist with the application materials.**

# COMBINED PRELIMINARY AND FINAL PLAT APPLICATION CHECKLIST

**SUBDIVISION NAME:** \_\_\_\_\_  
**DEVELOPER:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>FILE NUMBER</b>
<b>DATE SUBMITTED</b>
<b>REVIEWED BY</b>

For City Use Only

<b>REQUIRED INFORMATION</b>	<b>LOCATION</b>	<b>VERIFIED (for City use only)</b>
The following data is required as part of a preliminary plat application according to the City of Prior Lake Subdivision Regulations	Indicate where this information is provided in the application materials such as sheet #, narrative, or other attached report.	Reviewed by City Staff to ensure required materials were submitted.
<b>Application</b>		
1. A complete Application Form, signed by the applicant and the fee owner of the property.		
2. A radius map and a list and 2 sets of labels of the names and addresses of the owners of property located within 500' of the subject site. These shall be obtained from and certified by an abstract company.		
3. The required filing fee of \$505.00 plus \$15.00 per lot (including outlots) and required escrow amount.		
4. A copy of the Watershed District permit application, including verification by the Watershed District of the date of receipt of that application.		
5. Five (5) full-scale copies of the plat and supporting data and one 11"X 17" reduction of each sheet.		
6. A title report prepared by a title company indicating owners and encumbrances on the property and a statement as to which parts of the property are registered (Torrens).		
7. <b>One (1) digital copy submitted by email (if under 10MB in size*), regarding the Listed Application Requirements; (Items 1, 2 and 4-6 as listed above, as well as any required information on pages 2-7) to:</b> <a href="mailto:swoods@cityofpriorlake.com" style="color: blue; text-decoration: underline;">swoods@cityofpriorlake.com</a> <b>*If over 10MB in size please send/use with any of the following options:</b> <b>Dropbox, weblink to FTP site, or disk drive.</b>		

REQUIRED INFORMATION	LOCATION	VERIFIED (for City use only)
<b>Plat Requirements (Section 1003.201 and 1003.300)</b>		
<b>General Requirements</b>		
1. The proposed name of the subdivision.		
2. Boundary line survey and legal description in accordance with applicable State Statutes.		
3. 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.		
4. 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 shall be shown. Dimensions shall be shown from all angle points of curve to lot lines.		
5. Lots and outlots shall be numbered clearly. Blocks are to be numbered, with numbers shown clearly in the center of the block.		
6. The exact locations, widths and names of all streets to be dedicated.		
7. Location and width of all easements to be dedicated.		
8. The names and addresses of all persons having an interest in the property, the developer, the designer and the surveyor, including registration numbers.		
9. A statement dedicating all easements as follows: "Easements for installation and maintenance of utilities and drainage facilities are reserved over, under and along the strips marked drainage and utility easements".		

REQUIRED INFORMATION	LOCATION	VERIFIED (for City use only)
10. A 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 are hereby so dedicated".		
11. Graphic scale of the plat, not less than 1" = 100'.		
12. Date and north arrow.		
13. Identify the portions of the property that are registered (Torrens).		
<b>Existing Conditions</b>		
1. Boundary lines and total acreage of proposed plat.		
2. Existing Comprehensive Plan and Zoning classifications, including Shoreland District boundaries.		
3. Location, widths and names of all existing or previously platted streets or other public ways, showing type, width and condition of improvements, if any, railroad and utility rights of way, parks and other public open spaces, permanent buildings and structures, easements and section and corporate lines within the tract and to a distance of two hundred feet (200') beyond the tract.		
4. Boundary lines of adjoining unsubdivided or subdivided land, within two hundred feet (200'), identified by name and ownership, including all contiguous land owned or controlled by the subdivider.		
5. Any other information the City finds necessary to determine the impact the proposed subdivision will have on the health, safety and welfare of property in the City and City residents.		
<b>Proposed Design Features:</b> The subdivider shall submit a final plat, final grading, development, and erosion control plans, and final street and utility plans, together with any necessary supplementary information. The final construction plans shall be prepared by a professional engineer registered in the State of Minnesota. The final plat, prepared for recording purposes, shall be prepared in accordance with provisions of State Statutes and county regulations, and such final plat shall contain the following information:		

REQUIRED INFORMATION	LOCATION	VERIFIED (for City use only)
1. Layout of proposed streets showing the right-of-way widths, center line gradients, typical street sections, and proposed names of streets. 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.		
2. Locations and widths of proposed alleys and pedestrian ways.		
3. Location, dimension and purpose of all easements.		
4. Layout, numbers, lot areas and preliminary dimensions of lots and blocks.		
5. Net lot area, exclusive of road right-of-way and wetland and drainage easements.		
6. Minimum front and side street building setback lines. When lots are located on a curve, the width of the lot at the required front yard setback must be identified.		
7. 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.		
<b>Supplementary Information</b>		
1. A geotechnical report of the land within the subdivision prepared by a qualified person.		
2. Statement of the proposed use of lots stating type of buildings with number of proposed dwelling units or type of business or industry, so as to reveal the effect of the development on traffic, fire hazards and congestion of population.		
3. Where structures are to be placed on lots, which are subject to potential replat, the preliminary plat shall indicate a logical way in which the lots could possibly be resubdivided in the future.		

REQUIRED INFORMATION	LOCATION	VERIFIED (for City use only)
4. Where irregular shaped lots have been proposed, house plans shall be submitted which demonstrate such lots are buildable and the resulting structure compatible in size and character to the surrounding area.		
5. A comprehensive screening plan that identifies all proposed buffering and screening in both plan and sectional view.		
<b>Grading Plan (Section 1003.202)</b>		
1. North arrow, scale (not less than 1" = 100') and legend. Tree Preservation Plan as required by Section 1107.2100 of the Zoning Ordinance.		
2. Lot and block numbers, house pad location, home style and proposed building pad elevations at garage slab and lowest floor for each lot.		
3. Topography in two foot (2') contour intervals with existing contours shown as dashed lines and proposed contours as solid lines. Existing topography shall extend a minimum of two hundred feet (200') outside of the tract to be subdivided or outside of the contributing drainage area, whichever is greater.		
4. Location of all natural features on the property. Natural features include, but are not limited to, the following: tree lines, wetlands, ponds, lakes, streams, drainage channels, bluffs, steep slopes, etc.		
5. Location of all existing storm sewer facilities, including pipes, manholes, catch basins, ponds, swales, and drainage channels within two hundred feet (200') of the tract. Existing and proposed pipe grades, rim and invert elevations, and normal and high water elevations must be included.		
6. If the plat is located within or adjacent to a 100-year flood plain, flood elevations and locations must be clearly shown on the plan.		
7. Spot elevations at drainage break points and directional arrows indicating site, swale and lot drainage.		



REQUIRED INFORMATION	LOCATION	VERIFIED (for City use only)
8. Locations, grades, rim and invert elevations of all storm sewer facilities, including ponds, proposed to serve the tract.		
9. Locations and elevations of all street high and low points.		
10. Street grades, with a maximum permissible grade of eight percent (8%) and a minimum of one percent (1%) or as otherwise provided by the City.		
11. Phasing of grading.		
12. The location of all easements and right-of-way.		
13. All soil erosion and sediment control measures to be incorporated during and after construction must be shown. Locations and standard detail plates for each measure must be included on the plan.		
14. All revegetation measures proposed for the property, including seed and mulch types and application rates must be included on the plan.		
15. A Tree Preservation Plan as required by Section 1107.2100 of the Zoning Ordinance.		
<b>Utility Plan (Section 1003.203)</b>		
1. Location, dimension and purpose of all easements.		
2. Underground Facilities: <ul style="list-style-type: none"> <li>a. Water: All mains, hydrants, valves and services.</li> <li>b. Sanitary Sewer: All facilities including mains, manholes, lift stations, and services with invert and top of casting elevations.</li> <li>c. Storm Drainage: All facilities including all piping, culverts, catch basins, manholes, lift stations and ponds with invert and top of casting elevations, and hydrologic calculations in accordance with the Public Works Design Manual.</li> <li>d. Private Utilities: All gas, electric, cable and telecommunication facilities.</li> <li>e. Existing wells and septic systems.</li> </ul>		

<b>REQUIRED INFORMATION</b>	<b>LOCATION</b>	<b>VERIFIED</b> (for City use only)
3. Any other information the City finds necessary to determine the impact the proposed subdivision will have on the health, safety and welfare of property in the City and its residents.		

<b>DATA REQUIRED FOR RELEASE OF FINAL PLAT MYLARS</b>
1. Four (4) complete sets of mylar copies of the entire plat with all signatures.
2. A complete set of the entire plat reduced to 1"=200'; reduction at no scale to 8½" X 11".
3. An executed Developer's Agreement and payment of all fees.