



**City of Prior Lake
APPLICATION FOR PRELIMINARY PLAT**

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

Applicant:	_____		
Address:	_____		
Telephone:	_____ (home)	_____ (work)	_____ (cell)
Email:	_____		

Property Owners (if different than applicant):	_____		
Address:	_____		
Telephone:	_____ (home)	_____ (work)	_____ (cell)
Type of Ownership:	<input type="checkbox"/> Fee	<input type="checkbox"/> Contract for Deed	<input type="checkbox"/> Purchase Agreement
Email:	_____		

Engineer/Surveyor:	_____		
Address:	_____		
Telephone:	_____ (office)	_____ (fax)	
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 the Planning Director or assignee.

Applicant's Signature **Date**

Applicant's Printed Name

Fee Owner's Signature **Date**

Fee Owner's Printed Name

HOW TO APPLY FOR PRELIMINARY PLAT

The first step in the process is to contact the City of Prior Lake Community Development 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.

The following information must be brought to the pre-application meeting:

1. The location of the property; and
2. Any preliminary plans developed for the property.

The City staff also encourages applicants to file an application for concept plan review, as permitted under the provisions of Section 1002.100 of the Subdivision Ordinance. This procedure, while advisory only in nature, allows a more formal staff review of the proposed development.

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 Preliminary 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.
 - **Preliminary Plat with Checklist:** The following information is required to be submitted as a part of the application (per City Code Section 1002.200 and Section 1003.200). 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.**

PRELIMINARY PLAT APPLICATION CHECKLIST

SUBDIVISION NAME: _____
DEVELOPER: _____

FILE NUMBER
DATE SUBMITTED
REVIEWED BY

For City Use Only

REQUIRED INFORMATION	LOCATION	VERIFIED (for City use only)
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.
Application (Subdivision Ordinance Section 1002.200)		
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. Any necessary applications for variances from the provisions of the Subdivision Ordinance and the Zoning Ordinance, along with the required fees and submittal information for those applications.		
5. A copy of the Watershed District permit application, including verification by the Watershed District of the date of receipt of that application.		
6. Five (5) full-scale copies of the preliminary plat and supporting data and one 11"X 17" reduction of each sheet.		
7. 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) and any additional information required (see pages 2-5, below of application) or as suggested by Staff to: swoods@cityofpriorlake.com *If over 10MB in size please send/use with any of the following options: Dropbox, weblink to FTP site, or disk drive.		

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Preliminary Plat Requirements (Section 1003.201)		
General Requirements (to be included on the preliminary plat)		
1. The proposed name of the subdivision.		
2. Boundary line survey and legal description in accordance with applicable state statutes.		
3. The names and addresses of all persons having an interest in the property, the developer, the designer and the surveyor, including registration numbers.		
4. Graphic scale of the plat, not less than 1" = 100'.		
5. Date and north arrow.		
6. Identify the portions of the property that are registered (Torrens).		
Existing Conditions		
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.		
Proposed Design Features		
1. Layout of proposed streets showing the right-of-way widths, center line		

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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.		
Supplementary Information		
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. 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 informational purposes only and shall not vest any right in the applicants.		
4. The subdivider shall be required to submit a concept plan of adjacent properties so as to show the possible relationships between the proposed subdivision and future subdivisions. All subdivisions shall be required to relate well with existing or potential adjacent subdivisions.		
5. 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		

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could possibly be resubdivided in the future.		
6. 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.		
7. A comprehensive screening plan that identifies all proposed buffering and screening in both plan and sectional view.		
Preliminary Grading Plan (Section 1003.202)		
1. North arrow, scale (not less than 1" = 100') and legend.		
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.		
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%)		

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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.		
Preliminary Utility Plan (Section 1003.203)		
1. Location, dimension and purpose of all easements.		
2. Underground Facilities: <ul style="list-style-type: none"> a. Water: All mains, hydrants, valves and services. b. Sanitary Sewer: All facilities including mains, manholes, lift stations, and services with invert and top of casting elevations. 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. d. Private Utilities: All gas, electric, cable and telecommunication facilities. e. Existing wells and septic systems. 		
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.		