Revised 12/12/25

CITY OF ANDOVER

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ENGINEERING PLAN REVIEW CHECKLIST

Preliminary plat submittals, including all required documents, are to be submitted to the Planning Department. Please refer to the Preliminary Plat Application Checklist for submittal requirements. The following checklist details items that are reviewed by the Engineering Department for proposed plats and/or Commercial Site Plans. This list is not all inclusive. The developer is responsible for addressing all comments herein.

Name of Project: _____

Date of Submittal: _____

Owner: _____

Review Conducted by: _____

Review Status: _____ **Approved** _____ **Denied Pending Revisions**

Approved By: _____ **Date:** _____

STORMWATER MANAGEMENT PLAN (HYDROLOGY REPORT)

Approved	Denied/ Pending	N/A	
❑	❑	❑	Two signed and bound copies of the Stormwater Management Plan (Hydrology Report).
❑	❑	❑	Plan meets requirements of Surface Water Management Plan (SWMP), requirements of the Coon Creek Watershed District (CCWD), Lower Rum River Watershed Management Organization (LRRWMO) and applicable portions of items 20.2-20.23 (MCM 5: Post-Construction Stormwater Management) of the Minnesota Pollution Control Agency's (MPCA's) Small Municipal Separate Storm Sewer Systems General Permit.
❑	❑	❑	For 10-Day Snowmelt Event analysis for landlocked basins, use Constant Intensity distribution, AMC 4, 0.5"/hr infiltration rate or half of what is used in standard conditions for basin model (whichever is less), and 7.2" of runoff depth over 10 days (240 hours).
❑	❑	❑	Plan and stormwater calculations submitted to CCWD or LRRWMO.
❑	❑	❑	Post-construction verification of infiltration basin rates is required. Post-construction infiltration rates shall be greater than the design rate utilized in basin calculations but shall be less than 8.3"/hr. If post construction rates are not within that range, amendments shall be

			required to the basin soils and retesting required.
❑	❑	❑	Stormwater modeling shall use NOAA Atlas 14 precipitation data and NRCS MSE 3 rainfall distribution.

Comments:_____

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GEOTECHNICAL / SOILS REPORT

Approved	Denied/ Pending	N/A	
❑	❑	❑	Two signed and bound geotechnical reports with recommendations.
❑	❑	❑	SCS soil types.
❑	❑	❑	**Geotechnical Engineer shall identify Seasonal High Water Mark for each boring location, or provide a single elevation that is worst case for the entire site. This is NOT the observed ground water level in soil borings.**
❑	❑	❑	Identify existing ground water level (each boring).
❑	❑	❑	Relate boring logs / elevations to actual elevations.
❑	❑	❑	Soil borings to a minimum depth of 25 feet with logs.

Comments:_____

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REQUIRED ITEMS ON ALL PLAN SHEETS

Approved	Denied/ Pending	N/A	
❑	❑	❑	Name, appropriate certification and signature of the plan preparer.
❑	❑	❑	Date of preparation and revision(s), along with revision description.
❑	❑	❑	Graphic scale no smaller than one inch to fifty feet (1” = 50’).
❑	❑	❑	North arrow, designated as true north.
❑	❑	❑	Location and names of existing / platted streets and other public ways, railroads, parks, public open spaces, and right of ways and easements.

Comments:_____

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TITLE SHEET

Approved	Denied/ Pending	N/A	
❑	❑	❑	Name, appropriate certification and signature of the plan preparer.
❑	❑	❑	Date of preparation and revision(s), along with revision description.
❑	❑	❑	Project Location Map and project name / description
❑	❑	❑	Plan Sheet Index
❑	❑	❑	A legend providing symbols and labels for each feature indicated on the plan sheets (or could be on applicable sheets in plan set).
❑	❑	❑	Include following notes on the title sheet under a header of "Governing Specifications": "The 2025 Edition of the Minnesota Department of Transportation "Standard Specifications for Construction" shall govern." "The City of Andover 2026 Utility and Street Construction Specifications Shall Apply." "All traffic control devices and signing shall conform to the latest edition of the Minnesota Manual on Uniform Traffic Control Devices, including the latest Field Manual for Temporary Traffic Control Zone Layouts."
❑	❑	❑	Identify and include the following note regarding the utility quality level on Title Sheet or Existing Conditions plan: "The subsurface utility information in this plan is Utility Quality Level (A – D, identify which). This utility quality level was determined according to the guidelines of ASCE 38-22, entitled "Standard Guidelines for Investigating and Documenting Existing Utilities."
❑	❑	❑	Identify location of plat as either in the Coon Creek Watershed District or the Lower Rum River Watershed Management Organization.

Comments:_____

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EXISTING CONDITIONS PLAN

Approved	Denied/ Pending	N/A	
❑	❑	❑	Location of parks and public open spaces, buildings and structures with notation if proposed to be removed, existing easements, right of ways, and section and municipal boundary lines within the plat and to a distance of one hundred (100') feet beyond.
❑	❑	❑	Location, and grades (where appropriate) of roadway centerlines, curb and gutter and width of existing streets (including type of surfacing), railroads, sanitary sewers, water mains, storm sewers, gas, telephone, electric, cable T.V., culverts, catch basins and manholes (including rim

			and invert elevations), hydrants, gate valves, trees, significant vegetation, trees, landscaping, water courses, lakes, marshes, wetlands, rock outcrops, and any other significant physical features up to a distance of one hundred (100') feet beyond plat boundary.
❑	❑	❑	Identify any existing wells and septic systems on the site. Septic systems/tanks shall be crushed and removed. Add notes existing wells shall be abandoned per Minnesota Department of Health requirements.
❑	❑	❑	Contours at vertical intervals of not more than two (2') feet, except that where the horizontal contour interval is one hundred (100') feet or more, a one (1') foot vertical interval shall be shown.
❑	❑	❑	Location of all delineated wetlands and FEMA floodplain boundary (flood fringe and floodway areas). Show existing flood plain boundary per CCWD Atlas 14 model (if plat within CCWD), or if outside CCWD identify Atlas 14 floodplain boundary per City of Andover floodplain models (contact City for elevation).
❑	❑	❑	Include note stating which firm completed the topo survey with date.
❑	❑	❑	Include location and label of soil borings completed.
❑	❑	❑	Elevation of all existing property lines adjacent to plat (field verified).

Comments:_____

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PRELIMINARY SITE PLAN

Approved	Denied/ Pending	N/A	
❑	❑	❑	Locations and widths of proposed roadways, trails, sidewalks, right of way, and easements.
❑	❑	❑	Label centerline alignment data, proposed curb type, and all curb radii (20' min at intersections internal to plat, 30' into cul de sac and at country roads).
❑	❑	❑	Upon completion of the first review, the City Engineer may, at their discretion, require a traffic impact study.
❑	❑	❑	Show proposed utility alignments screened to background.
❑	❑	❑	Show proposed pavement markings and signs.
❑	❑	❑	Label any proposed turn lane lengths, tapers and widths.
❑	❑	❑	For commercial site plans, include distance to structure from lot lines and proposed low floor elevation.

Comments:_____

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GRADING, DRAINAGE, AND EROSION CONTROL PLAN

Approved	Denied/ Pending	N/A	
❑	❑	❑	Show all erosion control measures as needed (silt fence, inlet protection, rock construction entrance, rip rap, etc). Include applicable construction details.
❑	❑	❑	Show sight triangle at all intersections within and into / out of the site. Base upon most restrictive of Cases IIIA, IIIB, and IIIC in the MnDOT Road Design Manual, Chapter 5, Section 2.02 (assume vehicle on minor street is stopped). Make sure there are no obstructions greater than 2' in height (grading or landscaping) within this corner. Also show these on a landscape plan (if provided). Any city street that intersects with a County road shall meet the requirements of the Anoka County Highway Department.
❑	❑	❑	Note on plan that developer is responsible for removing erosion control features upon establishment of permanent erosion control. Note on plan to provide site stabilization, including on stockpiles, within 7 days of grading completion or inactivity.
❑	❑	❑	Identify temporary erosion control measures to protect in-place and proposed storm sewer inlets. Add note stating inlet protection shall be removed by contractor prior to winter freeze and replaced in spring if site stabilization is not achieved, or at direction of the City Engineer.
❑	❑	❑	Also include on preliminary plat. Table with the following areas provided: 1) Gross Residential Area; 2) Wetlands, Water Bodies and Non-Stormwater Ponds (including 16.5' buffer); 3) Public Parks / Open Spaces; 4) Arterial Road ROW (if any); 5) Floodplain (excluding 2 above); 6) Vehicle Maintenance Accesses; 7) Net Residential Area; 8) Total lots; 9) Total Units; 10) Net Density (units/acre); 11) Right of Way Area; 12)County Right of Way Area (if any); 13) Road Miles. Calculate areas to the nearest 0.1 acres. The Net Residential Area = 1-2-3-4-5-6
❑	❑	❑	Include note indicating maximum slopes shall be four to one (4:1).
❑	❑	❑	Identify and label right of way, trail easements, vehicle maintenance access easements, and drainage and utility easements.
❑	❑	❑	Identify location of all delineated wetlands and FEMA floodplain boundary (flood fringe and floodway areas). Show existing and proposed (if changing with project) flood plain boundary per CCWD Atlas 14 model (if plat within CCWD), or if outside CCWD identify Atlas 14 floodplain boundary per City of Andover floodplain models (contact City for elevation). Identify any areas of wetland or flood plain proposed to be removed/filled/mitigated/revised.
❑	❑	❑	For lots without municipal sewer, show location of designated building pad with minimum 3,600 sf of contiguous buildable land area.
❑	❑	❑	For lots served by municipal sewer, the first 110 feet of each lot shall be buildable. 110-foot buildable area must be outside of 16.5-foot wetland buffers, above 100-year flood elevation, and outside any drainage and utility easements. Minimum lot width shall be based

			upon zoning district requirements. All organic material shall be removed and backfilled with granular material with no more than 5% organic material by volume.
❑	❑	❑	For lots without municipal sewer, provide 5,000 sf total area designated for primary and secondary on-site septic drain field based on design criteria for four (4) bedroom home in compliance with Chapter 7080. Areas shall be indicated on the grading plan and the design specifications for the drain fields shall be submitted in a report at the time of the submittal of the preliminary plat.
❑	❑	❑	Low floor elevations shall be a minimum of three (3') feet above the seasonal high water mark or two feet (2') above the designated or designed one hundred (100) year flood elevation, whichever is higher. Low openings on all structures shall be a minimum of two feet (2') above the emergency overflow (EOF) of adjacent low or pond areas.
❑	❑	❑	Minimum basement floor and/or lookout/low opening elevations for all proposed buildings and existing buildings adjacent to plat boundary shall be identified.
❑	❑	❑	Existing contours (dashed lines) and proposed contours (solid lines) at vertical intervals of not more than two feet (2'); except, that where the horizontal contour interval is one hundred feet (100') or more, a one-foot (1') vertical interval shall be shown.
❑	❑	❑	Identify all areas of fill with a hatch pattern.
❑	❑	❑	Watercourses, lakes, delineated wetlands, wooded areas, drain tile, rock outcrops, and other significant physical features shall be shown.
❑	❑	❑	For all ponds and wetlands label NWL and 100-Year HWL (Atlas 14).
❑	❑	❑	Show proposed storm sewer system, including outlet control structures with details and FES elevations.
❑	❑	❑	Minimum grades in pervious areas should be 2%. If 2% cannot be achieved, show intermediate proposed finish grade elevations which must be staked for final grading at 1% minimum. Show drainage arrows to depict flow direction.
❑	❑	❑	Two vehicle maintenance accesses for each ponding area with 20' easements, 10:1 maximum slope. If adjacent to a public roadway, one VMA is acceptable.
❑	❑	❑	On urban plats, show proposed elevations at all lot corners and intermediate proposed elevations along all lot lines or any additional location as deemed necessary by the Engineer.
❑	❑	❑	All proposed lots shall be shown in a table labeled "Lot by Lot Tabulation" containing Lot #, Block #, House Type, Top of Curb Elevation at Driveway, Garage Floor Elevation, Driveway Grade (%), Low Floor Elevation, Lookout Elevation, Lowest Opening Elevation, 100-Year HWL, Emergency Overflow Elevation, Seasonal High Water Level. If some of these do not apply put N/A in the table.
❑	❑	❑	A temporary 16.5-foot wetland buffer shall be shown adjacent to delineated edge of all wetlands and normal water level of all storm water ponds.
❑	❑	❑	Show proposed location for mailbox clusters and identify in parenthesis the number of mail slots. Clusters shall be on one side of

			the street only and away from public utilities that are proposed on lot lines (hydrants, catch basins, etc.).
❑	❑	❑	Label Emergency Overflows for all low points in the street. Overflows between lots shall not be higher than 6 inches above the top of curb. If the street is being used as EOF, it shall be clearly labeled as such and water should be pooled no more than 6" above the top of curb at the low point in the roadway prior to having an overflow.
❑	❑	❑	Need to identify Custom Grade (CG) lots where appropriate and label as such on all sheets where appropriate.
❑	❑	❑	Include location and label of soil borings completed.
❑	❑	❑	Label all proposed street grades, low point and high point stations and elevations, vertical curve lengths. Add grades in critical areas and along curb lines and larger paved areas on commercial sites.

Comments:_____

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PRELIMINARY UTILITY PLAN

Approved	Denied/ Pending	N/A	
❑	❑	❑	Plan view of existing and proposed centerline grades of streets, storm sewers, drainage ditches and culverts; also sanitary sewers and water mains where required by the platting authority.
❑	❑	❑	Label rim and invert elevations for all structures. Label pipe and structure sizes, material, and grade.
❑	❑	❑	Label NWL and HWL for all ponding areas. Add outline of HWL.
❑	❑	❑	City sanitary sewer and water main shall be stubbed to all undeveloped parcels adjacent to plat within the MUSA boundary.
❑	❑	❑	All water main shall be looped except for cul-de-sacs less than 250' if not practical.

Comments:_____

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TREE PROTECTION PLAN

Approved	Denied/ Pending	N/A	
❑	❑	❑	A Tree Protection Plan (can be on grading plan) shall be required showing all information as defined by the Tree Preservation Policy as

			adopted by the City Council.
❑	❑	❑	In tree protection areas, are proposed grades unchanged (no cuts and fills) and no rapid grade changes, which may cause damage to saved trees and ultimately require removal instead of preservation?
❑	❑	❑	Are all the tree protection areas out of areas that would require removal, including critical easements and right of ways?
❑	❑	❑	Identify areas of custom grading for tree protection.
❑	❑	❑	Is a symbol denoting suitable tree protection, such as orange silt fence or tree protection fence shown around the tree protection areas?
❑	❑	❑	Does the design incorporate Low Impact Development (LID) concepts?

Comments:_____

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LANDSCAPE PLAN (IF REQUIRED)

Approved	Denied/ Pending	N/A	
❑	❑	❑	A landscaping plan showing proposed landscaping and/or screening from public roadways for double frontage lots, Planned Unit Developments, and urban lots that abut permanently rural areas, as required by City Code 11-3-1-F.
❑	❑	❑	Does the Landscape Plan incorporate trees and shrubs from the list of recommended trees and shrubs in the City of Andover?
❑	❑	❑	Are the species native and/or suitable for this region?
❑	❑	❑	Does the plan incorporate a variety of species, taking diversity into consideration? Does the plan fit with existing landscaping?
❑	❑	❑	Are the species suitable for tough, urban conditions?
❑	❑	❑	Does the design allow for adequate spacing of plant material and are species placed in locations where they fit?
❑	❑	❑	Is the Landscape Plan laid out in a way allowing easy maintenance?
❑	❑	❑	Are the planting details per City specifications?
❑	❑	❑	Is the plant material proposed to be planted outside of all easements, right of way, and site triangles?

Comments:_____

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OTHER ITEMS

Approved	Denied/ Pending	N/A	
❑	❑	❑	Refer to Andover Engineering Design Standards for additional requirements for utilities, streets, driveways and parking lots.
❑	❑	❑	New plats and CSP's accessing or working within county right of way shall be submitted to the Anoka County Highway Department for review and permits.
❑	❑	❑	A sketch plan shall be required for all adjacent undeveloped land. Potential locations for future right-of-way and roadway extensions shall be provided.
❑	❑	❑	Wetland delineation reports shall be forwarded to the Coon Creek Watershed District or Rum River Watershed Management Organization for review. A copy of reports and approvals shall be submitted to the City for our files.
❑	❑	❑	Submit LOMA/LOMR to FEMA if floodplain boundary is proposed to be revised.
❑	❑	❑	Upon completion of the first submittal review by the City, developers engineer shall submit draft preliminary plat and plans to private utility companies for their information and review. Once the City has approved the final plans, developer's engineer shall send a City approved stamped copy of the plans to each private utility company. Andover Engineering department can provide contact email addresses for private utility companies.
❑	❑	❑	Verify if a park is to be located within the plat.
❑	❑	❑	Obtain the necessary permits from the DNR, US Army Corps of Engineers, Lower Rum River Watershed Management Organization (LRRWMO), Coon Creek Watershed District (CCWD), MPCA, MDH, Anoka County, and any other agency interested in the site. Copies of the permits need to be submitted to the City for our files.
❑	❑	❑	Provide estimated quantities. Pay item descriptions shall be consistent with most current version of MnDOT TRNS*PORT list. Quantities shall be broken out into sections for: Sanitary Sewer, Water Main, Storm Sewer, and Streets.
❑	❑	❑	Verify with Building Department that proposed street names match City's street grid naming convention.
❑	❑	❑	Verify if a trail system is identified to be located within the plat.
❑	❑	❑	When the final plat is approved and recorded at the County, a digital copy of the plat (.dwg file) shall be submitted to the City.
❑	❑	❑	When the as-built grading plan is approved, a digital copy of the plan shall be submitted to the City. Must use Anoka County coordinates and Anoka County elevation datum.
❑	❑	❑	Upon project completion a utility as-built plan shall be provided identifying all constructed infrastructure with as-built elevations. A digital copy (.dwg) shall also be provided of the completed utilities.
❑	❑	❑	Please review all City Codes for compliance.