



City staff use only:
Project #: _____

1685 CROSSTOWN BOULEVARD N.W. • ANDOVER, MINNESOTA 55304 • (763) 755-5100
FAX (763) 755-8923 • WWW.ANDOVERMN.GOV

PRELIMINARY PLAT APPLICATION

*Preliminary Plat submittals will be evaluated for completeness using the **Plat Submittal Checklist**. Applicants will be notified within fifteen business days if an application is complete. No public hearing will be scheduled until a complete application has been reviewed for compliance with applicable regulations.*

Street Location of the Property
Description of the Request
<p><i>Note: If the description of request is longer than a few lines, please submit electronically.</i></p>
Legal Description of the Property
<p>Note: If legal description is not provided the application is incomplete. If legal description is longer than a few lines, please submit electronically.</p> <p>Is property Abstract _____ or Torrens _____</p>
Property Owner (fee owner)
Property Owner _____ Phone _____ Address _____ Email _____ City _____ State _____ Zip _____ Signature _____ Date _____
Note: If property owner has not signed the application, the application is incomplete.
Applicant
Applicant _____ Phone _____ Contact Person _____ Phone _____ Address _____ Email _____ City _____ State _____ Zip _____

CONNECTED ACTIONS *(if applicable)*

Comprehensive Plan Amendment Requested: YES () NO ()

Explain: _____

Rezoning Requested: YES () NO ()

Explain: _____

Planned Unit Development Review Requested: YES () NO ()

Explain: _____

NOTE: Submittal of this application and fees does not preclude the applicant and/or property owner from meeting all the requirements as set out in City Code, including:

- Zoning regulations (Title 12),
- Shoreland Management regulations (Title 13, Chapter 4)
- Flood Control regulations (Title 14)
- Scenic River Ordinance (Title 13, Chapter 5)
- Subdivision regulations (Title 11)
- Nuisance Tree regulations (Title 14)
- And other such Ordinances and Policies in place and effect by the City of Andover and any other governmental unit having jurisdiction thereon.

PLAT MONITORING INFORMATION *(if applicable)*

If the proposed development falls within the boundaries of the Metropolitan Urban Service Area (MUSA), please provide the following information to assist with plat monitoring by the Metropolitan Council.

Please provide the acreage for each of the following:

Gross Residential Acres: _____ Public Parks & Open Space: _____

Wetlands/Water Bodies/Ponds at or under 100-Year Flood Elevation: _____

Arterial Roads Right-of-Way: _____ Other: _____

REVIEW PROCEDURE

Pre-Application Meeting: Prior to the preparation of a preliminary plat, the subdivider(s) and/or owners shall meet with the City Planner and City Engineer to review applicable ordinances, regulations, and plans in regard to the area proposed to be subdivided. The subdivider(s) and/or owners are encouraged to bring any concept drawings that have been prepared.

Sketch Plan Application: Applicants are advised, but not required in most cases, to submit a sketch plan for review and comment prior to submitting a preliminary plat. A separate application and fee are required to initiate this process. Review of sketch plans by the Planning Commission and City Council prior to submitting a preliminary plat is

advised for all proposals, especially those that vary from established zoning and subdivision standards and/or require planned unit development review.

Preliminary Plat Review: Plats will be processed in compliance with Minnesota Statute 462.358. The Andover Review Committee (ARC) will review and comment on complete preliminary plat submittals to assist the applicant in achieving compliance with applicable ordinances. Plats that do not substantially conform with applicable ordinances will not be scheduled for a public hearing until the issues have been resolved and/or will proceed with a recommendation of denial as the end of the review period approaches. The procedure for preliminary plat review is provided in City Code 11-2-2

The applicant is responsible for demonstrating compliance with the regulations of the appropriate watershed management organization and the Anoka County Highway Department.

Planning Commission Public Hearing: Once a plat application achieves substantial compliance with applicable ordinances, a public hearing will be scheduled to be held by the Planning Commission. A public notice will be issued to the newspaper and property owners within 350 feet of the proposed development site. A sign will be placed on the property indicating that a public hearing will be held. The applicant must provide eight (8) full size copies and one reduction of the revised plat for the Planning Commission to review.

City Council Review: The City Council will review the proposed plat and the recommendations of the Planning Commission. The Application Deadlines & Hearing Dates handout will be used to determine the meeting date. The applicant must provide eight (8) full size copies and one (1) reduction of the revised plat for the City Council to review.

Final Plat Review: The procedure for final plat review and approval is provided in City Code 11-2-3

Timing and procedure for Public Improvement Projects: Please refer to the **Development Policy Guideline.**

FEES AND APPLICANT ACKNOWLEDGEMENT

Preliminary Plat Application Fees: Application fees shall be paid at the time of application and shall cover such costs as review by the Andover Review Committee, attorney, site inspections, etc. Additional plat escrow fees may be required as the development proceeds toward completion.

Fees		
1. <u>The following fees shall be paid upon submittal of the application:</u>		
<u>FEE DESCRIPTION</u>	<u>AMOUNT</u>	
a. Filing Fee	\$ 400.00	
b. Plat Escrow Deposit	(If this escrow does not cover the review costs, then additional billing will occur).	
Urban Plat/Per Lot	\$400.00 x _____ lots = _____	
Rural Plat/Per Lot	\$750.00 x _____ lots = _____	
Commercial/Per Lot	\$1,000.00 x _____ lots = _____	
c. Public Notification Sign	\$30.00	
Total Application Fee	\$ _____	
2. <u>The following fees shall be paid after approval:</u>		
<u>FEE DESCRIPTION</u>	<u>AMOUNT</u>	
a. Park Dedication Fee:	Residential	\$4,806.00 per lot*
	Commercial/Industrial	\$14,417.00 per acre or 10% of market value of land, whichever is less*
b. Trail Fee:	Residential	\$983.00 per lot*
	Commercial/Industrial	Developer's Responsibility
<i>*As per current Fee Ordinance</i>		
Applicant Acknowledgement <i>(please sign in the space provided below)</i>		
I hereby submit this Preliminary Plat Application and declare <u>THAT THE INFORMATION AND MATERIAL SUBMITTED WITH THIS APPLICATION IS COMPLETE AND ACCURATE</u> per City Ordinances and policy requirements.		
I understand that <u>ONLY COMPLETE APPLICATIONS AND FEES</u> will be accepted and forwarded on to the Planning and Zoning Commission for public hearing and on to the City Council for approval or disapproval. I understand that the application will be processed in sequence with respect to other submittals.		
_____		_____
Applicant's Signature		Date

The following section is for City staff use only:

Fee _____ Date Paid _____ Receipt No. _____
60 Day date _____ 120 Day date _____



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PLAT SUBMITTAL CHECKLIST

All Preliminary Plat submittals are reviewed for completeness using the checklist on the following pages. Incomplete applications will be returned to the applicant with staff comments on the areas that made the application incomplete within fifteen days of the submittal of the application. If the application is found incomplete, applicants will need to provide a written response to each comment along with a full set of revised drawings at the time that they submit the revised application. No public hearing for the plat will be scheduled until a complete application has been reviewed for compliance with applicable regulations.

Preliminary Plat Information

Name of the Proposed Development: _____

Date of Submittal: _____

Complete: Yes _____ No _____

Review Conducted by: _____

GENERAL REQUIREMENTS FOR PRELIMINARY PLATS

A complete preliminary plat submittal contains:

- 1) Eight (8) full size plan sets, one (1) 11" x 17" reduction and one (1) 8" x 11" reduction of the following drawings:
 - Existing Conditions
 - Preliminary Plat
 - Grading, Drainage, and Erosion Control Plan
 - Tree Protection Plan
- 2) Two (2) copies of the following documents:
 - Geotechnical / Soils Report
 - Storm Water Management Plan / Hydrology Report
- 3) An Abstract of Title or Registered Property Abstract, certified to date, covering the property to be subdivided.
- 4) One completed and signed copy of the Preliminary Plat Application form.

These plans and documents must contain all the information described on the detailed requirements shown on the following pages to constitute a complete preliminary plat submittal.

DETAILED REQUIREMENTS FOR PRELIMINARY PLATS

A. REQUIRED ITEMS ON ALL PLAN SHEETS

- 1) Name, appropriate certification and signature of the plan preparer. Certification by a Land Surveyor Licensed in the State of Minnesota certifying the accuracy of survey.
- 2) Date of preparation and revision(s), along with revision description.
- 3) Graphic scale no smaller than one inch to fifty feet (1" = 50').
- 4) North arrow designated as true north.
- 5) A legend providing symbols and labels for each feature indicated on the plan sheets (on title sheet only is acceptable).
- 6) Location and names of existing / platted streets and other public ways, railroads, parks, public open spaces, and right of ways and easements.
- 7) Location of delineated wetlands and the floodplain boundary (flood fringe and floodway areas).

B. IDENTIFICATION AND DESCRIPTION

- 1) A location map showing the plat location in the City. The location map shall have an approximate scale between 1" = 1500' and 1" = 2000' and shall be of sufficient size to locate the plat relative to the nearest County Roadways. The location map shall show the proposed street layout and the layout of all existing streets platted or un-platted, within one-half (1/2) mile of the proposed plat. The streets and roadways shall be labeled with their proposed or existing names. Adjacent platted areas shall be labeled with their plat name.
- 2) Complete and accurate list of all property owners of record and their addresses within three hundred and fifty feet (350') of the exterior boundaries of the proposed preliminary plat.
- 3) Proposed name of subdivision, which name shall not duplicate nor be alike in pronunciation to the name of any plat therefore recorded in Anoka County.
- 4) Full legal description and parcel identification number(s) of the land involved in the plat illustrated on the preliminary plat drawing and submitted in a digital format acceptable to the City.
- 5) Names and addresses of the property owner and applicant proposing subdivision of the land ("subdivider"), and the designers and surveyor of said plat. If the applicant is not the fee owner of the land, the applicant shall submit the written consent of the fee owner to the filing of the preliminary plat.

C. EXISTING CONDITIONS – submit 8 full size plans, one (11" x 17"), one (8" x 11")

- 1) A survey of boundary lines, including measured distances and angles, which shall be tied into the nearest quarter section or section line by traverse and total acreage calculated to the nearest tenth (0.1) acre.
- 2) Existing and proposed zoning classifications for tract of land in, and within, three hundred feet (300') of the preliminary plat.
- 3) Location of parks and public open spaces, all buildings and structures with notation if proposed to be removed, existing easements, rights of ways, and section and municipal boundary lines within the plat and to a distance of one hundred feet (100') beyond.
- 4) If the preliminary plat is a re-arrangement or a re-plat of any recorded plat, the lot and block arrangement of the original plat, its original name, and all revised or proposed vacated roadways shall be shown by dotted or dashed lines.
- 5) 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, significant vegetation, trees, landscaping, water courses, lakes, marshes, wetlands, rock outcrops, and any other significant physical features within the plat and to a distance of one hundred (100') feet beyond. Include a note regarding the utility quality level (refer to CI/ASCE 38-02).
- 6) Boundary lines of land within one hundred feet (100') of the proposed plat, and the name of the owner thereof, but including all contiguous landowners or controlled by the subdivider or owner of the tract proposed to be platted.
- 7) Topographic data, including contours 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. U.S. Geodetic survey datum shall be used for all topographic mapping where available. Include a note that all topographic data has been field verified.
- 8) Elevation of all existing property lines adjacent to the plat (field verified).
- 9) Include a note stating which firm completed the topographic survey with the date.
- 10) 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.
- 11) A copy of the restrictive covenants, if any, concerning the property being platted shall be filed with the preliminary plat.

D. PRELIMINARY PLAT – submit 8 full size plans, one (11” x 17”), one (8” x 11”)

- 1) Statement of proposed use of lots; i.e., whether residential, commercial, industrial or combination thereof. If residential, state type and number of dwelling units. Furnish sufficient details for all types of usage in order to reveal the effect of the subdivision development on traffic, fire protection and density of population.

- 2) Existing Flood plain management area boundaries within the plat must be indicated on the grading plan. Any areas of flood plain proposed to be removed and/or revised must also be indicated on the grading plan.
- 3) Layout of proposed streets, including street centerlines, curb and gutter and showing right-of-way widths 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 an extension of an already named street, in which event said name shall be used.
- 4) The preliminary plat shall show the number of linear road miles within the Plat.
- 5) Plat area shall include a table showing the following items: total area, total area for each type of easement, proposed right of way, area of dedicated county road right-of-way, park area, wetland area (including 16.5-foot buffer strip), storm water pond area (including 16.5-foot buffer strip), all to be shown in square feet.
- 6) Locations and widths of proposed trails, sidewalks, trail easements, drainage and utility easements, street easements or any other type of proposed easement.
- 7) Layout of lots and blocks with numbers of each, square footage of lots and lot dimensions, including lot width displayed at the front yard setback line and lot depth through the center of the lot, scaled to the nearest foot.
- 8) Areas, other than streets, trail easements and drainage and utility easements intended to be dedicated or reserved for public use, including the size and dimensions of such areas.
- 9) Minimum front, side and rear yard building setback lines as required by the Zoning Ordinance of the City.
- 10) Whenever a portion of a tract of land is proposed for subdividing, the entire parcel shall be required to be included in the preliminary plat. A sketch plan shall also be required for all adjacent undeveloped land. Potential locations for future right-of-way and roadway extensions shall be provided.
- 11) A Tree Protection Plan (which can be shown on the grading plan) shall be required showing all information as defined by the Tree Preservation Policy as adopted by the City Council.
- 12) Proposed Landscaping and/or Screening from public roadways.
- 13) The preliminary plat shall show the location of all "Area Identification" signs. Special Use Permit for area identification signs shall be applied for in conjunction with the preliminary plat in accordance with the Zoning Ordinance.
- 14) Such other information as shall be requested by the Planning Commission or Engineer:

E. GRADING, DRAINAGE AND EROSION CONTROL PLAN– submit 8 full size plans, one (11" x 17"), one (8" x 11")

- 1) Show all erosion control measures as needed (silt fence, inlet protection, rock construction entrance, rip rap, etc.)

- 2) Show site corner 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 feet in height (grading and 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.
- 3) Note on plan that developer is responsible for removing erosion control features upon establishment of permanent erosion control.
- 4) The following items shall go on the Preliminary Plat. Table with the following areas provided:
 - a) Gross Residential Area;
 - b) Wetlands, Water Bodies and Non-Stormwater Ponds (including 16.5-foot buffer);
 - c) Public Parks / Open Spaces;
 - d) Arterial Road ROW (if any);
 - e) Floodplain (excluding 2 above);
 - f) Net Residential Area;
 - g) Total Lots;
 - h) Total Units;
 - i) Net Density (units/acre);
 - j) Right of Way Area;
 - k) County Right of Way Area (if any);
 - l) Road Miles.
 - m) Calculate areas to nearest tenth of an acre (0.1). The Net Residential Area is equal to item "a" (Gross Residential Area) minus items b, c, d, and e (Wetlands, Parks/Open Spaces, Arterial Road ROW, and Floodplain).
- 5) Identify construction entrance locations and construction details.
- 6) Identify temporary erosion control measures to protect in-place and proposed storm sewer inlets. Add note stating inlet protection shall be removed by the contractor prior to winter freeze and replaced in the spring if site stabilization is not achieved, or at the direction of the City Engineer.
- 7) Identify the location of the proposed plat as either in the Coon Creek Watershed District or the Lower Rum River Watershed Management Organization.
- 8) Locations and widths of right of ways, proposed trails, sidewalks, trail easements and drainage and utility easements.
- 9) Location of all delineated wetlands and the floodplain boundary (flood fringe and floodway areas). Any areas of wetland or flood plain proposed to be removed and/or revised must be indicated.
- 10) For lots without municipal sewer, show the location of designated building pad, including a minimum of 3,600 square feet of contiguous buildable land area.
- 11) For lots served by municipal sewer, the first one hundred and ten feet (110') of each lot shall be buildable. The one hundred and ten-foot (110') buildable area must be outside of the sixteen and one half-foot (16.5') wetland buffer, above the 100-year flood

elevation, and outside of any drainage and utility easements. The minimum width shall be equal to the required width of the lot for that particular zoning district. All organic material shall be removed and backfilled with granular material with no more than 5% organic material by volume.

- 12) For lots without municipal sewer, provide the location of two areas, of 5,000 square feet each, designated for the primary and secondary on-site septic drain field based on design criteria for a four (4) bedroom home and in compliance with Chapter 7080 as amended. These areas shall be shown and labeled 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.
- 13) The buildable area of lots without municipal sewer and water shall be required to have a finished grade of at least six feet (6') above the seasonal high water mark and shall also require the lowest floor to be a minimum of three feet (3') above the seasonal high water mark (HAWL) or two feet (2') above the designated or designed one hundred (100) year flood elevation, whichever is higher.
- 14) Proposed lots with municipal water and sewer shall provide a lowest floor at least three feet (3') above the seasonal high-water mark or two feet (2') above the designated or designed one hundred (100) year flood elevation, whichever is higher.
- 15) 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. Maximum slope shall be four to one (4:1) with a note to this effect in the legend or as approved by the City Engineer.
- 16) Watercourses, lakes, delineated wetlands, wooded areas, rock outcrops, drainage tile, and other significant physical features shall be shown.
- 17) For all ponds and wetlands, label NWL, NGWL, and 100-year HWL.
- 18) Show proposed storm sewer system, including outlet control structures with details.
- 19) Include a note indicating maximum slopes shall be four to one (4:1).
- 20) Minimum grades in pervious areas should be two percent (2%), particularly rear yards. If two percent (2%) cannot be achieved, it will be necessary to show intermediate proposed finish grade elevations which must be staked for final grading. Show drainage arrows to depict flow direction.
- 21) Two (2) vehicle maintenance accesses for each ponding area with twenty-foot (20') easements, 10:1 maximum slope.
- 22) On urban plats, a development plan identifying each lot shall show proposed elevations along all lot lines or any additional location as deemed necessary by the Engineer and shall be submitted and accepted by the City prior to the issuance of building permits.
- 23) All proposed lots shall be shown in a table labeled "Lot by Lot Tabulation" containing:
 - a) Lot number
 - b) Block number

- c) House Type
 - d) Top of Curb Elevation at Driveway
 - e) Garage Floor Elevation
 - f) Driveway Grade (%)
 - g) Low Floor Elevation
 - h) Lookout Elevation
 - i) Lowest Opening Elevation
 - j) 100-year HWL
 - k) Emergency Overflow Elevation
 - l) Highest Anticipated Water Level (including normal water level and normal groundwater level (if applicable) and proposed house configuration.
 - m) If some of these items do not apply, then put "N/A" by that item in the table.
- 24) A temporary sixteen and a half-foot (16.5') wetland buffer shall be shown adjacent to the delineated edge of all wetlands and the normal water level of all storm water ponds.
- 25) Show proposed location for mailbox clusters. They shall be on one side of the street only and away from public utilities that are proposed on lot lines (hydrants, storm sewer, etc.)
- 26) Label Emergency Overflows for all low points in the street. Overflows between lots shall not be higher than six inches (6") above the top of curb. If the street is being used, it shall be clearly labeled as such and water should be pooled no more than six inches (6") above the top of curb at the low point in the roadway prior to having an overflow.
- 27) Need to identify Custom Grade (CG) lots where appropriate and label as such on all sheets as appropriate.
- 28) Label all proposed street grades, low point and high point stations and elevations, vertical curve lengths, label radii (20' min at intersections, 30' into cul-de-sac and at country roads).

F. TREE PROTECTION – submit 8 full size plans, one (11" x 17"), one (8" x 11")

- 1) A Tree Protection Plan (which can be shown on the grading plan) shall be required showing all information as defined by the Tree Preservation Policy as adopted by the City Council.
- 2) On areas of proposed tree protection, ensure that proposed grades are going to stay the same (no cuts and fills) and no rapid grade changes, which may cause too much damage to saved trees and ultimately require removal instead of preservation.
- 3) Ensure that all the tree protection areas out of areas that would require removal, including critical easements and right of ways.
- 4) Identify areas of custom grading (CG) for tree protection.
- 5) Use a symbol denoting suitable tree protection, such as orange silt fence or tree protection fence shown around the tree protection areas.

G. LANDSCAPING PLAN – submit 8 full size plans, one (11" x 17"), one (8" x 11")

- 1) A Landscape Plan showing proposed landscaping and/or screening from public roadways for double frontage lots, Planned Unit Developments (PUD's), and urban lots that abut permanently rural areas, as required by City Code 11-3-1-F.
- 2) The Landscape Plan should incorporate trees and shrubs from the list of recommended trees and shrubs in the City of Andover.
- 3) The species should be native and/or suitable to the region. The species should also be suitable to tough, urban conditions.
- 4) The Landscape Plan should incorporate a variety of different species, taking diversity into consideration and the plan should fit with existing landscaping.
- 5) The design should allow for adequate spacing of plant material and species should be planted in locations where they fit.
- 6) The Landscape Plan should have a layout which allows for easy maintenance.
- 7) Planting details should be per City specifications.
- 8) Plant materials shall be planted outside of all easements, rights of ways, and sight triangles.

H. GEOTECHNICAL / SOILS – (submit 2 copies)

- 1) Two (2) signed and bound geotechnical reports with recommendations.
- 2) SCS soil types.
- 3) Highest anticipated water level (for each boring)
- 4) Existing ground water level (for each boring)
- 5) Relate elevations to actual elevations, not assumed elevations.
- 6) Soil borings to a minimum depth of 25 feet with logs.

I. STORMWATER MANAGEMENT PLAN/ HYDROLOGY – (submit 2 copies)

- 1) Two (2) signed and bound copies of the Stormwater Management Plan (Hydrology Report)
- 2) Plan meets the requirements of Water Resource Management Plan Developer's Requirements handout and/or requirements of appropriate watershed management organization or watershed district.
- 3) Stormwater modeling shall use NOAA Atlas 14 precipitation data. The NRCS MSE 3 rainfall distribution shall be used for modeling.

J. ABSTRACT OF TITLE – (submit 1 copy)

- 1) An Abstract of Title or Registered Property Abstract, certified to date, covering the property to be subdivided.

K. PRELIMINARY PLAT APPLICATION / FEE – (submit 1 copy)

- 1) A completed Preliminary Plat Application form and related fees (see Preliminary Plat Application for applicable fees and escrows required).