

**PRELIMINARY PLAT  
APPLICATION**

125 Pine Cone Road N  
SARTELL, MN 56377  
PHONE: 320-253-2171  
FAX: 320-253-3337



DATE RECEIVED \_\_\_\_\_

**FEE:** Residential: \$800 + \$35 per lot for first 80 lots; plus \$90 County fee; plus \$20 per lot each lot over 80  
Residential PUD/ESA: \$900 + \$35 per lot for first 80 lots; plus \$90 County fee; plus \$15 per lot each lot over 80  
Comm/Industrial: \$800 + \$200 per lot for first 10 lots; plus \$90 County fee; plus \$50 per lot each lot over 10  
Comm/Industrial PUD/ESA: \$900 + \$200 per lot for first 10 lots; plus \$90 County fee; plus \$50 per each lot over 10

*This fee covers original review and second review. If additional plat draft reviews are required, supplemental fees to cover City staff and engineering time will be charged to the applicant.*

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**APPLICANT** \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**FEE OWNER** \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

PROJECT/DEVELOPMENT NAME \_\_\_\_\_

PROJECT LOCATION \_\_\_\_\_

PROPERTY IDENTIFICATION NUMBER (PIN) \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY (attach a separate document if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **PROCEDURE FOR PRELIMINARY PLAT APPROVAL**

- A. Following the pre-application meeting and following review of the concept plan, the applicant shall prepare a request for approval of the preliminary plat for the subdivision, as provided within this Ordinance. The request shall be filed with the City on an official application form. A fee as provided for by City Council Ordinance shall accompany such application. Such application shall also be accompanied by five (5) large-scale copies and twelve (12) reduced scale (not less than 11"x17") copies of a preliminary plat and supportive information in conformity with the requirements of this Ordinance. If, in the opinion of the Zoning Administrator, reduced scale drawings (11"x17") are determined to be illegible, the submission of larger scale materials shall be required. The scale of such materials shall be the minimum necessary to ensure legibility.
  
- B. The applicant shall also supply proof of title and the legal description of the property for which the subdivision is requested, consisting of an abstract of title or registered property abstract currently certified together with any unrecorded documents whereby the petitioners acquire a legal ownership or equitable ownership interest and as applicable, supply documented authorization from the owner(s) of the property in question to proceed with the requested subdivision. The applicant shall also submit any necessary applications for variances from the provisions of this Ordinance, as set out in the subdivision ordinance and necessary variances from the provisions of the City of Sartell Zoning Ordinance (Title 10).

### Required Information:

1. The proposed name of the subdivision; names shall not duplicate or be alike in pronunciation to the name of any plat theretofore recorded in Stearns/Benton County.
2. Location of boundary lines in relation to a known section, quarter section or quarter-quarter section lines comprising a legal description of the property.
3. Name, address, phone number and where applicable license number of the record owner(s), any agent having control of the land, the applicant, land surveyor, engineer and designer of the plan.
4. Graphic scale of one (1) inch to one hundred (100) feet, except as specifically approved by the Zoning Administrator.
5. North point and key map of the area, showing well-known geographical points for orientation including streets within a one-half (1/2) mile radius.
6. Date of preparation.
7. The legal description of the land contained within the subdivision including the total acreage of the proposed subdivision.
8. An indication as to which lands are registered torrens property or abstract property. If land is registered property, a registered land survey shall be required.
9. A list of any liens or encumbrances.

10. Elevation benchmarks used for the topographic survey and datum on which they are based. Reference to the coordinate system use for the survey.
11. Results of site evaluation, including percolation tests and soil borings.
12. Boundary lines to include bearings, distances, curve data, and total acreage of proposed plat, clearly indicated.
13. Existing zoning classifications for land in and abutting the subdivision.
14. Total area of the proposed plat.
15. Location, right-of-way width and names of existing or platted streets or other public ways, parks and other public lands, permanent buildings and structures, easements and section, corporate and school district lines within the plan, to a distance of one hundred fifty (150) feet beyond the plat.
16. Location, size, and elevations of existing sewers, water mains, culverts or other underground facilities within the preliminary plat area and to a distance of one hundred fifty (150) feet beyond. Such data as top grades and locations of catch basins, manholes, elevations, invert elevations, hydrants and the street pavement width and type also shall be shown.
17. Boundary lines of adjoining un-subdivided or subdivided land, within one hundred fifty (150) feet of the plat, identified by name and ownership, including all contiguous land owned or controlled by the applicant.
18. Topographic data, including contours at vertical intervals of not more than one (1) foot shown on a contour/topographic map. Watercourses, marshes, wooded areas, rock outcrops, power transmission poles and lines, and other significant features also shall be shown. U. S. G. S. datum shall be used for all topographic mapping.
19. Subsurface conditions location and results of tests to ascertain subsurface soil, rock and groundwater conditions and availability; location and results of soil percolation tests.
20. 100-year flood elevations, the regulatory flood protection, and boundaries of floodway and flood fringe areas, if known, taking into consideration the Flood Insurance Study and Flood Insurance Rate Map.
21. A statement certifying the environmental condition of the site including the presence of any hazardous substance as defined in Minnesota Statutes 115B.02, Subd. 8. Such statement may be required to be based upon an environmental assessment of the site by an environmental engineering firm acceptable to the City.
22. Geotechnical data prepared by a qualified soils engineer showing surface and subsurface soils and groundwater in sufficient detail to show the site to be suitable for the development proposed.
23. A vicinity map at, at least 4" x 4" in size on the full size plans, to the Planning Commission showing the relationship of the proposed subdivision to adjacent properties, roads, right-of-ways, and other property and subdivision within three hundred-fifty feet (350) of the proposed subdivision, and the relation of the plat to the surrounding zoning districts.

24. All existing survey monuments that have been found.
25. Areas in the plat which have been designated as shoreland, delineated wetlands and/or floodplains by the Department of Natural Resources, including the high water mark of all wetlands.
26. Layout of proposed streets showing the right-of-way widths, centerline gradients, roadway widths, typical cross-sections, and proposed names of streets in conformance with City of Sartell street identification policies. The name of any street heretofore used in the City or its vicinity 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.
27. Locations and widths of proposed alleys and pedestrian ways.
28. Locations and size of proposed storm sewer, sanitary sewer lines and water mains.
29. Gradients of proposed streets, storm sewer, sanitary sewer lines and water mains, as requested.
30. Location, dimension and purpose of all easements.
31. Layout, numbers, lot areas and preliminary dimensions of lots and blocks, and outlots. The total number of proposed lots, their minimum, maximum and average size in square footage.
32. Minimum front and side street building setback lines.
33. When lots are located on a curve, the width of the lot at the building setback line.
34. Building pads intended for construction.
35. Areas, other than streets, alleys, bikeways, pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the size of such an area or areas in acres.
36. The proposed location and sizing of public water system mains and service connections.
37. The proposed location and routing of public sewer mains and service connections
38. Preliminary grading plan with minimum one (1) foot contours which shall include the proposed grading and drainage of the site: prior to, during and post-construction. The preliminary grading plan shall include, but not be limited to, the illustration of provisions for erosion control, hydrology calculations and drainage. Also to be stipulated are the garage floor, first floor and basement elevations of all structures.
39. The location, size and proposed improvements for proposed parks, playgrounds and public open spaces; churches or school sites or other special uses of land to be considered for dedication to public use or to be reserved by deed of covenant for the use of all property owners in the subdivision and any conditions of such dedication or reservation.
40. Proposed pedestrian ways, trails, drainage easements and utility easements.
41. The items listed in this section shall be in conformance with all other applicable sections of this Ordinance and the Sartell Zoning Ordinance (Title 10).

42. Supplementary Information: Any or all of the supplementary information requirements set forth in this subsection shall be submitted when deemed necessary by the City staff, consultants, advisory bodies and/or the City Council to adequately address the application and site in question.
43. If the developer is contemplating financing under Mn. Stat. Chapter 429, an official request to the City Council for the uses of said financing and the Council's approval of the drafting of a feasibility report.
44. A build-out plan as defined by the City and/or its assigns.
45. Proposed protective covenants or private restrictions.
46. Proposed phasing/staging plan for any project involving more than one construction season which sets forth the chronological order of construction and relates the proposed uses and structures to the construction of various service facilities and gives estimated completion dates.
47. A listing of all required federal, state and City permits and status of applications. This includes a wetland permit if there are proposed impacts to wetlands on the property being platted.
48. A plat overlay on an aerial photo, illustrating the relationship of the proposed subdivision to the surrounding area.
49. An analysis prepared by a qualified person identifying tree coverage in the proposed subdivision in terms of type, weakness, maturity, potential hazard, infestation, vigor, density and spacing. A vegetation preservation and protection plan that shows those trees proposed to be removed, those to remain, the types and locations of trees and other vegetation that are to be planted may also be required.
50. 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. The City may require the applicant to have formal traffic or other studies performed to the City's satisfaction which show the effect of the proposed development on traffic, fire hazards, congestion, or other matters of public concern.
51. 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 information only and shall not vest any rights in the applicant.
52. A plan for soil erosion and sediment control both during construction and after development has been completed. The plan shall include gradients of waterways, design of velocity and erosion control measures, design of sediment control measures, and landscaping of the erosion and sediment control system. Such plans are to be in accordance with the technical standards and specifications of the Soil Conservation Service, as provided by Stearns/Benton County Soil and Water Conservation District Office.
53. An environmental review shall be submitted if the City, City consultants or other groups or agencies determine that one is required by law.

54. Applications, statements and supporting documentation and plans for rezoning, variances, conditional use permits or planned unit development approvals being sought for the subdivision.

55. Such other applicable information as may be required by the City.

**NOTE: PRELIMINARY AND FINAL APPROVAL IS ALSO SUBJECT TO PARK DEDICATION REQUIREMENTS, SEWER AND WATER ACCESS CHARGES AND SEWER, WATER AND STORM TRUNK FEES.**

**Park Dedication Requirements:**

**Single Family Home – 1,150 sf per unit (park land dedication) or \$978 per unit (Payment in Lieu)**

**Multi-family Home – 1,150 sf per unit (parkland dedication) or \$978 per unit (Payment in Lieu), paid at time of building permit/site plan**

**Commercial – 5% land or \$1.64 per sf cash equivalent**

If the preliminary plat is not approved by the City Council, the reasons for such action shall be recorded in the proceedings and transmitted to the applicant.

*SARTELL strongly recommends that you discuss your proposal with the adjacent property owners before a formal application is made. It will be required for any ESA Plat. Any conflicts you can resolve ahead of time will make it easier and faster for the City to process your applications.*

This application must be signed by all owners of the subject property or an explanation given why this is not the case.

We, the undersigned, have read and understand the above.

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Signature of Applicant

Date

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Signature of Owner (s)

Date