

SUBDIVISION REVIEW

PRELIMINARY PLAT

City of Princeton

Definition

A subdivision is a division of property into two or more parcels. Subdivisions which contain more than three (3) lots or which include construction of a street must file both a preliminary plat application and, if approved, a final plat application in accordance with City procedures.

Divisions resulting in two or three lots, and which include no new streets, will be processed as "Short Plats." These procedures will entail only one review by the Planning Commission and City Council, and submission must include all required information for both preliminary and final approval.

- * **Concept Plan** – It is not required to submit a concept plan to the Planning Commission as a preliminary step, but many developers still choose to do so. The concept plan – or sketch plan as it is known in some cities – shows only general layouts of streets and lots, not the requirements for the actual preliminary plat.

Historically, many developers have chosen to submit a concept plan so any changes the Board members might require do not ruin an expensive preliminary plat. It takes more time but saves money. Concept plans also require approval by the City Council. Twenty two (22) copies of the plan should be given to the Planner/Zoning Administrator. There is no fee for concept plan review.

The preliminary plat must be reviewed and approved by both the Planning Commission and the City Council. A public hearing is scheduled by the Planning Commission.

Final plat approval is a two-step process requiring first approval of the final plat by the Planning Commission and City Council, and second fulfillment of various administrative requirements after City Council approval.

More detailed information is contained in the following sections.

PRELIMINARY PLAT PROCEDURES

City of Princeton

The Preliminary Plat must be reviewed and approved by both the Planning Commission and the City Council. A public hearing is scheduled by the Planning Commission.

A. The **Applicant** or an authorized representative is responsible to do the following:

1. Submit all filing requirements (listed below as B) to the Planner/Zoning Administrator at least **28 days prior** to the regular Planning Commission meeting, at which the public hearing will be held.

All required information must be received before the application will be placed on a Planning Commission meeting agenda.

NOTE: Applicants are advised to check with the City Engineer to see if sewer and water must be extended into the proposed subdivision. Ask for an estimate as to when these utilities can be scheduled. Also, check with the Finance Director to obtain an estimate of the additional assessments for these improvements and to see if there will be any additional charges when building permits are issued on the new lots.

B. Filing Requirements

1. Completed application Subdivision.
2. Complete Preliminary Plat check list.
3. Cash fee of \$_____.
4. Legal description of property to be divided.
5. Acknowledgement of Responsibility form completed.
6. Affirmation of Sufficient Interest form completed.
7. **Completed Application and appropriate fees** for permits required by the State Pollution Control Agency (sewer extensions) and Minnesota Department of Health (water extensions).

8. **Completed Application to DNR (as necessary).**
9. Seven (7) 2' x 3' and fifteen (15) 11" x 17" blueline copies of the proposed plat.
10. Rezoning petition if appropriate.

NOTE: Applicant or an authorized representative must be present at Planning Commission's review of plat and public hearing.

NOTE: Applicant must meet with Park Board and resolve issue of park dedication prior to submittal of preliminary plat.

C. City Staff is responsible to do the following:

1. Publish public hearing notice at least ten (10) days before the Planning Commission meeting at which time the item will be heard.
2. Mail notice at least ten (10) days prior to the public hearing to area residents within a radius of at least 350 feet.
3. Place preliminary plat on Planning Commission agenda for a public hearing with a staff recommendation of either approval or denial.
4. Forward staff report to the Planning Commission and applicant at least three (3) days prior to hearing.
5. Planning Commission holds public hearing and recommends either approval or denial to the City Council.
6. Place preliminary plat on City Council agenda with staff report and Planning Commission recommendations noted.
7. Council acts on preliminary plat, either approving or denying.
8. Written notice is sent to the applicant informing him/her of approval or denial. If the request is denied, grounds for denial shall be set forth in proceedings and reported to the applicant.

DATA REQUIRED FOR SUBDIVISION PRELIMINARY PLAT

The following information is required on the survey. This survey will include all information listed below for the specific property being divided and **all lands within one hundred (100) feet of the specified property**. All plans shall utilize an Engineer's scale.

A. Identification and Description

1. Proposed name of subdivision, which shall not duplicate or be similar in pronunciation to the name of any plat recorded in the county.
2. Location by section, township, range, or by other legal descriptions.
3. Names, addresses, and phone numbers of the Owner and any agent having control of the lands included in said preliminary plat, the surveyor, the designer of the engineering proposals, and the attorney.
4. Graphic scale not less than one (1) inch to one hundred (100) feet.
5. North point designated as true north.
6. Date of preparation.

B. Existing Conditions

1. Legal descriptions of all property in the preliminary plat (subject property only) indicating if property is torrens or abstract.
2. Boundary lines of adjoining unsubdivided or subdivided land within one hundred feet (100') of proposed plat.
3. Existing zoning classification.
4. Total acreage in the plat.
5. Topographical data, including contours at vertical intervals of not more than two feet (2'), (except that contour lines shall be no more than one hundred feet (100') apart horizontally), water courses, marshes, rock outcrops, and other significant features are also shown.
6. Location, size, and species of individual mature trees; and location, size, and species of the clusters of mature trees.

7. Current easements in effect and/or required; including, but not limited to, drainage, utility, driveway, and right-of-way. Easements shall be a minimum of 16' in width.
8. Current roadways, driveways, sidewalks, buildings, foundations, or other manmade features with appropriate dimensions, setbacks, and square footages.
9. Location, widths, and names of all existing or previously platted streets or other public ways, showing types of improvement, if any, railroad and utility rights-of-way, parks and other public open spaces, permanent buildings and structures, casements, and section and corporate lines within the tract and to a distance of one hundred feet (100') beyond the tract.
10. Location and size of existing sewers, watermains, culverts, or other underground facilities within the tract and to a distance of one hundred feet (100') beyond the parcel. Such data as grades, invert elevations, and locations of catch basins, manholes, and hydrants are to be given also.
11. Water elevations of adjoining lakes, streams, and wetlands at the date of survey and approximate high and low water elevations.
12. If the proposed subdivision is a rearrangement or replat of any former plat, the lot and block arrangement of the original plat, along with its original name, shall be indicated by dotted or dashed lines. Also, any revised or vacated roadways of the original plat shall be so indicated.
13. Buildings, roadways, or easements to be removed or vacated should be noted.

C. Proposed Conditions (Subject Property Only)

1. Legal descriptions of all parcels to be created.
2. Boundary line dimensions and square footages of all parcels to be created.
3. Proposed easement: Drainage, utility, driveway, and right-of-way with appropriate dimensions noted.
4. Indication of the proposed storm water runoff through use of arrows or notes.
5. Layout of proposed streets and sidewalks showing right-of-way widths, centerline street grades, and approximate radii of all curbs and names of streets. Street names will be provided by the City and the Planner/Zoning Administrator should be contacted for them.

6. Minimum front and side-street building setback lines, indicating dimensions of same.
7. Areas, other than streets and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.
8. Proposed lot and block numbers.
9. Proposed protective covenants.
10. Source of water supply.
11. Provisions for sewage disposal, drainage, and flood control.
12. Proposed zoning changes.
13. Plan for re-subdivision of large lots if necessary as required.
14. Soil information as requested by the City.
15. Typical cross-section of street improvements and approximate centerline gradients.
16. Proof of review by the following agencies as necessary: DNR, Corps of Engineers, Sherburne and Mille Lacs County Highway Department, and the Princeton Park Board.
17. Rectangular street pattern preferred.

D. Grading/Drainage Plans

1. Seven (7) 2' x 3' and fifteen (15) 11" x 17" complete sets of prints showing location, size, and approximate gradient of sewer lines, drainage ditches, catch basins, and culverts, **as well as appropriate drainage computations including 100 year storm elevations.**
2. Topographical contours, at two foot intervals, of the site upon completion of the proposed project, including any drainage facilities, retaining walls, etc., to be created or constructed with appropriate dimensions, erosion control plans, and vegetation/natural areas to remain undisturbed.

E. Landscaping

Complete landscaping, screening, and erosion control plans in the R-3, B-1, B-2, B-3, HC-1, MN-1, and MN-2 districts and all PUDs shall be prepared and submitted for approval.

1. Plans:
 - a. Detailed natural land analysis, including vegetation, soil types, and slopes.
 - b. Manmade features.
 - c. Details of all proposed vegetative landscaping materials, including placement, Latin name, common name, caliper/height, quantity.
 - d. Details of all proposed non-vegetative land landscaping and screening materials.
 - e. Where landscape or manmade materials are used to provide required screening from adjacent and neighboring properties, a cross-section shall be provided at a legible scale illustrating the prospective of the site from the neighboring property and property line elevation.
 - f. Planting and construction schedule for completion of landscaping and screening plans. The final landscaping and screening plan must be approved by the Planning Commission at the time of site plan review.
2. Copies: 22 prints (seven (7) 2' x 3' and fifteen (15) 11" x 17") of site plan.
3. Number of plant materials required.

In order to achieve an appropriate and complete quality landscaping of a site, the following minimum number of plant materials shall be provided as indicated below:

- a. One (1) overstory deciduous shade tree for every one thousand (1,000) square feet of total building floor area, or one (1) tree for every one hundred (100) feet of site perimeter, whichever is greater.
- b. One (1) coniferous tree for every one thousand (1,000) square feet of building or one (1) coniferous tree for every two hundred (200) feet of site perimeter, whichever is greater.
- c. One (1) understory shrub for every three hundred (300) square feet of building or one (1) shrub for every thirty (30) feet of site perimeter, whichever is greater.
- d. One (1) ornamental tree for every one thousand (1,000) square feet of building area or one (1) ornamental tree for every two hundred (200) feet of site perimeter, whichever is greater.

4. Minimum size of plantings:
 - a. Overstory deciduous – 2 ½ inch caliper.
 - b. Coniferous – 6 feet in height.
 - c. Shrubs – 24-inch pot.
 - d. Ornamental trees – 2 inch caliper.

In the event a site plan layout does not have adequate open space to accommodate plant quantities as per ordinance, such quantities per species can be combined into less quantities per species, provided total required height or caliper is maintained.

5. Method of Installation

All deciduous and coniferous trees shall be ball and burlap and staked and guyed per National Nurseryman's Standards. All shrubs shall be potted.

6. Sodding and Ground Cover

All open areas of any site not occupied by buildings, parking, or storage shall be sodded over four (4) inches of topsoil. Exceptions are as follows:

- a. Seeding over four (4) inches of topsoil of future expansion areas (areas to be built upon within eighteen (18) months as shown on approved plans).
 - b. Undisturbed areas containing existing natural vegetation which can be maintained free of foreign and noxious materials.
 - c. Areas designated as open space for future expansion area properly planted and maintained with grass.
7. Slopes and Berms:
 - a. Final slope grade steeper than the ratio 3:1 will not be permitted without special approval of treatment, such as terracing or retaining walls.
 - b. Berming used to provide required screening of parking lots and other open areas shall not have a slope to exceed 3:1.

8. Use of Landscaping for Screening.

Where natural materials, such as trees or hedges are approved in lieu of required screening by means of walls or fences, density and species of planting shall be such to achieve ninety percent (90%) opaqueness year round.

9. Maintenance Policy: It is the responsibility of the property owner to ensure that the landscaping is maintained in an attractive condition. The owner shall replace any damaged or dead trees, shrubs, ground covers, and sodding.

10. Erosion Control: All open disturbed areas of any site shall be seeded as an erosion control measure.

11. Clear Cutting: No clear cutting of woodland areas shall be permitted. Shade trees of six inches (6") or more in caliper shall be saved unless it can be demonstrated that there is no other way to develop the site.

12. Wetland, shoreland, and marsh areas: Land and vegetation within one hundred feet (100') of any shoreland or marsh area shall be preserved and not altered in any way, shape, or form except seed or sod, except as otherwise noted within the Wild and Scenic Rum River Protection Area Ordinance.

13. Landscaping may be permitted in utility and drainage easements or road right-of-way with the approval of the Planner/Zoning Administrator.

14. No plantings that may interfere with traffic visibility shall be permitted within the intersection sight distance triangle.

F. Partial Portions of Property

If the subdivision includes only a portion of the applicant's property, a sketch plan is required showing possible development (streets, lots, grading) for that portion not included in the application.

**YOU ARE HEREBY REQUIRED TO CONTACT, AS SOON AS POSSIBLE,
THE APPROPRIATE UTILITY COMPANIES SERVING
YOUR DEVELOPMENT AREA
TO INITIATE THE PROCESS TO PROVIDE THE NECESSARY UTILITIES
TO SERVE YOUR PROPOSED DEVELOPMENT.**

UTILITY COMPANY CONTACT INFORMATION

Utility	Owner/Address	Telephone
Gas	CenterPoint Energy Minnegasco Shelly Houde 800 LaSalle Avenue Minneapolis MN 55402	1-877-295-8630
Electric	Princeton Public Utilities Commission 907 1 st Street Princeton MN 55371	763-389-2252
Garbage	Princeton Public Utilities Commission 907 1 st Street Princeton MN 55371	763-389-2252
Water	Princeton Public Utilities Commission 907 1 st Street Princeton MN 55371	763-389-2252
Sewer	City of Princeton 705 2 nd Street North Princeton MN 55371	763-389-2040
Telephone	NorthStar Access Russell Vance	763-262-4722
	QWEST	1-800-526-3557
Cable T.V.	U.S. Cable P.O. Box 496 Cold Spring MN 56320	1-800-783-2356