

PARK DEDICATION REQUIREMENTS

City of Princeton

I. GENERAL

When you subdivide land in Princeton, you are required to dedicate a minimum of seven percent (7%) of the developed property to the City for park purposes. The City Council, at its sole discretion and upon the recommendation of the Park Board, may accept or require cash in lieu of the land.

Some of the criteria used by the City in determining the park needs for a particular subdivision include:

- A. The proposed development density.
- B. The proximity of development to existing parks.
- C. The amount and location of proposed open space within the development.
- D. The park needs as outlined in the city's Comprehensive Plan.

If a cash contribution is agreed to for the development, the amounts required will be according to a formula adopted by Resolution of the City Council.

In all instances, the final park dedication requirement will be clearly defined in the Developer's Agreement prior to the signing of the final plat.

To determine the park dedication fee for re-subdivided land, the city shall subtract the number of old lots from the number of new lots and multiply that difference by the appropriate PDF.

II. PARK BOARD PROCEDURES

Prior to the submittal of a subdivision's preliminary plat, the person subdividing the land shall provide a written proposal outlining their proposal to meet the park dedication criteria required by the city. Those plans may include a cash contribution, land contribution, in-kind contribution or a combination thereof.

The proposal shall be reviewed by the Park Board. The Park Board meets monthly. The written proposals are to be submitted to the City's Planner/Zoning Administrator one week prior to that meeting. Park proposals should include the following:

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- A. The proposed layout should include 2' contour topographic information showing both existing and final grades. The scale must be one inch (1") to 100 feet (100').
- B. If any structures or field layouts are suggested, they must be drawn to a one inch (1") to 50 foot (50') scale.
- C. Photographs of the proposed park property must be submitted. A minimum of four photos are required for each park site. A photo taken from the four corners of the site and directed towards the center is required. The location and direction of each photo shall be described (ex. Southwest corner looking northeast).

The city's Plat Review Team shall include representation from the Park Board.

III. GUIDELINES

Guidelines to help you work with the Park Board as they review your plans are as follows:

- A. There are several park space types that may be employed within the city of Princeton. They include:
 - 1. Tot Lot/Mini-park – A small park, generally under 1 acre in size, that feature playground equipment designed for use by the residents of the immediate neighborhood.
 - 2. Neighborhood Park – A larger park for use of a larger neighborhood that may include playground equipment and neighborhood ball fields for use by the residents of the general neighborhood.
 - 3. Community Park – A larger park designed for use by the residents of the entire city. A Community Park will have various general use facilities including playground equipment, picnic areas and shelters, ball fields, special use facilities
 - 4. Hike & Bike Trails – A network of paths providing access to, through and in some cases between park and open space areas. Trails can be used for active and passive recreation (walking, biking, running, scenic observation, etc.).
- B. There are other open space land use types that may be employed within the city of Princeton but do not qualify for park dedication credit. They include:
 - 1. Open Space – Open space should be provided to preserve and protect drainageways, wetlands, lakes, stormwater retention areas and provide development breaks

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2. Greenbelts – Greenbelts define creeks, rivers, drainageways, wetlands, etc. which form the edges of various neighborhoods within the city.
- C. Land dedicated to the city under this section must be suitable for park and recreation uses. The following characteristics of a proposed area are generally unsuitable:
1. Any area primarily located in the 100-year flood plain.
 2. Any areas of unusual topography or slope which renders same unusable for organized recreational activities.

The above characteristics of a park land dedication area may be grounds for refusal of any preliminary plat.

- D. The area required by this section shall equal the greater of:
1. Two acres for each 100 proposed dwelling units*, or
 2. Seven percent (7%) of the developed land area (not counting the area encumbered by streets, stormwater ponds and/or wetlands.)

*The city's minimum R-1 lot size is 12,500 ft². Seven percent of 100 lots equals seven lots @ 12,500 ft² or 87,500 ft², which is just over two acres.

- E. Each park must have ready access to a public street, and sidewalks shall be continued and constructed throughout any dedicated park site.
- F. Subdivisions consisting of less than ten lots will probably be subject to a cash payment rather than land dedication.
- G. Land used for park purposes does not have to be within your subdivision. You may be able to purchase land elsewhere in the near vicinity to use for park dedication land. Of course, this must be approved by the City.
1. With larger developments (more than 100 lots), the Board members are most responsive to proposals where the developer dedicates some land for park purposes and agrees to complete improvements to that land. This usually works to the developer's benefit as park facilities become available as the land is being marketed.

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2. The City's Public Works Director will give locations at the property's periphery for trail locations. Trail locations within the area to be subdivided are dependent on the street design of the plat. The trails must, however, enter and leave the property at the locations given by the City. The developer is required to grade the trail. (See City Engineer for dimensions on trails.)
3. Buffer any active-play areas from adjacent residential lots.

IV. SPECIAL FUND CREATED

- A. All funds collected by this dedication process will be deposited in the city's park development fund and used solely for the purchase or leasing of park land and development of same. All expenditures from this fund will be reviewed by the park board and approved by the city council.
- B. The city shall account for all sums paid in lieu of land dedication under this section with reference to the individual plats involved. Any funds paid for such purposes must be expended by the city within 5 years from the date received by the city for acquisition or development of a neighborhood park as defined herein. Such funds shall be considered to be spent on a first in, first out basis in a particular park area.