



Date: ___/___/___

2020 City of Lakeville Preliminary Plat Application

Abstract Property

Torrens Property: *if Torrens, copy of Owner's Duplicate Certificate of Title must be attached*

Name of Subdivision _____

Legal Description/PID No. _____
(If metes and bounds, attach description)

No. of Lots _____ Site Area (Acres) _____ Present Zoning _____

Existing Use of Property _____

Description of Plat Request _____

~~~~~  
Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Please Print Name

~~~~~  
Property Owner/Fee Owner (if different from above) _____

Address _____

City _____ State _____ Zip _____

Phone No. _____ E-mail _____

Signature _____ Date _____
Please Print Name

~~~~~  
**A certified list prepared by an abstract company and mailing labels of the names and addresses of all property owners within 500 feet of the subject property must be submitted with this application.**

|                  |                                                                                                                 |
|------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>FEES:</b>     |                                                                                                                 |
| Application..... | \$500.00 per addition (1000.4312)                                                                               |
| Engineering..... | \$150.00 per acre (\$500 minimum, \$3,200.00 maximum) (1000.4501)                                               |
| Escrow:.....     | \$2,000.00 for legal notices, planning, engineering and legal services by staff and/or consultants. (1000.1240) |

### Planning Department

20195 Holyoke Ave - Lakeville, MN 55044 - [www.lakevillemn.gov](http://www.lakevillemn.gov) - Phone: (952) 985-4420 Fax: (952) 985-4499



Dear Applicant:

The City of Lakeville requires a cash escrow to cover costs incurred from staff and consultants directly related to processing your application. These costs are normally related to review of the application by City planning and engineering staff, City consultants, and possibly the City Attorney.

You will receive a statement of account every 30 days. If the deposit is depleted before the application is concluded, you may be asked to make an additional deposit. In all cases, bills must be current before final action on your application is taken by the City Council.

There will be no credit given in cases where requests are denied or determined to be premature. We make every attempt to keep costs down. It is important that completed documents, plans, and designs be furnished by you and your consultants in a timely fashion in order to accomplish this. Incomplete submittals result in time consuming report writing and increased review time.

Please contact the Planning Department if there are unanswered questions or if you are unsure how to proceed. We will endeavor to process your application as quickly as possible and assist you in every way we can.

Sincerely,

Daryl Morey  
Planning Director

I have read and understand the above letter.

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Applicant's Signature

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Date



# Preliminary Plat Application Checklist

## *City of Lakeville*

Planning Department

### PROCEDURES:

- A. Three (3) pre-sorted and pre-folded paper copies, one 11 x 17 copy, and electronic version (PDF format) of the preliminary plat shall be submitted to the Zoning Administrator. The required filing fee(s) as established by City Council resolution shall be paid and any necessary applications for related planning actions shall be submitted with the required fee. The plat shall be officially submitted when all the information requirements are complied with.
- B. Review By Other Commissions Or Jurisdictions: The Zoning Administrator shall refer copies of the preliminary plat to the Park and Recreation Committee, County Soil and Water Conservation District, Environmental Affairs Sub-Committee, County, Metropolitan, State or other public jurisdictions for their review and comment, where appropriate and when required.
- C. Planning Commission Action:
1. The Zoning Administrator upon receipt of the application shall instruct the City Clerk to set a public hearing for public review of the preliminary plat. The hearing shall be held after adequate time has been allowed for staff and advisory body review of the plat. Notice of the hearing shall consist of a legal property description and description of request and shall be published in the official newspaper at least ten (10) days prior to the hearing. Written notification of the hearing shall be mailed at least ten (10) days prior to all owners of land within five hundred (500) feet of the boundary of the property in question. Failure of a property owner to receive notice shall not invalidate any such proceedings as set forth within the Subdivision Ordinance.
  2. The Zoning Administrator shall instruct the appropriate staff to prepare technical reports where appropriate and provide general assistance in preparing a recommendation on the action.
  3. Unless excused by the Planning Commission Chair, the applicant or a representative thereof shall appear before the Planning Commission in order to answer questions concerning the proposed request.
  4. The Planning Commission shall conduct the hearing and recommend such actions or conditions relating to the request, as they deem necessary to carry out the intent and purpose of the Subdivision Ordinance. Such recommendation shall be accompanied by the report and recommendation of the City staff.
- D. City Council Action:
1. The City Council shall act upon the preliminary plat within one hundred twenty (120) days from the date of submission of a complete application, unless an extension of the review period has been provided by the applicant.
  2. Upon receiving the report and recommendation of the Planning Commission and the City staff, the City Administrator shall place the report and recommendation on the agenda of the City Council. Such reports and recommendations shall be entered in and made part of the permanent written record of the City Council meeting.
  3. Upon receiving the report and recommendation of the Planning Commission and City staff, the City Council shall have the option to set and hold a public hearing if deemed necessary,

and may impose any condition it considers necessary to carry out the purpose and intent of the Subdivision Ordinance.

4. If, upon receiving said report and recommendations of the Planning Commission and the City staff, the City Council finds that specific inconsistencies exist in the review process and thus the final recommendation of the City Council may differ from that of the Planning Commission, the City Council may, before taking final action, refer the matter back to the Planning Commission for further consideration. The City Council shall provide the Planning Commission with a written statement detailing the specific reasons for referral. This procedure shall be followed only one (1) time on a singular action.
5. If the preliminary plat is not approved by the City Council, the reasons for such action shall be recorded in the proceedings of the City Council. If the preliminary plat is approved, such approval shall not constitute final acceptance of the layout. Subsequent approval will be required of the engineering proposals and other features and requirements as specified by the Subdivision Ordinance to be indicated on the final plat. The City Council may require such revisions in the preliminary plat and final plat, as it deems necessary to carry out the purpose and intent of the Subdivision Ordinance.
6. If the preliminary plat is approved by the City Council, the subdivider must submit the final plat within one hundred (100) days after the approval or approval of the preliminary plat shall be considered void, unless a request for time extension is submitted in writing and approved by the City Council.
7. The developer, upon City Council approval of the plat, submit a .shp or .pdf file of the plat, including property and easement lines, for use in addressing and naming of streets.

#### SUBMITTAL REQUIREMENTS (10-3-2):

Subdivider shall prepare and submit a preliminary plat, together with any necessary supplementary information, approved wetland delineation, preliminary utility plan and preliminary grading plan. All items on this checklist must be completed before the City will begin the formal review process. All plans must be submitted as hard copy and electronically.

#### A. Proof of Ownership

- \_\_\_\_\_ 1. Current Title Commitment or Current Title Opinion for abstract property and a Certificate of Title for Registered property (torrens).
- \_\_\_\_\_ 2. Written authorization from current owner, if current owner is not making application for platting.

#### B. Submit a list and mailing labels of property owners located within five hundred (500) feet of the subject property obtained from and certified by an abstract company.

#### C. A current certificate of survey, prepared and signed by a Minnesota licensed land surveyor, depicting the following:

- \_\_\_\_\_ 1. Graphic Scale of drawing (engineering scale only, not less than one (1) inch equals one hundred (100) feet).
- \_\_\_\_\_ 2. North arrow.
- \_\_\_\_\_ 3. Date of survey.
- \_\_\_\_\_ 4. Existing legal description of the parcel of land to be platted.

- \_\_\_\_\_ 5. Existing parcel boundaries shown with survey measurement data matching the existing legal description of the parcel of land to be platted.
- \_\_\_\_\_ 6. Area in square feet and acres of the outside boundary of the parcel of land to be platted.
- \_\_\_\_\_ 7. Existing site improvements inside the outside boundaries and fifty (50) feet outside the outside boundaries of the parcel of land to be platted.
- \_\_\_\_\_ 8. All encroachments along the outside boundary of the parcel of land to be platted.
- \_\_\_\_\_ 9. Easements of record (referenced in the current Title Commitment, current Title Opinion or Certificate of Title).
- \_\_\_\_\_ 10. Ponds, lakes, rivers, streams, reeks, approved delineated wetlands, and other waterways bordering on or running through the parcel of land to be platted. The ordinary high water elevation and the one hundred (100) year flood elevation shall be shown where applicable, if available from the City or the DNR.
- \_\_\_\_\_ 11. Wetland replacement plan, if needed.
- \_\_\_\_\_ 12. All Wetland and Watercourse Buffers per the City of Lakeville WMP and Vermillion River Watershed Stream Buffer Standards.
- \_\_\_\_\_ 13. Location, right-of-way widths and names of public streets or other public ways, showing type, width and condition of improvements, if any, which pass through and or are adjacent to the parcel of land being platted.
- \_\_\_\_\_ 14. Location, right-of-way widths and names of railroads, if any, which pass through and or are adjacent to the parcel of land being platted.
- \_\_\_\_\_ 15. Identify registered lands (torrens) within the outside boundaries of the parcel of land being platted.
- \_\_\_\_\_ 16. Identify all gaps and overlaps of the property being platted.
- \_\_\_\_\_ 17. The outside boundary of the property being platted must be clearly marked with survey monumentation.

D. Preliminary Plat:

1. General Requirements:

- \_\_\_\_\_ a. The current certificate of survey must be used as a base for the preparation of the preliminary plat.
- \_\_\_\_\_ b. Proposed name of subdivision; names shall not duplicate or too closely resemble names of existing platted subdivisions within Dakota County. Proposed names must be verified with the Dakota County Recorder.
- \_\_\_\_\_ c. Graphic Scale of drawing (engineering scale only, not less than one (1) inch equals one hundred (100) feet.
- \_\_\_\_\_ d. Date of preparation.
- \_\_\_\_\_ e. North arrow.
- \_\_\_\_\_ f. Location of boundary lines in relation to a known section, quarter section or quarter-quarter section lines comprising a legal description of the property.
- \_\_\_\_\_ g. Name and address of the property owner(s).

- \_\_\_\_\_ h. Name and address of the subdivider.
- \_\_\_\_\_ i. Name and address of the designer (and their Minnesota License Number), if any, of the proposed plat.
- \_\_\_\_\_ j. Existing zoning classifications for lands within and abutting the proposed plat, including Shoreland zoning boundaries.
- \_\_\_\_\_ k. Boundary lines of adjoining unsubdivided or subdivided land, within three hundred fifty (350) feet, including all contiguous land owned or controlled by the subdivider.
- \_\_\_\_\_ l. In plats where public water and sewer are not available, the subdivider shall file a report prepared by a certified soils evaluator or registered civil engineer on the feasibility of individual on-site sewer and water systems on each lot, and shall include soils boring analysis and percolation tests to verify conclusions.

2. Proposed Design Features:

- \_\_\_\_\_ a. Layout of proposed streets showing the right-of-way widths, centerline gradients, typical street sections, and proposed names of streets in conformance with the County Uniform Street Naming and Addressing System. The name of any street heretofore used in the City or its environs 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.
- \_\_\_\_\_ b. Locations and widths of proposed alleys and pedestrian-ways.
- \_\_\_\_\_ c. Location, dimensions and purpose of all easements.
- \_\_\_\_\_ d. Layout, numbers, lot areas and preliminary dimensions of lots and blocks
- \_\_\_\_\_ e. Minimum front and side street building setback lines.
- \_\_\_\_\_ f. When lots are located on a curve, the width of the lot at the building setback line.
- \_\_\_\_\_ g. Areas, other than streets, alleys, pedestrianways, and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.

3. Supplementary Information:

- \_\_\_\_\_ a. 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 City Council.
- \_\_\_\_\_ b. Proposed protective covenants.
- \_\_\_\_\_ c. An accurate soil survey of the subdivision prepared by a qualified person.
- \_\_\_\_\_ d. A Tree Inventory and Preservation Plan must be prepared by and signed by a licensed forester or landscape architect identifying tree coverage in the proposed subdivision in terms of type, weakness, maturity, potential hazard, infestation, vigor, density and spacing.
- \_\_\_\_\_ e. 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.

- \_\_\_\_\_ f. 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 right in the applicant.
- \_\_\_\_\_ g. The subdivider shall be required to submit a sketch plan of adjacent properties so as to show the possible relationships between the proposed subdivision and future subdivisions. All subdivisions shall be required to relate well with existing or potential adjacent subdivisions.
- \_\_\_\_\_ h. Where structures are to be placed on large or excessively deep lots that are subject to potential replat, the preliminary plat shall indicate a logical way in which the lots could possibly be resubdivided in the future.
- \_\_\_\_\_ i. When the City has agreed to install improvements in a development, the developer will be required to furnish a financial security satisfactory to the City.
- \_\_\_\_\_ j. A comprehensive screening plan which identifies all proposed buffering and screening in both plan and sectional view.
- \_\_\_\_\_ k. Where irregular shaped lots have been proposed, house plans shall be submitted which demonstrate such lots to be buildable and the resulting structure compatible in size and character to the surrounding area.
- \_\_\_\_\_ l. Such other information as may be required.

E. Preliminary Grading Plan: The developer shall submit a preliminary grading, drainage and erosion control plan utilizing a copy of the current certificate of survey as a base for the site in question, prepared and signed by a Minnesota licensed engineer, depicting the following information:

- \_\_\_\_\_ 1. North arrow and date of preparation.
- \_\_\_\_\_ 2. Graphic Scale (engineering scale only, not less than one (1) inch equals fifty (50) feet).
- \_\_\_\_\_ 3. Lot and block numbers, house pad location, home style and proposed building pad elevations at garage slab and lowest floor for each lot.
- \_\_\_\_\_ 4. Drainage plan, with a narrative, including the configuration of drainage areas and calculations that meet the requirements of 10-4-6 of the City Code and/or South Creek Standards.
- \_\_\_\_\_ 5. Location of all natural features on the tract. Natural features are considered to include, but are not limited to the following: tree lines, wetlands, ponds, lakes, streams, drainage channels, bluffs, steep slopes, etc.
- \_\_\_\_\_ 6. All delineated Wetlands and Watercourse Buffers per the City of Lakeville WMP and Vermillion River Watershed Stream Buffer Standards and wetland replacement plan, if needed.
- \_\_\_\_\_ 7. Location of all existing storm sewer facilities, including pipes, manholes, catch basins, ponds, swales, and drainage channels within one hundred fifty (150) feet of the tract. Existing pipe grades, rim and invert elevations and normal and high water elevations must be included.
- \_\_\_\_\_ 8. If plat is located within or adjacent to a 100-year flood plain, flood elevations and locations must be clearly shown on the plan.

- \_\_\_\_\_ 9. Spot elevations at drainage break points and directional arrows indicating site, swale and lot drainage.
- \_\_\_\_\_ 10. Locations, grades, rim and invert elevations of all storm sewer facilities, including ponds, proposed to serve the tract.
- \_\_\_\_\_ 11. Locations and elevations of all street high and low points.
- \_\_\_\_\_ 12. Street grades shown, with a maximum permissible grade of ten (10) percent and a minimum of five-tenths (0.5%) percent.
- \_\_\_\_\_ 13. Phasing of grading.
- \_\_\_\_\_ 14. The location of all oversize nontypical easements.
- \_\_\_\_\_ 15. All soil erosion and sediment control measures to be incorporated during and after construction must be shown. Locations and standard detail plates for each measure must be included on the plan. Plan must meet the requirements of MPCA General Permit Construction Activity.
- \_\_\_\_\_ 16. All revegetation measures proposed for the tract, including seed and mulch types and application rates must be included on the plan.
- \_\_\_\_\_ 17. Tree preservation plan, prepared in accordance with current City standards and specifications and signed by a licensed forester or landscape architect (10-4-11).
- \_\_\_\_\_ 18. Existing contours at two (2) foot intervals shown as dashed lines (may be prepared by a Minnesota licensed surveyor). Existing contours shall extend one hundred fifty (150) feet outside of the tract.
- \_\_\_\_\_ 19. Proposed grad elevations at two (2) foot intervals shown as solid lines.

Additional grading standards for final grading, development and erosion control plans can be found under 10-3-5 of the City Code.

F. Preliminary Utility Plan, prepared and signed by a Minnesota licensed engineer, depicting the following information:

- \_\_\_\_\_ 1. Easements: Location, dimension and purpose of all easements.
- \_\_\_\_\_ 2. Underground Facilities: Location and size of existing sewers, water mains, culverts, or other underground facilities within the tract and to a distance of one hundred fifty (150) feet beyond the tract. Such data as grades, invert elevations, and location of catch basins, manholes and hydrants shall also be shown.
- \_\_\_\_\_ 3. Water Supply: Water mains shall be provided to serve the subdivision by extension of an existing community system wherever feasible. Service connections shall be stubbed into the property line and all necessary fire hydrants shall also be provided. Extensions of the public water supply system shall be designed so as to provide public water in accordance with the design standards as approved by the City Engineer and in accordance with the City's Comprehensive Water Plan. In areas where public water supply is not available, individual wells shall be provided on each lot, properly placed in relationship to the individual sewage disposal facilities on the same an adjoining lots. Well plans must comply with the State Well Code, as may be amended, and be submitted for the approval of the City Engineer.

- \_\_\_\_\_ 4. Sewage Disposal, Public: Sanitary sewer laterals and service connections shall be installed in accordance with the design standards of the City as approved by the City Engineer.
- \_\_\_\_\_ 5. Sewage Disposal, Private: All individual sewage treatment systems shall be installed in accordance with all applicable State, County, and City requirements.
- \_\_\_\_\_ 6. Sanitary Sewer Facilities: Locations, grades, rim and invert elevations, and sizes of all proposed sanitary sewer facilities to serve the tract.
- \_\_\_\_\_ 7. Hydrants And Valves: Location of all proposed hydrants and valves for the proposed water mains.