Subdivision Preliminary Plat Application Checklist

This is a simplified list of the requirements for a Preliminary Plat for a subdivision in Newport. Developers should consult "Chapter 12—Subdivisions" of the Zoning Ordinance for detailed information on each of the required site plan submittals. Subdividers must provide a sketch plan and meet with the zoning administrator prior to submitting the preliminary plat. Please note that subdivisions expire one year after approval if the owner does not record the final plat with the County.

GENERAL REQUIREMENTS:

INCLUDED IN SUBMITTAL

1. Application Form, including location, address (if assigned), legal description, PID number of all parcels included in the proposed plat; name, plat name, address, contact information and signature of the subdivider and all persons currently having an ownership interest in the parcels comprising the proposed plat.   ☐ YES   ☐ NO

2. Fees   ☐ YES   ☐ NO

3. Escrow   ☐ YES   ☐ NO

4. A description of the request (either on the application form or in a letter), including at least the number of lots, development type, anticipated completion date, and written verification that all commonly-owned contiguous land is included in the plat.   ☐ YES   ☐ NO

5. A map, aerial photo or plan showing the parcel in question, boundaries of the proposed plat, and all property and ownership within five hundred (500) feet of the parcel boundaries.   ☐ YES   ☐ NO

6. Site Plan   ☐ YES   ☐ NO
   - One (1) 11"x17" hard copy, one (1) electronic copy, and three (3) 22"x34" or 24"x36" full-size plan sets.

   Plan Sheet Requirements:
   - Title block
   - Name, address, phone number for owner, developer, surveyor, engineer
   - Signature of the person that prepared the site plan drawings
   - Date of preparation and revision dates
   - North Arrow
   - Graphic scale not less than 1:50 using an Engineer's Scale

SITE PLAN REQUIREMENTS: PRELIMINARY PLAT
EXISTING AND PROPOSED:

INCLUDED IN SUBMITTAL

1. An accurate certified survey of the proposed plat, current within one year, showing existing conditions and providing the current legal descriptions of all parcels within the proposed plat.   ☐ YES   ☐ NO

2. Gross acreage of the proposed plat, property lines, proposed dimensions and lot size for all lots and outlots.   ☐ YES   ☐ NO

3. Location, width and name of all existing streets, public roadways, and trails, parks and other public lands (including all permanent structures), railroads,   ☐ YES   ☐ NO

utility rights-of-way, corporate lines, and easements within the proposed plat, and to a distance of 100 feet beyond the boundary lines of the proposed plat. Layout of all proposed streets, sidewalks, trails, and fire lanes, including those required by the City's Comprehensive Plan, to meet the requirements of the City's Ordinance and Engineering Standards.

4. Location and size of all existing buildings and proposed buildings. ☐ YES ☐ NO

5. Minimum building setback lines. ☐ YES ☐ NO

6. Topography in 2-foot contours intervals within the proposed plat, and to a distance of 100 feet beyond the boundary of the plat. ☐ YES ☐ NO

7. Existing and proposed driveways. ☐ YES ☐ NO

8. Location and size of all existing sewers, water mains, culverts, fire hydrants, and other underground facilities (public and private) within the proposed plat, and to a distance of 100 feet beyond the boundary liens of such plat, and preliminary utility plan. ☐ YES ☐ NO

9. Soil borings and percolation tests, if required by the City Engineer or Building Official ☐ YES ☐ NO

10. A drainage report prepared by a Professional Engineer showing existing drainage areas contributing to the preliminary plat and a calculation of the existing runoff and proposed runoff, identification of proposed stormwater facilities, and related information to meet the requirements of the City's ordinance and Watershed District requirements, and a preliminary grading and erosion control plan. ☐ YES ☐ NO

11. Vegetation and landscaping, including a tree inventory and Tree Preservation Plan as described in the Subdivision Ordinance ☐ YES ☐ NO

12. Wetland delineation report completed by a Certified Wetland Scientist ☐ YES ☐ NO

13. Shoreland and Floodplain district boundaries and classifications: including waterbodies, watercourses, Ordinary High Water Level, and 100 year flood elevation. ☐ YES ☐ NO

14. Bluffs, wooded areas, rock outcrops, power transmission poles lines, and other significant features within the proposed plat, and to a distance of 100 feet beyond the boundary lines of the plat. ☐ YES ☐ NO

15. An environmental assessment worksheet (EAW) or other environmental review, when required, and subject to the provisions of Minnesota Statutes. ☐ YES ☐ NO

16. Additional information relevant to the request, including proposed plan for future platting, if applicable. ☐ YES ☐ NO