

**MAJOR SUBDIVISION/PRELIMINARY PLAT  
APPLICATION CHECKLIST**

**City of Scandia, Minnesota**

14727 209th Street North, Scandia, MN 55073

Phone 651/433-2274 Fax 651/433-5112 Web <http://www.ci.scandia.mn.us>

---

---

**GENERAL REQUIREMENTS:**

**INCLUDED IN SUBMITTAL**

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. Application Form   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Fees   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Escrow   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. Complete legal description   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. Aerial photo of site and 1/4 mile vicinity   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. Written description of the request, type of residential buildings with number of proposed units, type of business or industry. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. Preliminary Plat Plan Sets (2 full size and 2 copies reduced to 11" by 17". Electronic files also preferred.)                  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <u>Plan Sheet Requirements:</u>   |                              |                             |
| – Name of subdivision   |                              |                             |
| – Title block and signature   |                              |                             |
| – Name, address, phone number for owner, developer, surveyor, and engineer  |                              |                             |
| – Date of preparation and revision dates  |                              |                             |
| – North Arrow   |                              |                             |
| – Graphic scale not less than 1:100   |                              |                             |
| 8. Wetland Delineation Report   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 9. Drainage computations  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 10. Draft Homeowners Association covenants/deed restrictions  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 11. Building elevations, if requested   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 12. Market Study, if requested  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 13. Traffic Study, if requested   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 14. Ghost plat, if requested  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

**EXISTING CONDITIONS, FOR SUBJECT PROPERTY AND WITHIN 100 FEET:**

**INCLUDED IN SUBMITTAL**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Property lines and dimensions   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Zoning  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Area in acres   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. Right-of-way of existing and platted streets  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. Location, size and data describing existing wells/water supply and sewage treatment systems, culverts, and other underground facilities                   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. Boundary lines within 100 feet, identified by name and ownership  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. Wetlands and wetland delineation report   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 8. Topographic contours (2-foot)   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 9. Slopes (over 50 feet horizontal distance). 12% or greater in St. Croix River District, 18% or greater in Shoreland, and 25% or greater on all properties. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 10. Structures and buildings   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

**PRELIMINARY PLAT/MAJOR SUBDIVISION  
APPLICATION CHECKLIST**

---

---

**EXISTING CONDITIONS, FOR SUBJECT PROPERTY AND WITHIN 100 FEET:**

- |   | <b><u>INCLUDED IN SUBMITTAL</u></b> |                             |
|---|-------------------------------------|-----------------------------|
| 11. Easements   | <input type="checkbox"/> YES        | <input type="checkbox"/> NO |
| 12. Soil types  | <input type="checkbox"/> YES        | <input type="checkbox"/> NO |
| 13. Waterbodies, Ordinary High Water Level and 100 year flood elevation | <input type="checkbox"/> YES        | <input type="checkbox"/> NO |
| 14. Existing trees and vegetation                                       | <input type="checkbox"/> YES        | <input type="checkbox"/> NO |

**PROPOSED SUBDIVISION DESIGN:**

- |   | <b><u>INCLUDED IN SUBMITTAL</u></b> |                             |
|---|-------------------------------------|-----------------------------|
| 1. Layout of streets, showing street and right-of-way width, and street names   | <input type="checkbox"/> YES        | <input type="checkbox"/> NO |
| 2. Location and dimensions of easements   | <input type="checkbox"/> YES        | <input type="checkbox"/> NO |
| 3. Locations, dimensions, and materials of sidewalks and/or trails  | <input type="checkbox"/> YES        | <input type="checkbox"/> NO |
| 4. Lots, lot dimensions, Block and Lot numbers, and lot area  | <input type="checkbox"/> YES        | <input type="checkbox"/> NO |
| 5. Setbacks, including front, side, rear, wetland, shoreland, and right-of-way  | <input type="checkbox"/> YES        | <input type="checkbox"/> NO |
| 6. Buildable area of each lot   | <input type="checkbox"/> YES        | <input type="checkbox"/> NO |
| 7. Driveway location  | <input type="checkbox"/> YES        | <input type="checkbox"/> NO |
| 8. Percent impervious surface area  | <input type="checkbox"/> YES        | <input type="checkbox"/> NO |
| 9. Location of wells, sewage treatment areas, and soil borings  | <input type="checkbox"/> YES        | <input type="checkbox"/> NO |
| 10. Construction plans and profiles addressing streets, sewage treatment and water, stormwater, trails, sidewalks, and related features | <input type="checkbox"/> YES        | <input type="checkbox"/> NO |
| 11. Outlots, public or private open space, if any   | <input type="checkbox"/> YES        | <input type="checkbox"/> NO |
| 12. Landscaping plan  | <input type="checkbox"/> YES        | <input type="checkbox"/> NO |
| 13. Grading and drainage plan   | <input type="checkbox"/> YES        | <input type="checkbox"/> NO |
| 14. Erosion and sediment control plan   | <input type="checkbox"/> YES        | <input type="checkbox"/> NO |
| 15. If proposed: lighting, parking, signage, fences, screening, dumpster locations, and other features                                  | <input type="checkbox"/> YES        | <input type="checkbox"/> NO |

7/31/2013