

MINOR SUBDIVISION 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:

- | | <u>INCLUDED IN SUBMITTAL</u> | |
|--|-------------------------------------|-----------------------------|
| 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. Written description of the request, type of residential buildings with number of proposed units, and type of business or industry | <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. Survey/Site Plan (2 full size and 2 copies reduced to 11" by 17". Electronic files also preferred.) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Plan Sheet Requirements:

- 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

SITE PLAN REQUIREMENTS

EXISTING AND PROPOSED:

- | | <u>INCLUDED IN SUBMITTAL</u> | |
|---|-------------------------------------|-----------------------------|
| 1. Property lines and dimensions | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Area in acres and square feet | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Building locations and dimensions | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. Lowest floor elevation of proposed structure | <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 | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. Driveways | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 8. Septic system and well | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 9. Soil borings for on-site sewage treatment system | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 10. Vegetation | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 11. Wetland delineation | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 12. Waterbodies and Ordinary High Water Level | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 13. 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 |
| 14. Topographic contours at 2-foot intervals and Bluff line, if applicable | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 15. Additional information relevant to the request | <input type="checkbox"/> YES | <input type="checkbox"/> NO |