



APPLICATION PROCEDURES CHECKLIST

PRELIMINARY PLAT

SUBJECT TO STAFF REVIEW

A checklist of background information and submittal requirements for the processing of preliminary plats is provided below. The intent of this form is to furnish a clear understanding and indication of the materials and documentation necessary for the review of preliminary plat requests.

The City staff will also utilize the attached form as a checklist in the review of information which you submit. The decision on whether a request will be granted rests with the Elko City Council. Please read all applicable ordinances and the attached checklist thoroughly.

	Compliance		
	Yes	No	N/A
Procedures:			
Review the appropriate sections of the City Zoning and Subdivision Ordinances			
Meet with City staff/Planner to discuss proposal			
Application filed concurrently with review fee			
Submittal Requirements:			
1. Proof of title and the legal description of the property to which the application applies			
2. Large scale and reduced scale (11 x 17 inches) copies (number to be determined by Zoning Administrator) of detailed written materials fully explaining the request, and graphic materials as specified below, unless waived by the Zoning Administrator.			
Information Required:			
a. Boundary and topographic survey prepared by a licensed land surveyor identifying the following:			
1) Scale (engineering only) one inch (1") equals not more than one hundred feet (100').			
2) North point indication.			
3) Existing parcel boundaries to be platted with dimensions and area.			
4) Existing legal description.			
5) Easements of record.			
6) Delineated wetland boundaries, to include the ordinary high water level (OHWL) of any lakes or DNR waters.			
7) Floodplain as shown on Federal Emergency Management Agency (FEMA) FIRM map.			
8) All encroachments.			
9) Existing topography, buildings, structures and improvements within the parcel to be platted and those within one hundred feet (100') outside the boundaries of the subject parcel.			
10) Location, widths and names of all public streets or rights-of-way showing type, width and condition of the improvements, if any, which pass through and/or are within one hundred feet (100').			

	Compliance		
	Yes	No	N/A
11) The outside boundary of the subject property is to be clearly marked with survey monuments and indicated on the drawing.			
b. Resource inventory identifying the following:			
1) Topographic contours at one foot (1') intervals including contours covering a minimum of two hundred feet (200') of adjacent properties and sufficient to identify tributary areas of watersheds draining onto or through the site. Spot elevations at the overflow point of basins and for existing infrastructure on or adjacent to the site such as pipe, inverts, manhole castings, curbs, etc. shall also be provided.			
2) Soils report indicating soil type locations and identification of soil type characteristics such as hydric soils, agricultural capability, depth to bedrock, and hydraulic conductivity.			
3) Hydrologic characteristics, including surface watercourses, floodplains, delineated wetlands, natural swales, and drainageways. Ordinary high water level and 100 year flood elevations of adjoining water courses, lakes, wetlands, streams, etc. at the date of the survey and approximate high and low water elevations. The 500 year flood elevation shall be identified when required by the City Engineer.			
4) Tree inventory identifying vegetation of the site, according to general cover type (pasture, woodland, etc.), defining boundaries of woodland areas and individual significant trees as defined by Section 12-2-2 (Definitions) of this title and a tree preservation plan per Section 12-9-9 (Tree Preservation) of this title. Vegetative types shall be classified as generally deciduous, coniferous or mixed and described by plant community, relative age, size, and condition.			
5) General outlines of existing buildings, land use, and natural features such as waterbodies or wooded areas, roads, driveways, and property boundaries within three hundred (300) feet of the tract. This information shall be presented on an aerial photograph at a scale of no less than one inch to two hundred feet (1"=200') with a project overlay map.			
c. Preliminary plat identifying the following:			
1) The proposed name of the plat, which name shall not duplicate the name of any plat heretofore recorded in the County.			
2) Date of application, name, address, phone numbers and applicable license or registration number of the owner, developer, agent, applicant, engineer, surveyor, planner, attorney or other principal involved in the development of the plat.			
3) Proof of ownership or legal interest in the property.			
4) Existing Comprehensive Plan land use and zoning designation within and abutting the proposed plat; any zoning changes needed and reference to any zoning or similar land use actions that are pertinent to the proposed development.			
5) Total acreage of the land to be subdivided and total upland area (land above the ordinary high water mark of existing wetlands, lakes and rivers).			
6) Boundary line survey and legal description.			
7) North arrow and graphic engineering scale of one inch equals one hundred feet (1"=100').			
8) Existing covenants, liens, or encumbrances.			
9) Proposed lot lines, dimensions, and the gross and buildable acreage of all lots. When lots are located on a curve in a road or cul-de-sac, the lot width at the building setback line shall be shown. Proposed lot and block numbers.			

	Compliance		
	Yes	No	N/A
10) Building pad, minimum building setbacks shown on each lot indicating dimensions of the setbacks. Location and width of buffer yards where the subdivision adjoins a collector or arterial street, railroad right-of-way or overhead transmission lines.			
11) Layout of streets, showing right-of-way widths, centerline street grades and approximate radii of all curbs, and names of streets. The name of any street heretofore used in the City or its environs shall not be used, unless the proposed street is an extension of an already named street, in which event the name shall be used.			
12) Access, right-of-way widths, driveways, and street classifications shall be consistent with City standards.			
13) Parks, trails, or other areas intended for public use or common ownership.			
14) Any additional information pursuant to this title as requested by the Zoning Administrator.			
15) Dates of plan preparation and revision dates.			
16) All delineated wetlands and the ordinary high water level (OHWL) of DNR protected waters.			
d. Preliminary grading, drainage and erosion control plan (based upon a boundary and topographic survey) identifying the following:			
1) Scale (engineering only) at one inch equals one hundred feet (1"=100') maximum.			
2) North point indication.			
3) Location of natural features including, but not limited to, tree lines, delineated wetlands, water courses, ponds, lakes, streams, drainage channels, ordinary high water level (OHWL) and 100 year storm elevations, bluffs, steep slopes, etc.			
4) Existing contours at one (1) foot intervals shown as dashed lines for the subject property.			
5) Proposed grade elevations at one foot (1') intervals shown as solid lines.			
6) Proposed plan for surface water management, ponding, drainage and flood control, including the normal water level and high water level of all ponds and watercourses including those which drain beyond the boundaries of the subdivision.			
7) Provision for groundwater management including subsurface drains, disposals, ponding, and flood controls.			
8) Location of all existing storm sewer facilities including pipes, manholes, catch basins, ponds, swales and drainage channels within one hundred feet (100') of the subject property. Existing pipe sizes, grades, rim and invert elevations and normal and high water elevations shall be included.			
9) If the subject property is within or adjacent to a 100 year floodplain, flood elevation and locations shall be shown.			
10) Spot elevations at drainage break points and directional arrows indicating site, swale and lot drainage.			
11) Lot and block numbers, building style, building pad location and elevations at the lowest floor and garage slab for each lot.			
12) Locations, sizes, grades, rim and invert elevations of all proposed stormwater facilities, including ponds, proposed to serve the subject property.			
13) Phase of grading.			
14) The location and purpose of all oversize, non-typical easements.			

	Compliance		
	Yes	No	N/A
15) All soil erosion and sediment control measures to be incorporated during and after construction shall be shown. All erosion and sediment control plans shall be in accordance with Minnesota Pollution Control Agency's Best Management Practices. Locations and standard detail plates for each measure shall be in accordance with City standards and included on the plan.			
16) All re-vegetation measures proposed for the subject property shall be included on the plan, including seed and mulch types and application rates.			
17) Preliminary drainage plan, including the configuration of drainage areas and calculations for one year, 10 year, 100 year flood elevations. The 500 year flood elevation shall be identified when required by the City Engineer.			
18) Layout of proposed streets showing centerline gradients, section widths, and typical cross sections.			
19) Date of plan preparation and dates of all revisions.			
20) Plan preparer (licensed engineer).			
e. Preliminary utility plan (based upon a boundary and topographic survey) identifying the following:			
1) Scale (engineering only) at one inch equals one hundred feet (1"=100') maximum.			
2) The location, dimensions, and purpose of all easements.			
3) Location and size of existing sanitary sewers, water mains, culverts, or other underground facilities within the subject property and to a distance of one hundred feet (100') beyond the outside boundary of the proposed plat. Data such as grades, invert elevations, and location of catch basins, manholes and hydrants shall also be shown.			
4) Location and size of proposed sanitary sewers, water mains, culverts and other stormwater facilities, or other underground facilities within the subject project and to a distance of one hundred feet (100') beyond the outside boundary of the proposed plat. Data such as grades, invert elevations, and location of catch basins, manholes and hydrants shall also be shown.			
5) Water mains shall be provided to serve the subdivision by extension of an existing municipal system.			
6) Municipal sanitary sewer trunk facilities, laterals and service connections shall be designed and installed in accordance with the design standards approved by the City Engineer.			
7) The location of hydrants and valves for all proposed water mains.			
8) All other utilities shall be located and designed in accordance with the requirements of the City Engineer.			
9) Date of plan preparation and dates of all revisions.			
10) Plan preparer (licensed engineer).			
Additional Information Required:			
a. Evaluation by the applicant that the subdivision would not be determined to be premature pursuant to the criteria outlined in this title.			
b. For phased subdivisions, preliminary plats shall include a phasing plan that includes:			
1) The sequence of development and approximate areas, number of lots in each phase, total area and buildable area per phase, serially numbered with a description of each phase. Information shall be provided regarding the number of dwelling units, proposed improvements, and common facilities for each.			

	Compliance		
	Yes	No	N/A
2) Any trail/sidewalks within the approved phase of the preliminary plat shall be constructed along with streets and utilities and shall be clearly marked on a site map which shall be an attachment to all sales agreements for individual lots.			
3) A site grading plan that is coordinated with the phasing plan to avoid premature disruption of land or long term storage of excess materials.			
4) A development agreement that includes a financial security to ensure completion of common facilities, trails, and landscaping shall be provided.			
c. Documents outlining the content of proposed conservation easements, restrictive covenants, deed restrictions, and establishment of homeowners associations for review. Where the plat is intended to include common open spaces, these documents shall address ownership and long-term maintenance of these open spaces areas.			
d. Information or easements showing how public utilities, drainage, and roads can be extended to serve adjacent properties.			
e. Landscape and screening plans showing landscape plantings for street boulevards, subdivision entrances, and buffer yards. Such plans shall specify plant locations, varieties, and sizes, and include elevations of monument signs and the location, ownership, and maintenance responsibilities of the monument signs.			
f. Park, trail and sidewalk plans.			
g. If required by the City Engineer, a traffic study for the subdivision including traffic generation, traffic distribution of the existing capacity of existing streets, and resulting level of service (LOS) of existing streets at the subdivision build out.			
h. Examples of housing product; illustration of building footprint, floor plans, and building elevations.			
i. Soil tests for areas where streets are proposed and other soil information as requested by the City Engineer.			
j. Three (3) copies of a wetland replacement plan shall be provided (if applicable).			
k. A build out plan (ghost plat) illustrating a realistic future urban lot and block layout and street system. Development represented by this ghost plat shall be consistent with the future land use as depicted in the Comprehensive Plan.			
l. Other information deemed appropriate by City staff.			

Should there be an item which is not included in the submittal of the application, a detailed, written explanation should be made outlining the reason for the omission.

Failure on the part of the applicant to supply all necessary information listed herein or any supportive information as requested by the City may be grounds for denial of the request.