



APPLICATION CHECKLIST

Preliminary Plat

THIS CHECKLIST MUST BE COMPLETED & SUBMITTED WITH LAND USE APPLICATION

Project Name: _____

Please indicate in the column labeled “*Applicant to Complete*” on which plan sheet or in which document the required information can be found.

PRELIMINARY PLAT REQUIREMENTS		<i>Applicant to Complete</i>	<i>City to Complete</i>		
		Plan Sheet # or Document	Yes	No	NA
1.	Signed Land Use Application Form.				
2.	Application Fees: An application fee and escrow deposit are required per the City of Lino Lakes Fee Schedule.				
3.	Three (3) sets of large scale plans. (We do not need printed copies of specifications, reports or other written materials.)				
4.	Electronic PDF copies via email, FTP site or flash drive of all plans, specifications and other written materials.				
5.	One (1) electronic copy of plan in CAD format compatible with the City’s computer system.				
6.	PRELIMINARY PLAT:				
7.	Preliminary plat information is typically furnished on plan sheets. However, some information is more appropriately submitted in other forms. The plat, and associated information, shall be submitted in a form that is legible, organized and understandable. The application shall consist of and all information required by this chapter for a preliminary plat application.				
8.	Plans shall include the following <u>separate</u> plan sheets titled:				

PRELIMINARY PLAT REQUIREMENTS		Applicant to Complete	City to Complete		
		Plan Sheet # or Document	Yes	No	NA
9.	Certificate of survey;				
10.	Resource inventory;				
11.	Preliminary plat;				
12.	Preliminary grading, drainage and erosion control plan;				
13.	Preliminary utility plan;				
14.	Wetland mitigation plan (if determined necessary);				
15.	Yield plan (if determined necessary); and				
16.	Preliminary landscaping plan.				
17.	Tree Preservation & Mitigation Plan				
18.	CERTIFICATE OF SURVEY. The certificate of survey shall be prepared and signed by a licensed land surveyor and shall include the following information:				
19.	Scale (engineering only) at not larger than 1 inch equals 100 feet;				
20.	North point indication;				
21.	Existing parcel boundaries to be platted with dimensions and area;				
22.	Existing legal description;				
23.	Easements of record;				
24.	Delineated wetland boundary, to include the ordinary high water level (OHWL) of any lakes or Department of Natural Resources (DNR) waters; flood plain as shown on Federal Emergency Management Agency (FEMA) FIRM map;				
25.	All encroachments;				
26.	Existing buildings, structures, and improvements within the parcel to be platted and those 100 feet outside the boundaries of the subject parcel;				

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27.	Location, widths and names of all public streets, rights-of-way or railroad rights-of-way showing type, width and condition of the improvements, if any, which pass through and/or are within 100 feet; and				
28.	The outside boundary of the subject property is to be clearly marked with survey monuments.				
29.	RESOURCE INVENTORY. The resource inventory shall utilize the certificate of survey as a base and shall include:				
30.	Topographic contours at 2 foot intervals showing rock outcrops and slopes of more than 15%.				
31.	Soil type locations and identification of soil type characteristics such as hydric soils, agricultural capability, depth to bedrock, and suitability for wastewater disposal systems, if applicable (Anoka County Soil Survey information).				
32.	Hydrologic characteristics, including surface water courses, flood plains, delineated wetlands, natural swales, and drainageways. Ordinary high water level and 100 year storm elevations of adjoining water courses, lakes, wetlands, streams, and the like at the date of the survey and approximate high and low water elevations.				
33.	Tree inventory identifying vegetation of the site, according to general cover type (pasture, woodland, and the like), defining boundaries of woodland areas and individual significant trees as defined by § 1001.007 and a tree preservation plan per §§ 1001.125. Vegetative types shall be classified as generally deciduous, coniferous or mixed and described by plant community, relative age and condition. SEE ZONING ORDINANCE SECTION 1007.043 (17): REQUIRED SCREENING, LANDSCAPING AND BUFFER YARDS				
34.	Neighborhood context: general outlines of existing buildings, land use, and natural features such as waterbodies or wooded areas, roads, driveways, and property boundaries within 300 feet of the tract. This information may be presented on an aerial photograph at a scale of no less than 1 inch to 200 feet.				
35.	City data resources available to assist the developer with preparation of the resource inventory include the Lino Lakes Handbook for Environmental Planning and Conservation Development, Wild and Urban Interface Project, Metro Greenways Study, and/or other studies. The resource inventory and resulting concept plan may be reviewed against the city data resources.				
36.	PRELIMINARY PLAT. The preliminary plat shall utilize the certificate of survey as a base and shall include the following				

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	information:				
37.	The proposed name of the plat, which name shall not duplicate the name of any plat theretofore recorded in the county.				
38.	Date of application, name, address, phone number and applicable license or registration number of the owner, developer, agent, applicant, engineer, surveyor, planner, attorney or other principle involved in the development of the plat.				
39.	Existing Comprehensive Plan land use designations and existing zoning within and abutting the proposed plat. Any zoning changes needed or reference to any zoning or similar land use actions that are pertinent to the proposed development.				
40.	Total acreage of the land to be subdivided and total upland area.				
41.	Boundary line survey and legal description.				
42.	North arrow and graphic engineering scale of 1 inch equals 100 feet.				
43.	Existing covenants, liens, or encumbrances.				
44.	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.				
45.	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.				
46.	Layout of streets, showing right-of-way widths, centerline street grades and approximate radii of all curbs, proposed contours within the entire plat, 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.				
47.	Access, right-of-way widths, driveways, and street classifications shall be consistent with the Lino Lakes transportation plan.				
48.	Parks, trails, or other areas intended for public use or common ownership.				
49.	Dates of plan preparation and revision dates.				
50.	All delineated wetlands and the ordinary high water level (OHWL) of DNR protected waters.				

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51.	PRELIMINARY GRADING, DRAINAGE AND EROSION CONTROL PLAN. The preliminary grading, drainage and erosion control plan shall be prepared and signed by a licensed engineer and shall utilize the certificate of survey as a base. The grading plan shall be designed to avoid premature disruption of land and long term storage of excess materials. The grading plan shall include the following information:				
52.	Scale (engineering only) not larger than 1 inch equals 100 feet;				
53.	North point indication;				
54.	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, and the like;				
55.	Existing contours at 2 foot intervals shown as dashed lines for the subject property and extending 100 feet beyond the outside boundary of the proposed plat;				
56.	Proposed grade elevations at 2 foot intervals shown as solid lines;				
57.	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;				
58.	Provision for groundwater management, including sub-surface drains, disposals, ponding, and flood controls;				
59.	Location of all existing storm sewer facilities, including pipes, manholes, catch basins, ponds, swales and drainage channels within 100 feet of the subject property. Existing pipe sizes, grades, rim and invert elevations and normal and high water elevations must be included;				
60.	If the subject property is within or adjacent to a 100 year flood plain, flood elevation and locations must be shown;				
61.	Spot elevations at drainage break points and directional arrows indicating site, swale and lot drainage;				
62.	Proposed lot lines, lot and block numbers, building style, building pad location and elevations at the lowest floor and garage slab for each lot;				
63.	Locations, sizes, grades, rim and invert elevations of all proposed storm water facilities, including ponds, proposed to serve the subject property;				
64.	Phasing of grading;				

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65.	The location and purpose of all oversize, non-typical easements;				
66.	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 shall be in accordance with city standards and included on the plan;				
67.	All re-vegetation measures proposed for the subject property must be included on the plan, including seed and mulch types and application rates;				
68.	Drainage plan, including the configuration of drainage areas and a separate document with calculations for 1 year, 10 year, and 100 year storm events;				
69.	Layout of proposed streets showing centerline gradients, section widths, and typical cross sections; and				
70.	Date of plan preparation and dates of all revisions.				
71.	PRELIMINARY UTILITY PLAN. The preliminary utility plan shall be prepared and signed by a licensed engineer and shall utilize the certificate of survey as a base. The utility plan shall include the following information:				
72.	Scale (engineering only) not larger than 1 inch equals 100 feet;				
73.	Proposed lot lines and the location, dimensions, and purposes of all easements;				
74.	Location and size of existing sanitary sewers, water mains, culverts, or other underground facilities within the subject property and to a distance of 100 feet 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;				
75.	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 100 feet 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;				
76.	Water mains shall be provided to serve the subdivision by extension of an existing municipal system wherever feasible;				
77.	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 and adjoining lots. Well plan shall comply with the Minnesota State Well Code, as may be				

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	amended, and be submitted for city approval;				
78.	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;				
79.	All individual sewage treatment systems shall be designed and installed in accordance with all applicable state, county, and city requirements;				
80.	The location of hydrants and valves for all proposed water mains;				
81.	All other utilities shall be located and designed in accordance with the requirements of the city engineer; and				
82.	Date of plan preparation and dates of all revisions.				
83.	YIELD PLAN. If the project includes a conservation subdivision or planned unit development, the applicant shall submit a yield plan showing the maximum number of dwelling units that would be permitted given the minimum lot size and lot widths for conventional subdivisions and other requirements of the Lino Lakes Zoning and Subdivision Chapters. The yield plan need not be engineered; however, it shall be drawn to scale and it shall identify all the major physical features on the parcel and shall include:				
84.	Any required zoning changes;				
85.	Minimum lot areas and widths shall conform with the proposed zoning for the site; and				
86.	Lot areas shall consist of buildable land as defined by the Lino Lakes Zoning Chapter.				
87.	PRELIMINARY LANDSCAPING PLAN shall specify plant locations, varieties, and sizes and shall include: (SEE SECTION 1007.043 (17): REQUIRED SCREENING, LANDSCAPING AND BUFFER YARDS)				
88.	Any buffer areas required by the zoning chapter including but not limited to a buffer required for residential lots along all collector and arterial roads.				
89.	Common spaces shall be landscaped.				
90.	Plantings in and/or near wetlands and ponds. Seed mix shall be included.				

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91.	Any proposed landscaping at subdivision entrances or area identification signs.				
92.	All requirements of Section 1007.043 (17): Required Screening, Landscaping and Buffer Yards shall be addressed which includes:				
93.	Open Area Landscape Standards				
94.	Buffer and Screen Standards				
95.	Boulevard Tree Standards				
96.	Sod and Ground Cover				
97.	General Landscaping Standards				
98.	Tree Preservation and Mitigation Standards (separate plan sheet)				
99.	EAW. Determination of requirement for environmental review documents.				
100.	The Community Development Department shall review the preliminary plat and shall determine if the project requires an environmental assessment workshop (EAW), environmental impact statement (EIS), or alternative urban area-wide review (AUAR) pursuant to Minnesota Rules. If such environmental review is required, the Community Development Department shall notify the developer of the requirement.				
101.	In addition to the standard requirements, an escrow deposit established by the City Council shall be submitted by the applicant to cover city costs of reviewing and administering an EAW.				
102.	ADDITIONAL INFORMATION REQUIRED:				
103.	Proof of ownership or legal interest in the property in order to make application.				
104.	Applicant's evaluation. Evaluation by the applicant that the subdivision would not be determined to be premature pursuant to the criteria outlined by the Comprehensive Plan and Subdivision Chapter.				
105.	<u>PHASING PLAN.</u> All preliminary plats shall include, if applicable under the growth management policy, a phasing plan that includes:				
106.	a. A phasing plan identifying 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				

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	of each phase. Information shall be provided regarding the number of dwelling units, proposed improvements, and common facilities for each. Each phase of a preliminary plat shall be consistent with growth management criteria of the city;				
107.	b. 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;				
108.	c. A site grading plan that is coordinated with the phasing plan to avoid premature disruption of land or long term storage of excess materials. Plans for the construction of streets and facilities for sanitary sewer and water also must take into consideration the phasing plan;				
109.	d. A development agreement that includes a financial security to ensure completion of common facilities, trails, and landscaping shall be provided;				
110.	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;				
111.	Information or easements showing how public and/or private utilities, drainage, and roads can be extended to serve adjacent property;				
112.	Elevations and location of area identification signs. Any such signs must have a practical plan for long-term ownership and maintenance responsibilities and such information shall be submitted with the application.;				
113.	Traffic study for the subdivision, including existing and projected traffic generation, distribution, capacity of existing streets, and levels of service. Projections shall include conditions both with and without the project. The analysis shall include projections for a minimum of ten years after the expected completion and build out of the proposed development.;				
114.	Documentation that the applicant has submitted to the Rice Creek Watershed District or the Vadnais Lake Area Water Management Organization, as applicable, a complete application as defined by those agencies. Such documentation shall be issued by the respective agency;				
115.	For any project with multifamily units, examples of housing product: illustration of building footprint, floor plans, and building elevations;				
116.	Geotechnical report including soil and percolation tests for areas where streets, building pads, infiltration basins or onsite septic systems are				

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	proposed and other soil information as requested by the city and as required by the City Code;				
117.	Wetland replacement plan, as submitted to Rice Creek Watershed District or Vadnais Lake Area Water Management Organization, shall be provided (if applicable); and				
118.	<u>GHOST PLAT.</u> The preliminary plat submittal must include a build out plan (ghost plat) illustrating a realistic future urban lot and block layout and street system in the following situations. Development represented by this ghost plat must be consistent with the future land use as depicted in the Comprehensive Plan.				
119.	a. If the plat application includes only part of the tract owned or intended for development by the subdivider, a ghost plat for the remaining land shall be submitted.				
120.	b. If the proposed development would fully or partially isolate adjacent land so that development of the adjacent land would involve access through the proposed development, a ghost plat for the adjacent land shall be submitted to show that the proposed development will not isolate, prevent sufficient access to, or otherwise prevent development of the adjacent land according to city standards.				
121.	c. A rural plat located in an area planned for future urbanization (public sewer and water provision).				
122.	Storm Water Pollution Prevention Plan (SWPPP) as required by the Minnesota Pollution Control Agency.				