



APPLICATION CHECKLIST

Minor Subdivision

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.

MINOR SUBDIVISION 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.	Certificate of survey prepared by a licensed land surveyor identifying the following:				
7.	Scale (engineering only) at not larger than one inch equals 100 feet;				
8.	Name and address, including telephone number, of legal owner and/or agent of property;				
9.	North point indication;				
10.	Boundaries, dimensions and area of existing lots being subdivided and new lots to be created;				

MINOR SUBDIVISION REQUIREMENTS		<i>Applicant to Complete</i>	<i>City to Complete</i>		
		Plan Sheet # or Document	Yes	No	NA
11.	Legal descriptions of existing parcel and legal description of proposed new lots;				
12.	Easements of record;				
13.	Water courses, including delineated wetlands. If available, ordinary high water level (OHWL) of any DNR protected waters, 100-year flood elevations of all watercourses (wetlands, ponds, lakes, streams and the like);				
14.	All encroachments, easements or rights-of-way encumbering the property;				
15.	Existing buildings, structures and improvements within the parcel to be platted and those 100 feet outside the boundaries of the subject parcel;				
16.	Locations, 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;				
17.	Proposed driveway locations and locations of existing driveways on the same side of the road;				
18.	Location of any abandoned wells;				
19.	The toe and top of any bluffs present;				
20.	Location of a primary and an alternate site for individual sewage treatment systems for all lots, including a lot with an existing structure and sewage treatment system;				
21.	Drainage and utility easements, minimum ten feet wide, along all lot lines. These easements may be centered on a lot line shared between lots created by the minor subdivision;				
22.	Any required right-of-way dedication;				
23.	Geotechnical report including soil and percolation tests for areas where streets, building pads, infiltration basins or onsite septic systems are proposed and other soil information as requested by the city and as required by the City Code; and				
24.	Additional information determined necessary by the Community Development Department to ensure compliance with city requirements.				
25.	Other Information:				
26.	Deeds for new lots being created.				