



## APPLICATION CHECKLIST

### Concept Plan

**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.

CONCEPT PLAN 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.	<b>GENERAL INFORMATION:</b>				
7.	General location and site description.				
8.	Name and address of developer/owner.				
9.	Date of plan preparation and dates of revision.				
10.	Scale of plan (engineering scale only – 1 inch equals 100 feet).				

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		Plan Sheet # or Document	Yes	No	NA
11.	North arrow indication.				
12.	Legal description.				
13.	Property location map illustrating the site location relative to adjoining properties and streets.				
14.	Scaled drawing (engineering scale only) illustrating property boundaries.				
15.	Proof of ownership or legal interest in the property in order to make application.				
16.	Current and proposed land use and zoning.				
17.	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.				
18.	Additional information as required by the Community Development Department.				
19.	<b>RESOURCE INVENTORY. A resource inventory, mapped at a scale of no less than 1 inch to 100 feet shall include:</b>				
20.	Topographic contours at 2 foot intervals showing rock slopes of more than 15%;				
21.	Soil type locations and identification of soil type characteristics such as hydric soils, depth to bedrock, and suitability for wastewater disposal systems, if applicable (Anoka County Soil Survey information);				
22.	Hydrologic characteristics, including surface water courses, flood plains, delineated wetlands, natural swales, and drainageways;				
23.	Site vegetation, including:				
24.	Cover type (pasture, woodland, and the like);				
25.	Woodland area boundaries;				
26.	Individual trees having a diameter at breast height of 18 or more inches;				
27.	Vegetative type descriptions (deciduous, coniferous or mixed) by plant community, relative age, and condition;				
28.	Current land use and land cover (cultivated areas, paved areas, and the like), all buildings and structures on the land, and all encumbrances, such as easements or covenants;				

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29.	Transportation systems, including:				
30.	Adjoining streets;				
31.	Functional classifications;				
32.	Current and projected traffic volumes;				
33.	General conditions;				
34.	Visual resources (such as photographs) showing views onto the tract from surrounding roads and public areas, as well as views within the tract;				
35.	Cultural resources: brief description of historic character of land, buildings, and structures, historically important landscapes, and archeological features;				
36.	Neighborhood context: general outlines of existing neighborhoods, land uses, buildings, streets, and natural features such as water bodies or wooded areas, roads, driveways and property boundaries within 300 feet of the tract. This information shall be presented on an aerial photograph at a scale of no less than 1 inch to 200 feet; and				
37.	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.				
38.	<b>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.</b>				
39.	Any required zoning changes;				
40.	Minimum lot areas and widths shall be shown and shall conform with the proposed zoning for the site; and				
41.	Lot areas shall consist of buildable land as defined by the Lino Lakes Zoning Chapter.				
42.	<b>CONCEPT SUBDIVISION PLAN. One or more of the subdivision sketch plans meeting the intent of this chapter and including at least the following information:</b>				

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43.	Open space areas indicating which areas are to be protected and defined by the purpose of the open space;				
44.	Boundaries of areas to be developed and proposed general street and lot layout;				
45.	Number and type of housing units and/or approximate size and location of commercial and industrial buildings as may be applicable;				
46.	Areas proposed for stormwater management;				
47.	Street system that interconnects neighborhoods that is consistent with the Lino Lakes transportation plan;				
48.	Location of utility trunks intended to serve the site;				
49.	In rural residential subdivisions, areas for on-site or communal sewage treatment systems must be highlighted;				
50.	The plans shall be drawn at a scale of 1 inch to 100 feet; and				
51.	Total area of delineated wetlands and uplands on site.				