



Planning & Zoning Department

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Minor Subdivision Review Checklist

General Information

In the case of a subdivision which is one (1) acre or less, and situated in a locality where condition area well defined, and where there will be no street improvements, the City Council may exempt the subdivider-developer from complying with some of the procedural requirements stipulated in this Ordinance. In the case of a request to divide a lot which is to permit the adding of a parcel of land to an abutting lot or to create two lots and the newly created property line will not cause the other remaining portion of the lot to be in violation with the Subdivision Ordinance or the Zoning Ordinance, the division may be approved by the City Council after submission of a survey by a Registered Land Surveyor (Ref: Annandale City Zoning Ordinance Section 151.10).

THE FOLLOWING CHECKLIST MUST BE COMPLETED IN ORDER FOR A SITE PLAN REVIEW APPLICATION TO BE CONSIDERED COMPLETE (THE ZONING ADMINISTRATOR MAY WAIVE ANY ITEM BY INITIALING NEXT TO THE CHECK BOX).

- Schedule a pre-application meeting with the Planning Department to discuss project and what will be needed in order to complete the application. Date: _____
- All requested information must be submitted at least thirty (30) days before the Planning Commission meeting in which the permit is to be reviewed. Please refer to the "Application Deadlines and Hearing Dates" document for specific deadlines.
- Submit the Application of Planning Consideration to the Planning Department.
- Submit the Minor Subdivision Review application fee as prescribed in the City Fee Schedule.
- Submit to scale, eight (8) full size plans, two (2) 11"x17", and one (1) electronic copy of the following to the Planning Department:
 - Survey showing:
 - North arrow
 - Legal description of the property
 - Names of all abutting streets
 - Dimensions of all lot lines, setbacks, and easements of record
 - Proposed line of subdivision

- Parking, ingress and egress, and traffic flow design
 - Site grading plan, stormwater drainage plans and other utility location
 - Sanitary sewer and water plan
 - Fire protection including hydrants
 - Pavement design, proposed landscaping and lighting designs and signage plans
 - Grade elevations at the lot corners, crown of street, existing and proposed at all major corners of proposed structures, proposed lowest floor, proposed garage floor, and proposed top of foundation
 - Any other site related information which may be requested by the Administrator, City staff, consultants, or the Planning Commission or City Council.
 - Significant trees and existing vegetation
 - Wetlands on property and adjacent to property line
 - Impervious surface calculations
 - Shoreland Overlay district if applicable
 - If located within a floodplain, FEMA Floodplain ordinary and high water levels.
- Site Plan of proposed improvements showing the following:
 - Location and dimensions of all buildings, parking areas, storage areas, driveways, access points, and berms
 - Setbacks from front, side and rear lot lines
 - Easements
 - Tree Preservation Plan
 - Landscape Plan including species and sizes
 - Drainage and stormwater plan
 - Utility Plan
 - Signage Plan
 - Lighting Plan
 - Floor plan and building elevations, including building materials of all sides of the building.
- Submit a table of all proposed uses by type and square footage, including estimated water and sewage usage.
 - Submit any further information requested by the Zoning Administrator, in order to allow for reasonable review of the development
 - Obtain approval from the Watershed District in which the property is located.

Process following application completion (Ref. Annandale City Zoning Ordinance Section 151.10):

After reviewing the land survey and site plan, the City Council may determine whether to allow the subdivision to move forward as a minor subdivision. It the

City Council determines that the subdivision cannot move forward as a minor subdivision the applicant must apply for preliminary and final plat and complete the full review process before subdividing the parcel of land in question.

Further question or information:

Feel free to contact the Planning & Zoning Department at 320.274.3055