



## Planning & Zoning Department

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### Preliminary Plat Checklist

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#### General Information

The Preliminary Plat is a tentative drawing or map of a proposed subdivision which shall meet the requirement of the City's land use goals. (151.04 Subd.18; 151.06 Subd.2-3)

**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 proposed subdivision 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 Preliminary Plat application fee as prescribed in the City Fee Schedule. The fees and charges may change from time to time, to be used for expenses in connection with approval or disapproval of the plat and any final plat which may later be submitted.
- Submit letters from utility companies stating that the subdivider-developer has reviewed the proposed utility easements with them.
- Submit to scale, fifteen (15) full size preliminary plat (22" x 34" preferred or 24" x 36"), two (2) 11x17, and one (1) electronic copy of the following to the Planning Department and containing the following information:
  - The proposed name of the subdivision
  - Location of boundary lines in relation to section, quarter section or quarter-quarter section lines and any adjacent corporate boundaries, comprising a legal description of the property.

- Names and addresses of the developer and the designer making the plat
- Scale of Plat, not less than one inch to 100 feet. Scale of Plat (the scale to be shown geographically and in feet per inch)
- Data and north point
- Existing conditions:
  - Location, width and name of each existing or platted street or other public way, railroad and utility right-of-ways, public and private easements, parks and other public open spaces, and permanent buildings, within and adjacent to the proposed subdivision. Where a street is improved, the location, type, and width of the improved section shall be shown.
  - All existing utilities, both overhead and underground within and adjacent to the plat
  - Sanitary sewers, storm sewers and culverts, including manhole invert and top casting elevations, culvert entrance and outlet elevations, and pipe sizes and locations. Water mains including hydrant locations and pipe sizes.
  - Overhead and underground electrical, telephone, and gas lines. Manholes, pedestals, and similar appurtenances shall be shown.
  - Name of adjacent subdivisions and owners of adjacent parcels of unsubsidized land.
  - Topography with a minimum of two feet contour lines and spot elevations.
- Proposed Development:
  - Location and width of proposed streets, roadways, alleys, pedestrian ways and easements
  - Location and character of all proposed public utility lines including gas lines, power lines and telephone lines.
  - Layout numbers and approximate dimensions of lots and a number or letter of each block.
  - Location and size of proposed parks, playgrounds, churches, or school sites or other special uses of land to be dedicated.
  - Building set-back lines with dimensions – Each lot setback shall be identified if proposing variable setbacks
  - Indication of any lots on which use other than residential is proposed by the subdivider.
  - The zoning district, if any, on and adjacent to the tract.
    - Proposed street extensions to neighboring properties
    - Proposed trails, easements, parks, ROW concepts as guided by City of Annandale overlay maps, Land Use Plan and Comprehensive Plan.
    - Vicinity Map
    - Concepts with current aerial photograph is appreciated

- Submit to scale fifteen (15) full size final plat (22" x 34" preferred or 24" x 36"), two (2) 11x17 of the Natural Resource Protection and Mitigation Plan showing the preservation and removal of existing natural resources and if applicable the mitigation of the resources, including:
  - Bluffs and Bluff Setbacks
  - Mature and/or Young Woodlands
  - Lakes and Ponds
  - Streams
  - Shore Buffers
  - Floodplains/Floodways/Floodlands
  - Drainageways
  - Wetlands, Shoreland Wetlands, and Wetland Buffers
  
- Supplementary Requirements. Two (2) copies of each of the following submittals shall accompany the Preliminary Plat.
  - Typical section for each different street type.
  - A drainage and utility plan showing the approximate location and proposed size of sanitary sewers, water mains, and facilities for handling surface runoff.
  - A vicinity map at a legible scale (one inch equals 1,000 feet or larger).
  - Additional data may be required including, but not limited to: soil surveys and borings, water table determinations, location of flood plain or flood fringe areas, additional drainage analyses, estimates of cost for proposed improvements, and other data as the City may require.
  
- Submit a written statement describing the proposed subdivision, including the development schedule, a table showing the total number of lots and sizes, utilization of existing natural features and vegetation, etc.
  
- 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 151.06):

The Planning Commission shall hold a public hearing on the preliminary plat and the Clerk will publish notice of the hearing's time and place in the official newspaper. At the public hearing, the subdivider-developer and all interested persons shall have the opportunity to be heard.

Following its review and study, the Planning Commission shall prepare a report recommending approval, disapproval, or approval with conditions of the Preliminary Plat and submit it to the City Council.

After receiving the Planning Commission recommendation, the City Council shall consider the application and shall approve or disapprove the application with any changes or conditions as it deems appropriate. The subdivider-developer may proceed with the final plat upon approval by the City Council.

If the City Council disapproves the Preliminary Plat, the City Council will notify the subdivider-developer of the reasons for the action and what requirements will be necessary to meet the City Council's approval. The approval of the Preliminary Plat does not constitute and acceptance of the subdivision, but is merely an authorization to proceed with preparing the final plat. This approval of the Preliminary Plat shall be effective for a period of one (1) year, unless an extension is granted by the City Council. If the final plat has not been submitted for approval within this period, a Preliminary Plat must again be submitted to the City Council for approval.

The City Council may require an escrow deposit for a subdivision application for technical and legal review of the proposed plat based upon the anticipated cost of review. The escrow deposit when required will be over and above the fee required for the Preliminary Plat. Escrow amounts indicated may not limit the City's analysis of the proposed plat or the subdivider-developer's liability to pay for each technical and legal review.

**Further question or information:**

Feel free to contact the Planning & Zoning Department at 320.274.3055