



East Bethel Community Development
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Subdivision – Preliminary Plat Application Checklist

After the completion of the concept plan process, the owner or developer shall file with the City an application for preliminary plat. The preliminary plat stage is the point in the process that all information pertinent to the proposed development is furnished by the developer for review by City staff and consultants, City advisory committees, City Council, any other applicable agencies, and the public. The information provides a basis for approval or denial of the application. The information submitted in the application shall address both existing conditions and changes that will occur during and after development. The preliminary plat is a plan of how property will be subdivided and developed. The following information is provided in Chapter 66 Article III of the City Code of Ordinances.

Process

Step 1: Submit application, application fee, escrow, and required information (see below)

Step 2: Staff reviews the application for completeness. If incomplete, a letter will be sent notifying the Applicant of the missing information. If complete, the application will be reviewed by required agencies, advisory committees, and staff.

Step 3: City staff will prepare a report on the application that will be brought before the Planning Commission for feedback and public hearing

Step 4: Planning Commission will make a recommendation to City Council for approval or denial.

Step 5: City staff will prepare a report based on the recommendation on the Planning Commission that will be brought before the City Council for a public hearing and decision within 120 days of submittal of the application

Step 6: If the preliminary plat is approved by City Council, the subdivider shall submit a complete application for final plat in accordance with the approved phase plan within one year after approval, after which said approval or approval of the preliminary plat shall be considered void, unless a request for time extension is submitted in writing by the applicant and approved by City Council.

Required Materials Checklist – Section 66-76

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 preliminary plat application shall consist of maps and accompanying documents.

- Land Use Application
- Fees + Escrow
 - \$500 + \$25/lot Application Fee
 - \$5,000 Escrow
- 7 large-scale copies (1-inch equals 100 feet or less) and 1 reduced-scale copy (11 inches by 17 inches), and PDF plans and specifications along with any written materials, including the following information:

- Certificate of Survey:
 - Scale (engineering only) at one inch equals 100 feet or less
 - North arrow indication
 - Existing parcel boundaries to be platted with dimensions and area
 - Existing legal description
 - Easements of record
 - Delineated wetland boundary, to include the ordinary high water (OHW) level of any lakes or department of natural resources (DNR) waters. Floodplain as shown on Federal Emergency Management Agency (FEMA) FIRM map
 - All encroachments
 - Existing building structures and improvements within the parcel to be platted and those 350 feet outside the boundaries of the subject parcel
 - 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 500 feet
 - The outside boundary of the subject property is to be clearly marked with survey monuments
- Resource Inventory
 - Topographic contours at two-foot intervals
 - Soil type locations and identification of soil type characteristic such as hydric soils, agricultural capability, depth to bedrock, depth of water table and suitability for wastewater disposal systems, if applicable (county soil survey information)
 - Hydrologic characteristics, including surface watercourses, floodplains, delineated wetlands, natural swales, and drainageways. Ordinary high water level and 100-year storm elevations of adjoining watercourses, lakes, wetlands, streams, etc., at the date of the survey and approximate high and low water elevations
 - An applicant that is proposing any new development will be required to submit a Minnesota Routine Assessment Method for Evaluating Wetland Functions (MNRAM) form filled out for each wetland if located on the subject property, and for all wetlands downstream that receive stormwater from the proposed development. This MNRAM form will need to be filled out by a consultant trained in wetland science.
 - Tree inventory identifying vegetation of the site according to general cover type (pasture, woodland, etc.), defining boundaries of significant tree stands and individual significant trees as defined by [section 66-11](#). Vegetative types shall be classified as generally deciduous, coniferous, or mixed, and described by plant community, relative age, and condition.
 - The presence of any areas identified by the city as significant natural environmental areas on the official map either within the development or within 350 feet of the tract. The distance of any proposed disturbances or improvements to those identified communities. Plans for the protection and

- mitigation of impacts of any development on identified significant natural communities during construction/disturbance or improvement.
- Neighborhood context. General outlines of existing buildings, land use, and natural features such as water bodies or wooded areas, roads, driveways, and property boundaries within 350 feet of the tract. This information may be presented on an aerial photograph at a scale of no less than one inch to 200 feet.
 - Preliminary Plat
 - The proposed name of the plat which name shall not duplicate the name of any plat theretofore recorded in the county.
 - Date of application, name, address, phone number, and applicable license or registration number of all owners, developers, agents, applicants, engineers, surveyors, planners, attorneys, or other principals involved in the development of the plat, and proof that the applicant is a qualified applicant.
 - Existing Comprehensive Plan guiding and zoning designation within or abutting the proposed plat, and any zoning changes needed, or reference to any zoning or similar land use actions that are pertinent to the proposed development.
 - Total acreage of the land to be subdivided and total upland area.
 - Boundary line survey and legal description.
 - North arrow and graphic engineering scale of 1-inch equals 100 feet.
 - Existing covenants, liens, or encumbrances.
 - 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.
 - Building pad, minimum building setbacks shown on each lot indicating dimensions of the setbacks. Location and width of bufferyards where the subdivision adjoins a collector or arterial street.
 - 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. Street names shall follow City policy and be approved by the City.
 - Access, right-of-way widths, driveways, and street classifications consistent with the Comprehensive Plan.
 - Parks, trails, or other areas intended for public use of common ownership.
 - Dates of plan preparation and revision dates.
 - Any additional information required by City staff.
 - Preliminary grading, drainage, and erosion control plans prepared by a license engineer.
 - Preliminary street and utility plans.
 - Environmental review documents (if applicable)
 - Additional information as required

- Evaluation by the applicant that the subdivision would not be determined to be premature pursuant to the criteria outlined by the comprehensive plan and this chapter.
- 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 of each phase. Information shall be provided regarding the number of dwelling units, proposed improvements, and common facilities for each.
- 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 space areas.
- Information or easements showing how public and/or private utilities, drainage, and roads can be extended to serve adjacent property.
- Landscape and screening plans showing landscape plantings for street boulevards, subdivision entrances, and bufferyards, and specifying plan locations, varieties, sizes, ownership, maintenance responsibilities, and monument signs.
- Traffic study for the subdivision including pre- and post-development information regarding traffic generation, traffic distribution, capacity of existing streets, and level of service (LOS) on existing streets.
- Examples of housing product. Illustration of building footprint, floor plans, and building elevations proposed within the subdivision.
- Other information as required by Community Development staff