



# APPLICATION CHECKLIST

SKETCH PLAN REVIEW  
 MINOR SUBDIVISION  
 PRELIMINARY PLAT  
 FINAL PLAT

The following is a checklist of background information and submission requirements for the processing of applications for sketch plan review, minor subdivision, preliminary plat and final plat requests. All of the information listed below is required to be submitted with the official application form and fees unless specifically excluded by the Zoning Administrator. Should there be an item that is not included with the application, a detailed written explanation should be made outlining the reason for the omission.

City Staff will also utilize this form as a checklist in reviewing the submitted application. The decision on whether an application is complete for review will be made by the Zoning Administrator within fifteen (15) days from the date the request is filled. If an application is found to be incomplete, the applicant will be notified in writing by the Zoning Administrator stating that the application is incomplete and the necessary information that must be provided before the City will process the application. Failure to provide all necessary information required or requested by the City may be cause for the application to be denied.

	Compliance	
	Yes	No
<b>PROCEDURES</b>		
Review the appropriate sections of the Otsego Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance and Engineering Manual or other City Codes and Policies, as applicable.		
Meet with City Staff to discuss development proposal.		
File application form, all required information and pay review fee and escrows.		
<b>SUBMISSION REQUIREMENTS</b>		
<b>All Applications</b>		
Proof of title and contract/purchase agreement with property owner signature on the application form when applicable.		
Certification of taxes paid.		
<b>Sketch Plan Review</b>		
Three (3) large scale (22' x 34") <i>FOLDED</i> copies and one (1) reduced scale (11" x 17") copy, and an electronic file transfer of detailed written materials, plans and specifications to include the following information:		
1. Scale (engineering only) at not larger than one (1) inch equals fifty (50) feet.		

		Compliance	
		Yes	No
2.	North point indication.		
3.	Existing boundaries with lot dimension and lot area.		
4.	Designation of land use and current and proposed zoning.		
5.	Proposed street layout on and adjacent to the plat.		
6.	General lot locations and layout.		
7.	Significant topographic or other physical environmental features.		
8.	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 Ordinance.		
<b>Administrative Subdivision</b>			
Three (3) large scale (22' x 34") <u>FOLDED</u> copies and one (1) reduced scale (11" x 17") copy, and an electronic file transfer of detailed written materials, plans and specifications to include the following information:			
1.	Certificate of Survey prepared by a licensed land surveyor identifying the following:		
	a. Scale (engineering only) at not larger than one (1) inch equals fifty (50) feet.		
	b. North point indication.		
	c. Existing and proposed boundaries with lot dimension and lot area.		
	d. Existing buildings structures and improvements.		
	e. Easements of record and proposed easements.		
	f. Ponds, lakes springs, rivers or other water bodies, on bordering or running through the subject property.		
	g. All encroachments		
	h. Existing and proposed legal descriptions (in .doc format)		
2.	For applications that result in the establishment of a new lot in areas where sanitary sewer service is not available, the developer shall submit a report prepared by a registered soils evaluator or registered civil engineer on the feasibility of a primary and secondary individual on-site sewer and water systems for each lot and shall include soils boring analysis and percolation tests to verify conclusions.		
3.	Supportive information shall be the same as required for a preliminary plat as outlined by the Subdivision Ordinance and Engineering Manual, unless exempted by the Zoning Administrator.		

		Compliance	
		Yes	No
<b>Preliminary Plat</b>			
Three (3) large scale (22' x 34") <u>FOLDED</u> copies and one (1) reduced scale (11" x 17") copy, and an electronic file transfer of detailed written materials, plans and specifications to include the following information:			
1.	Certificate of Survey prepared by a licensed land surveyor identifying the following:		
a.	Scale (engineering only) at not larger than one (1) inch equals fifty (50) feet.		
b.	North point indication.		
c.	Existing parcel boundaries to be platted with dimensions and area.		
d.	Existing legal description (also in electronic .doc format)		
e.	Easements of record.		
f.	Ponds, lakes springs, rivers or other water bodies, on bordering or running through the subject property.		
g.	All encroachments		
h.	Existing buildings structures and improvements within the parcel to be platted and those one hundred fifty (150) feet outside the boundaries of the subject parcel.		
i.	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 adjacent to the subject parcel.		
j.	Identify registered (torrens) lands within the outside boundary of the subject parcel.		
k.	Identify all gaps or overlaps of the property to be platted.		
l.	The outside boundary of the subject property is to be clearly marked with survey monuments.		
2.	Preliminary plat based upon the certificate of survey illustrating the following information pursuant to the requirements of the Engineering Manual:		
a.	General Information.		
(1)	Name of the subdivision.		
(2)	Scale (engineering only) not larger than one (1) inch equals fifty (50) feet.		
(3)	North point indication.		

		Compliance	
		Yes	No
(4)	Date of preparation and any revisions.		
(5)	Location of boundary lines in relation to known section, quarter section or quarter-quarter section lines comprising a legal description.		
(6)	Name and address of the property owner(s).		
(7)	Name and address of the developer.		
(8)	Name and address of the designer and/or engineer of the proposed plat (including seal or signature of the preparer)		
(9)	Existing Comprehensive Plan guiding and zoning district classifications for land within and abutting the proposed plat.		
(10)	Boundary lines of adjoining, unsubdivided or subdivided land within three hundred fifty (350) feet, including all contiguous land owned or controlled by the developer.		
b.	Proposed design features.		
(1)	Layout of proposed streets showing right-of-way widths, centerline gradients, section widths, typical cross sections and proposed names (based upon City/County grid pattern) based upon the specifications outlined in the Engineering Manual.		
(2)	Location, widths and typical cross section of all proposed trails and sidewalks.		
(3)	Location and size of proposed sewer and water mains as prescribed by the Engineering Manual.		
(4)	Location, dimension and purpose of all easements.		
(5)	Layout of all lots, including numbers, preliminary dimensions and area of all lots, blocks and outlots.		
(6)	Location of the minimum setback requirements of the respective zoning district.		
(7)	The width of lots located on a curve measured at the front setback line, as defined by the Zoning Ordinance.		
(8)	Proposed building pads.		
(9)	Areas, measured in acres, intended to be dedicated for public use other than streets, trails, pedestrian ways, and utility easements.		

		Compliance	
		Yes	No
c.	Other information. The following information shall be submitted when deemed necessary by the Zoning Administrator:		
(1)	Proposed protective covenants or private restrictions.		
(2)	An accurate soil survey of the subject property.		
(3)	A survey of the subject property identifying tree coverage in terms of type, weakness, maturity, potential hazard, infestation, vigor, density and spacing.		
(4)	Statement of the proposed use of lots to be created stating the type of buildings with number of proposed dwelling units or type of business or industry, so as to reveal the effect of the development on traffic, fire hazards, and congestion.		
(5)	The developer shall be required to submit a sketch plan of adjacent properties so as to show possible relationships between the proposed plat and future subdivisions.		
(6)	Where structures are to be placed on larger or excessively wide or deep lots that are subject to potential replat, the developer shall provide a ghost plat indicating the logical way in which the lot(s) could be divided again in the future.		
(7)	Where irregular shaped lots have been proposed, building plans shall be submitted that demonstrate such lots to be buildable and the resulting structure to be compatible in size and character to the surrounding area.		
(8)	For applications in areas where sanitary sewer service is not available, the developer shall submit a report prepared by a registered soils evaluator or registered civil engineer on the feasibility of a primary and secondary individual on-site sewer and water systems for each lot and shall include soils boring analysis and percolation tests to verify conclusions.		
3.	Preliminary Grading Plan: The developer shall submit a preliminary grading, drainage and erosion control plan utilizing a copy of the current certificate of survey as a base for the site in question, prepared by a licensed engineer, depicting the following information:		
a.	Scale (engineering only) not larger than one (1) inch equals fifty (50) feet.		
b.	North point indication.		
c.	Location of natural features including, but not limited to, tree lines, wetlands, ponds, lakes, streams, drainage channels, bluffs, steep slopes, etc.		

		Compliance	
		Yes	No
d.	Location of all existing storm sewer facilities including pipes, manholes, catch basins, ponds, swales and drainage channels within one hundred fifty (150) feet of the subject property. Existing pipe grades, rim and invert elevations and normal and high water elevations must be included.		
e.	If the subject property is within or adjacent to a 100-year flood plain, flood elevations and locations must be shown.		
f.	Spot elevations at drainage break points and directional arrows indicating site, swale and lot drainage.		
g.	Lot and block numbers, building pad location and elevations at the lowest floor and garage slab for each lot and building style.		
h.	Locations, grades, rim and invert elevations of all proposed storm water facilities, including ponds, proposed to serve the subject property.		
i.	Street grades shown, with a maximum permissible grade of ten (10) percent and a minimum grade of five-tenths (0.5) percent. Locations and elevations of all street high and low points shall also be shown.		
j.	Phasing of grading.		
k.	The location and purpose of all oversize, non-typical easements.		
l.	All soil erosion and sediment control measures to be incorporated during and after construction must be shown. Locations and standard detail plates for each measure shall be in accordance with the Engineering Manual and included on the plan.		
m.	All re-vegetation measures proposed for the subject property must be included on the plan, including seed and mulch types and application rates.		
n.	Tree preservation plan prepared in accordance with the City Subdivision Ordinance.		
o.	Existing contours at two (2) foot intervals shown as dashed lines for the subject property and extending one hundred (150) feet beyond the outside boundary of the proposed plat.		
p.	Proposed grade elevations at two (2) foot intervals shown as solid lines.		
4.	Preliminary Utility Plan: The developer shall submit a preliminary utility plan utilizing a copy of the current certificate of survey as a base for the site in question, prepared by a licensed engineer, depicting the following information:		
a.	Scale (engineering only) not larger than one (1) inch equals fifty (50) feet.		

		Compliance	
		Yes	No
b.	The location, dimension and purpose of all easements.		
c.	Location and size of existing sewers, water mains, culverts, or other underground facilities within the subject property and to a distance of one hundred fifty (150) feet beyond the outside boundary of the proposed plat. Data such as grades, invert elevations, and location of catch basins, manholes and hydrants shall also be shown in accordance with the Engineering Manual.		
d.	Water mains shall be provided to serve the subdivision by extension of an existing municipal system wherever feasible in accordance with the Engineering Manual.		
e.	Municipal sanitary sewer trunk facilities, laterals and service connections shall be designed and installed in accordance with the design standards outlined in the Engineering Manual.		
f.	All individual sewage treatment systems shall be designed and installed in accordance with all applicable State, County and City requirements.		
g.	The location of hydrants and valves for all proposed water mains shall be provided in accordance with the Engineering Manual.		
h.	All other utilities shall be located and designed in accordance with the Engineering Manual.		
<b>Final Plat</b>			
Three (3) large scale (22' x 34") <u>FOLDED</u> copies and one (1) reduced scale (11" x 17") copy, and an electronic file transfer of detailed written materials, plans and specifications to include the following information:			
1.	Name of the subdivision.		
2.	Location by section, township, range, county and state, as well as descriptive boundaries of the subdivision based upon an accurate traverse, giving angular and linear dimensions (including electronic .doc format)		
3.	Scale (engineering only) not larger than one (1) inch equals fifty (50) feet.		
4.	North point indication.		
5.	The location of monuments shall be shown and described.		
6.	Location and accurate dimensions of all lots, outlots, streets, and other features. Lots and blocks are to be numbered.		
7.	A listing of the total area of each lot measured in square feet per lot, area per block and total area of the plat.		
8.	The exact location, widths and names of all proposed streets.		

		Compliance	
		Yes	No
9.	The location and width of all easements to be dedicated.		
10.	Name and address of the registered surveyor of the plat with certification by in the form required by Minnesota Statutes 505.03, as may be amended.		
11.	Statement dedicating all easements as follows: Easements for installation and maintenance of utilities and drainage facilities are reserved over, under and along the areas designated drainage and utility easements.		
12.	Statement dedicating all streets or other public rights-of-way as follows: Streets and other public areas shown on this plat and not heretofore dedicated to public use are hereby so dedicated.		
13.	Final grading, construction plans and as-built plans must be prepared and submitted in accordance with the Engineering Manual.		
14.	A title report prepared by a title company indicating owners and encumbrances on the property and a statement as to which parts of the property are registered (torrens).		