

GENERAL INFORMATION

1. Applicant

Name:				
Street:	City:	State:	Zip:	
Business Telephone:		Fax:		
Email:				

2. Property Identification Number (PID) for this application:

3. Property Address for this application:

Street:	City:	State:	Zip:	
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4. Project Name and Project Description:

5. Property Owner

Same as the Applicant

Name:				
Street:	City:	State:	Zip:	
Business Telephone:		Fax:		
Email:				

6. Project Contact (Architect, Designer, Engineer, Land Surveyor, or Landscape Architect, if applicable)

Name:		Role in Project:		
Company:				
Street:	City:	State:	Zip:	
Business Telephone:		Fax:		
Email:				

City Use Only

Received by:	Date Received:	Date Complete:
Permit No.:	Fee:	Date Paid:
Other:	Escrow:	Date Paid:

7. Additional Design/Engineering Professional (if applicable)

Name:	Role in Project:		
Company:			
Street:	City:	State:	Zip:
Business Telephone:	Fax:		
Email:			

8. Major Subdivision Preliminary Plat Requirements (check all items included in application):

Submission Requirements:

Applicants must provide six (6) copies of the Major Subdivision Preliminary Plat materials on a sheet size not to exceed 24" x 36". Each copy must include a complete set of all supporting documentation as specified on this checklist. Applicants must also provide one (1) additional set of materials reduced to a sheet size of 11" x 17", and one (1) electronic file compatible with AutoCAD or in the dxF format.

The Preliminary Plat must be prepared by a Land Surveyor registered in the State of Minnesota in compliance with Minnesota Statutes Section 462.358, Minnesota Statutes Section 505, and all other applicable state statutes and requirements.

Please see the Northfield Land Development Code (LDC) for more information regarding the procedures, approval criteria and other important information related to this application process.

Subdivision Design Features

General Plan Information

- 1) Each sheet of the plat must include the name of the proposed development.
- 2) Each sheet of the plat must be numbered and the total number of sheets must be included on the plat.
- 3) Each sheet must include a legend with a North arrow and the date of preparation.
- 4) The minimum scale is 1" = 100', unless an alternative scale has been agreed to by the City Planner in advance of submission.
- 5) The Preliminary Plan must include a location map showing a one-quarter mile radius of the platted area.

Identification and Description Drawings and documentation must show:

- The names of proposed streets, which may not include duplicates or be similar in pronunciation or spelling to the street names in any plat recorded in the City.
- The location of the property by section, township, range, and the existing legal description.
- The name of the municipality.
- The names and addresses of the recorded owner and any agent having control of the land, subdivider, land surveyor, engineer, and designer of the plat.
- The Initial Title Report.
- Signed certification by a registered land surveyor stating that the plat has been prepared by said surveyor and that monuments and markers thereon exist as located and that all dimensional and geodetic details are correct.

Existing Conditions in Proposed Tract Drawings and documentation must show:

- The boundary line of the proposed subdivision clearly indicated in a bold line.
- Existing and proposed zoning for land within and abutting the subdivision to a distance of 100 feet, including floodplains, and the Wild and Scenic River/Shoreland/Public Waters District, if applicable.
- The acreage of the area to be platted and dimensions of existing lots or parcels.
- Location, right-of-way width, and names of existing or platted streets or other public ways, parks and other public lands, permanent buildings and structures, easements, and section, and corporate lines within the plat.
- Adjoining un-subdivided land, identified by name and ownership, including all contiguous land owned or controlled by the subdivider.
- Topographic data, including watercourses, marshes, rock out-crops, power transmission poles and lines, and other significant features, with contours at vertical intervals of two feet.
- A narrative analysis of the soils based upon the County soil surveys.
- Location and size of existing sanitary sewer and water mains, culverts and other underground facilities within the Preliminary Plat area. Include such data as existing grades, invert elevations, storm sewer catch basins, manholes, hydrants, and street pavement width and type, electric, gas and telephone or cable lines. If applicable, the limits of the floodplain, floodway, flood fringe areas, and delineated wetland boundaries.

Proposed Subdivision Design and Layout Requirements Drawings and documentation must include:

- Layout and width of proposed streets adhering to Street Type table in the Land Development Code. The street layout must show how access will affect all contiguous land owned or controlled by the subdivider or other property owners.
- Street names.
- Sidewalks, trails, and pedestrian walkways.
- Parks and other public areas.
- Layout, dimensions, and area of all proposed lots adhering to all requirements of the Land Development Code.
- Indication of utility easements (LDC Section 5.2) and lot dimensions.
- Indication of proposed use of all lots and parcels.
- If a zoning change is being contemplated, indication of the proposed zoning.
- Indication of how the subdivision design takes into account the surrounding properties, natural features, environmental conditions, and public access to these features.
- Indication of how the subdivision design minimizes or eliminates any construction or grading on slopes steeper than 12% in grade as set forth in the City code section 22-0302(d)(5).
- If the entire property will not be developed or there exist any lots that may be further subdivided, a build-out plan showing how the remaining property can be subdivided and access provided in compliance with the provisions of the Land Development Code must be provided.
- Indication of the minimum setbacks from any wetland, shore land, and floodplain areas, if applicable.

Lots and Block Design Drawings or documents must include:

- Lot area and density: all lots must have the minimum area and meet the density requirements of the zoning district in which the subdivision is located.
- Layout, numbers, and preliminary dimensions of lots and blocks (LDC section 5.2.2)
- The width of the lot at the building setback line, if lots are placed on a curve.

Lot and Block Design, Continued

- Public Road Frontage: All lots must have the minimum required frontage on a public improved road other than an alley, as required by the applicable zoning district in the Land Development Code.

Roads Drawings or documents must include:

- Subdivision road plans designed to allow for the extension of roads into adjoining un-subdivided areas that may be subdivided in the future or developed as parkland; such subdivision roads must extend to the boundaries of the adjoining areas at appropriate locations.
- Road right-of-ways that conform to the functional classification as shown in LDC Table 5.2-3.
- Location, right-of-way, centerline gradients and stationing, width, and typical cross-sections of all proposed roads within the subdivision.
- The location and general design of public road access (driveways) from lots within the subdivision.
- The location and design of alleys, sidewalks, pedestrian, and bicycle ways within the subdivision.

Easements Drawings or documents must include:

- Show utility easements with a continuity of alignment from block to block within a subdivision.
- Show drainage easements that dedicate land on each side of the centerline of any wetland, body of water, water course, or drainage channel

Stormwater Drainage, Erosion and Sedimentation Control Drawings and documentation must include:

- Grading, drainage, and storm water pollution control plans with existing and proposed 2-foot (2') contours showing the final contours of the property, drainage facilities, and erosion control measures during and after development.
- Detailed hydrologic/hydraulic calculations for the existing and proposed two-, ten-, and one-hundred year, 24 hour storm events, and the one-hundred year ten-day snowmelt event, in accordance with Section 22-302(b) of City code.
- Post-construction performance water quality criteria in accordance with Section 22-302(a) of City code.
- Watercourses, drainageways, lakes, and wetlands delineated in accordance with the Wetland Conservation Act, prepared by a certified wetland delineator, as established by the Board of Water and Soil Resources. Show the ordinary high water levels and one-hundred year flood elevations.

Public Utilities

- Show the location, size, and design of all proposed public sanitary sewer and water systems serving the development, including a street lighting plan.

Tree Preservation and Landscaping Drawings and documentation must include:

- A tree preservation and protection plan along with a landscape plan that shows trees to be removed, those to remain, and the types, locations, and specifications of new landscaping materials within the subdivision in accordance with LDC Section 3.6.
- A planted vegetated buffer width of 50 feet established and maintained around all wetlands, stormwater ponds and infiltration/filtration facilities as per City Code Section 22-302(d)(8).

Other Information

- Proposed first floor elevations of all structures.
- Solar energy statement, if applicable.
- Location, size, and capacity of existing and abandoned drainage, storm water, and agricultural tiles, ISTS/SSTS, and wells located on the property to a distance of one hundred (100) feet beyond the outside boundary of the property.

Other Information, Continued

- If there are wetlands located on the property, include a copy of the wetland delineation report.
- For developments of twenty-five (25) or more dwelling units: A Traffic Report, made by a qualified traffic engineer, containing calculations of the number of motor vehicles expected to enter or leave the site in an average peak hour, and an evaluation of the ability of the internal circulation system plan and the external access roadways, including the two nearest intersections on collector roadways to handle this anticipated traffic.

Escrow Acknowledgment

It is City policy to have all costs associated with the review of land use applications reimbursed by the applicant. The escrow fee must be submitted along with the application. The escrow fee covers all staff time and outside service costs that are incurred in reviewing the application.

The applicant must submit the required escrow before the City will begin the review of the application. The City will reimburse itself from the escrow deposit for all costs incurred in reviewing the land use application. If there is deemed to be an inadequate balance in the escrow account to pay for all review costs, the City will notify the Contact Person listed on the application form of the need for an additional escrow deposit. **If needed, this additional escrow deposit must be made before review of the application will continue.**

Any balance remaining in the escrow account will be reimbursed to the applicant upon the occurrence of any of the following events: (1) Issuance of a Zoning Certificate of Approval; (2) the application is withdrawn by the applicant; or (3) the application is denied by the City for any reason. The City is not responsible for paying interest on the escrow funds deposited as part of the review of the land use application.

By signing this agreement, the property owner, applicant, and contact person acknowledge that additional escrow fees may be necessary, and that this additional escrow fee will be submitted to the City before the review of the land use application continues.

Property Owner:

Name:
Signature:
Date:

Applicant:

- Same as the Property Owner

Name:
Signature:
Date:

Contact Person:

Name:	Signature:	Date:	
Street:	City:	State:	Zip:
Telephone:	Fax:		
Email:			

Notice

Review of a Land Development Application and the decision to approve, approve with modifications, or deny the application will be based on the standards and criteria found the Northfield Land Development Code. These standards and project review criteria reflect the Comprehensive Plan of the City of Northfield, and stipulate the minimum and/or maximum requirements necessary to safeguard public health, safety, aesthetics, and general welfare.

Approval of this Land Development Application does not absolve the applicant from obtaining all other applicable permits, including but not limited to, stormwater management permits, building permits, Minnesota Department of Transportation access permits, and/or other applicable permits and approvals.

I (We) certify that I (we) have submitted all the required information to apply for approval of a Land Development Application and that the information is factual.

Signed by:

_____ Date: _____

Property Owner(s) (Note: No other signature may be substituted for the Property Owner's Signature.)

AND:

_____ Date: _____

Applicant

_____ Date: _____

City Acceptance