



Application Date:	
Fee: \$550	Escrow: See Below*

PRELIMINARY PLAT (MAJOR SUBDIVISION)

A preliminary plat is required to subdivide a property when more than one additional parcel or lot is created in unplatted land OR more than two additional parcels or lots are created in platted lands. The preliminary plat is a map or drawing which graphically delineates the boundary or land parcels for the purpose of identification and record of title. The plat is a recorded document and must conform to all Minnesota State laws, and must be consistent with the City's Comprehensive Plan and Zoning Code.

PARCEL IDENTIFICATION NO (PIN):		COMP PLAN FUTURE LAND USE:
LEGAL DESCRIPTION:		ZONING DISTRICT:
		LOT SIZE:
PROJECT ADDRESS:	OWNER: Name: Address: City, State: Phone: Email:	APPLICANT (IF DIFFERENT THAN OWNER):
DESCRIPTION OF REQUEST:		
EXISTING SITE CONDITIONS:		
APPLICABLE ZONING CODE SECTION(S): <i>Please review the referenced code section for a detailed description of required submittal documents, and subsequent process.</i>		
<ol style="list-style-type: none"> 1. Chapter 21 Subdivisions; Article III 2. Chapter 25 Zoning 3. City of Oakdale Comprehensive Plan 		

Submittal Materials

The following materials must be submitted with your application in order to be considered complete. A complete application must be made at least 30 days prior to the Planning Commission meeting for which you wish to be heard. To fully understand all information required for submittal, the City requires an initial meeting prior to submitting any documents for review. If you have any questions or concerns regarding the necessary materials please contact the City Planner.

AP – Applicant check list, CTY – City check list

AP	CTY	MATERIALS
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Project Initiation Meeting with Staff prior to Application Submittal</u></p> <p>The Applicant should have a preliminary discussion with the Planner and Public Works Director/City Engineer prior to preparing the Preliminary Plat submittal. The purpose is to inform the applicant of the requirements for a complete submittal and to understand the current zoning and comprehensive requirements related to the subject property.</p> <p>Meeting Date: _____.</p>

Application for: **PRELIMINARY PLAT**
City of Oakdale

<input type="checkbox"/>	<input type="checkbox"/>	<p><u>ANALYSIS EXHIBIT: Existing Site Conditions</u> (All plans shall be at a scale not smaller than 1" = 100')</p> <p>A scalable existing conditions analysis, prepared by and certified by a registered land surveyor, including 150-feet of the abutting properties of record, should include the following:</p> <ul style="list-style-type: none"> ▪ Topographic Map, contour interval of 2' or less, north arrow, and date of survey ▪ Location and extent of tree cover including identification of significant trees ▪ Existing easements, including pipelines and power lines ▪ Slope analysis – contour interval not more than 2' ▪ Location and extent of wetlands and streams ▪ Existing drainage patterns ▪ Soil conditions as they affect development, including soil borings, soil types, locations and high water table elevations ▪ Significant rock croppings ▪ Other relevant information as requested by Planning Commission or City Council <p>COPIES: 6 (5 Full Size, 1 Reproducible copy at 11" x 17" or 8 ½" x 11" format)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>SCHEMATIC DRAWINGS: Proposed Land Uses & Staging</u> (All plans shall be at a scale not smaller than 1" = 100')</p> <ul style="list-style-type: none"> ▪ Proposed development concept, indicating all right-of-way elements, pedestrian and vehicular; all easements, proposed grading, and proposed landscaping <p>COPIES: 6 (5 Full Size, 1 Reproducible copy at 11" x 17" or 8 ½" x 11" format)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>PRELIMINARY PLAT: Technical and Construction Level Drawings</u> (All plans shall be at a scale not smaller than 1" = 100')</p> <ul style="list-style-type: none"> ▪ Name and address of the owner, developer, site planner, engineer and surveyor ▪ Legal description, acreage of proposed subdivision, date of preparation and north arrow ▪ Proposed construction grading plan and an erosion control plan ▪ Final grading plan, maximum 2 foot contours ▪ Existing watermains, storm and sanitary sewer, with invert elevations to a distance of 100' beyond the plat ▪ Street and Utilities plans including placement of water, sanitary, and storm sewer ▪ Lot and block arrangement and numbering system ▪ Subdivision name ▪ Boundary of the proposed subdivision with angle and/or bearings and distances that are close within a tolerance of one foot in 7,500' ▪ Location of existing streets, property lines, easements, water bodies, streams and other features within 100' of the boundary of the proposed subdivision ▪ As applicable, any existing plat of record, lot and block arrangement of the original plat, and all associated attributes should be shown as dotted or dashed lines <p>COPIES: 6 (5 Full Size, 1 Reproducible copy at 11" x 17" or 8 ½" x 11" format)</p>
<input type="checkbox"/>	<input type="checkbox"/>	Aerial with overlay of proposed development
<input type="checkbox"/>	<input type="checkbox"/>	Proposed location and quantities of land uses, broken out as percentages of the total project area, as well as in acres. Uses to break out: <i>Residential, Common Open Space, Public Open Space, Streets, Commercial, Industrial Office</i>
<input type="checkbox"/>	<input type="checkbox"/>	A staging plan for any project involving more than one construction season

Application for: **PRELIMINARY PLAT**
City of Oakdale

<input type="checkbox"/>	<input type="checkbox"/>	Statement acknowledging that you have contacted the other governmental agencies such as Watershed Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.
<input type="checkbox"/>	<input type="checkbox"/>	Mailing labels with names and address of property owners within 500 feet.
<input type="checkbox"/>	<input type="checkbox"/>	Names and address of ALL owners, and any other person having legal interest, of the property
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Plat application completed and signed by all necessary parties
<input type="checkbox"/>	<input type="checkbox"/>	Paid Application Fee: \$550
<input type="checkbox"/>	<input type="checkbox"/>	Escrow Paid: 1-10 Acres \$500 Over 10 Acres \$1,000 <i>The Applicant will be billed monthly for consultant costs and will be expected to maintain the initial escrow deposit balance.</i>

MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE CITY PLANNER

<input type="checkbox"/>	<input type="checkbox"/>	Electronic copy of all submittal documents
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Review and Recommendation by the Planning Commission. The Planning Commission shall consider oral or written statements from the applicant, the public, City Staff, or its own members. It may question the applicant and may recommend approval, disapproval, or to continue the application. The Commission may impose necessary conditions and safeguards in conjunction with their recommendation.

Review and Decision by the City Council. The City Council shall review the application after the Planning Commission has made its recommendation. The City Council is the only body with the authority to make a final determination and either approve or deny the application for preliminary plat.

Unless an extension of time is requested and granted by the City Council, the Applicant shall submit an application for Final Plat within 12 months of receiving Preliminary Plat approval, or the approval will expire.

This application must be signed by ALL owners of the subject property or an explanation given why this not the case.

We, the undersigned, have read and understand the above.

Signature of Applicant

Date

Signature of Applicant

Date

Signature of Owner

Date



Mailing labels with names and address of property owner within 500 feet.

The City requires a certified abstractor's listing or a listing from Washington County of property owners within 500 feet of the property of which you are requesting a planning permit. This listing is required for your application to be considered complete.

To purchase the listing from Washington County:

Mailing Address:	Washington County Surveyors Office P.O. Box 6 Stillwater, MN 55082
Phone #:	651-430-6875
E-mail:	surveyor@co.washington.mn.us