



COMMUNITY DEVELOPMENT DEPARTMENT

160 LAKE STREET NORTH
BIG LAKE MN, 55309
763-263-2107

mpopp@biglakemn.org or
tkohl@biglakemn.org

PRELIMINARY PLAT PROCEDURE & DATA REQUIREMENTS

PROCEDURE FOR PRELIMINARY PLAT APPROVAL

Prior to submitting a preliminary plat application, the applicant shall meet with City staff to discuss the preliminary plat application. An Application will be considered complete and therefore ready for submission to the Planning Commission when the information in this checklist and within the City subdivision ordinance is submitted and accepted by the City. The applicant will be notified by letter of any deficiencies in the application within fifteen (15) business days of receipt of the submittal. The application will be scheduled on the appropriate Planning Commission and City Council agenda upon acceptance of a complete application packet. The plat request shall be filed with the City on the City's official application form, along with the established fee and escrow. Such application shall also be accompanied by two (2) 11"x17" scale copies and an electronic copy via **email or .ftp only** (flash/jump drive not accepted) of a preliminary plat and supportive information in conformity with the City's Ordinances. The scale of such materials shall be the minimum necessary to ensure legibility.

The application and copies of the preliminary plat shall be submitted according to the deadline schedule as established by the City prior to the next Planning Commission meeting for which you wish to be heard.

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.

PRELIMINARY PLAT DATA REQUIREMENTS

1. Proposed name of subdivision. Names shall not duplicate or too closely resemble names of existing subdivisions.
2. 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.
3. Names and addresses of the developer and the designer making the Plat.
4. Scale of plat, not less than one (1) inch to one hundred (100) feet. Scale of plat (the scale to be shown graphically and in feet per inch).
5. Date and north point. 6. Date of preparation.
6. The legal description of the land contained within the subdivision including the total acreage of the proposed subdivision.

7. An indication as to which lands are registered Torrens property or abstract property. If land is registered property, a registered land survey shall be required.
8. Existing and proposed covenants, liens or encumbrances.
9. Elevation benchmarks used for the topographic survey and datum on which they are based.
10. Reference to the coordinate system use for the survey.
11. Results of site evaluation, including percolation tests and soil borings.
12. Boundary lines to include bearings, distances, curve data, and total acreage of proposed plat, clearly indicated.
13. Existing zoning classifications for land in and abutting the subdivision.
14. Total area of the proposed plat
15. 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.
16. All existing utilities, both overhead and underground within and adjacent to the plat.
17. 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.
18. Overhead and underground electrical, telephone, and gas lines. Manholes, pedestals, and similar appurtenances shall be shown.
19. Names of adjacent subdivisions and owners of adjacent parcels of unsubdivided land, within one hundred fifty (150) feet, including all contiguous land owned or controlled by the applicant.
20. Topography with contour intervals of not more than two (2) feet related to USGS Datum. Topographic maps developed from aerial topography shall be verified with spot elevations taken in the field; a minimum of four spot elevations taken at the outer limits of the plat (four corners) shall be required along with one additional elevation for each five acres of area to be covered by the plat. Topography shall include the location and limits of water courses, marshes, low wet areas, drainage ways, bodies of open water including the highest known water level, ravines, quarries, bridges, culverts and other surface structures, wooden areas, rock out crops, and other natural features as may be pertinent to the subdivision.
21. The City may require additional topographic data on the area to be platted or on surrounding properties where necessary to properly evaluate drainage considerations.
22. Subsurface conditions on tracts for subdivisions utilizing individual water and sewage disposal systems; location and results of tests to ascertain subsurface soil, rock and groundwater conditions and availability; location and results of soil percolation tests.

23. One hundred (100)-year flood elevations, the regulatory flood protection, and boundaries of floodway and flood fringe areas, if known, taking into consideration the Flood Hazard Boundary Map or Flood Insurance Study and Flood Insurance Rate Map.
24. A statement certifying the environmental condition of the site including the presence of any hazardous substance as defined in Minnesota Statutes 115B.02, Subd. 8. Such statement may be Preliminary Plat Application, required to be based upon an environmental assessment of the site by an environmental engineering firm acceptable to the City.
25. Geotechnical data prepared by a qualified soils engineer showing surface and subsurface soils and groundwater in sufficient detail to show the site to be suitable for the development proposed.
26. In shoreland overlay districts as indicated in the City's zoning ordinance, extent of anticipated vegetation and topographic alterations; near-shore aquatic conditions, including depths, types of bottom sediments and aquatic vegetation.
27. All existing survey monuments that have been found.
28. Areas in the plat which have been designated as shoreland, wetlands and/or floodplains by the Department of Natural Resources and the City of Big Lake's Shoreland Overlay District as set forth within the City's zoning ordinance, including the high water mark of all wetlands.
29. The location and width of proposed streets, roadways, alleys, pedestrian ways and easements.
30. The location and character of all proposed public utility lines including gas lines, power lines and telephone lines.
31. Layout numbers and dimensions of lots and a number or letter of each block.
32. Location and size of proposed parks, playgrounds, churches, or school sites or other special uses of land to be considered for dedication to public use, or to be reserved by deed of covenant for the use of all property owners in the subdivision and any conditions or such dedication or reservation.
33. Building set back lines with dimensions.
34. Indication of any lots on which use other than residential is proposed by the subdivider.
35. The zoning districts, if any, on and adjacent to the tract.
36. Building pads intended for construction. For each lot, specify building type, finished floor elevations, and lowest opening elevations.
37. Park and Trail Plan. Park and trail plan pursuant to City Ordinance and Comprehensive Plan.
38. Plan and profile sheets showing the layout of each street, the existing centerline surface grades, proposed centerline grades including gradients, PVI locations and elevations, and length of vertical curves. Existing grades may be developed from the topographic map.
39. Typical sections for each different street type. Sections shall show the width of the paved

surface (distance between gutter lines where concrete curb and gutter is to be provided), street crown, boulevard width and slope in cut and fill sections, and back slopes in cut and fill sections. The full section shall show grading to each property line.

40. A "drainage and utility plan" showing the approximate location and proposed size of sanitary sewers, water mains, and facilities for handling surface runoff (storm sewers, detention or retention facilities, ditches or swales, culverts, etc.). The plan shall be drawn on a reproducible copy (mylar) of the Preliminary Plat complete with all topographic information. Proposed manhole inverts shall be shown for sanitary and storm sewers along with the invert elevations of culvert entrances and outlets. If a lift station is contemplated for the sanitary sewer system, the service area shall be delineated on a vicinity map provided separately or inset on the plat. Where detention or retention facilities are contemplated, their location and approximate size shall be shown on the plan; before the final plat is accepted, a detailed preliminary design must be provided for the ponds or basin as set forth elsewhere herein. The land used for construction of a detention or retention facility shall not overlap the minimum area required to plat the lot.
41. A vicinity map at a legible scale (one (1) inch equals one thousand (1,000) feet or larger) shall be provided separately or inset on the Preliminary Plat. The map shall show the surrounding area within one half mile of the proposed plat in all directions, shall show the arterial and collector streets near the proposed plat, and shall show utility connections too remote to be shown on the Preliminary Plat.
42. The applicant shall supply proof of title and the legal description of the property for which the subdivision is requested, consisting of an abstract of title or registered property abstract currently certified together with any unrecorded documents whereby the petitioners acquire a legal ownership or equitable ownership interest and as applicable, supply documented authorization from the owner(s) of the property in question to proceed with the requested subdivision.
43. Landscape plan. The City's Subdivision Ordinance requires tree protection and replacement in Chapter 11, Section 1107 which is available online at: [§ 1107.11 Tree Protection and Replacement. \(amlegal.com\)](#). The City's Zoning Ordinance regulates landscaping which is available online at: [§ 1006.06 Landscaping. \(amlegal.com\)](#)
44. The location of any wetlands lying within the proposed plat.
45. The applicant shall submit any necessary and requested applications for variances from the provisions of this Ordinance and the Big Lake Zoning Ordinance as set forth in the Big Lake Zoning Ordinance.
46. Additional data may be required when, in the opinion of the City, it is necessary to make a proper determination of site suitability for the type of development intended, or when the City or property owners outside of the area to be platted may incur costs for improvements generated by development. Such additional data may include, but not be limited to: soil surveys and borings, water table determinations, location of flood plain or flood fringe areas, additional drainage analyses, estimates of costs for proposed improvements, and other data as the City may require.