

Preliminary Plat Review Submittal Checklist

- Land Use Application form and fee
- The following number of copies of project plans:
 - Three (3) sets of full sized copies of the preliminary plat (minimum scale 1"=100' and no larger than 24" x 36")
 - Three (3) sets of full sized copies of the grading, drainage and erosion control plan (minimum scale 1"=100' and no larger than 24" x 36")
 - Three (3) sets of full sized copies of the utility plan (minimum scale 1"=100' and no larger than 24" x 36")
 - Three (3) sets of full sized copies of the landscape plan (minimum scale 1"=100' and no larger than 24" x 36")
 - One (1) set of 11" x 17" reductions
 - All submitted hardcopy plans and graphics shall be provided on a CD in .pdf format

PROJECT PLANS

Preliminary Subdivision Plan

- proposed subdivision name: vicinity map; names, addresses, telephone numbers of owner, developer, surveyor and/or engineer, contact person; preparation date
- legal description of the property
- subdivision boundary line survey
- lot boundaries; lot areas, dimensions and number
- block boundaries and numbers
- streets (name and right-of-way width)
- public easements (location, dimensions and purpose)
- park dedications
- minimum building setback lines
- lot width at minimum front setback line
- subdivision data summary: total number of lots; total area of plat; public right-of-way area; ponding easement area; parkland area
- existing conditions
 - property lines and the proposed property lines with dimensions
 - contours at 2' intervals
 - property lines within 50 feet of the property
 - wetlands and water bodies
 - buildings and other improvements on the property
 - street right-of-ways
 - zoning
 - vegetation and tree cover
 - utilities
- area calculations for the lots to be created
- proposed easements (public and private)

- minimum setback lines
- sidewalks and trails

Grading, drainage and erosion control plan to include:

- existing and proposed elevations with two (2) foot contours intervals and spot elevations within paved areas
- limits of grading
- SWPP including the location of erosion/sediment control structures
- existing trees (species and caliper if needed), existing trees to remain and existing trees to be removed
- building footprints
- existing trees and trees to remain

Utility Plan to include:

- streets (name and width)
- location of existing utilities
- location of proposed utilities

Landscape Plan to include:

- basic site plan and grading information
- location and type of existing trees and shrubbery
- planting schedule including type and quantity of proposed plant materials (common and botanical names), root specifications and size at time of planting
- landscaping calculations

Wetland delineation (if wetlands are present)

Petition for installation of any public sewer, water, street and /or storm drain necessary to serve the development (petition may be obtained from the Engineering Department)

Other information as required by the Community Development Director to process the application.

Questions? Contact City Planner, Scott Harlicker at 763-767-6452 or sharlicker@coonrapidsmn.gov