



**City of Grant**  
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## PRELIMINARY PLAT (MAJOR SUBDIVISION)

Application Date:	
Fee: <b>\$1,000+\$25/lot</b>	Escrow: <b>\$7,000</b>

A Preliminary Plat for a major subdivision is required to subdivide or plat a property when more than two additional parcels or lots are created in unplatted land OR 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 and is a part of the plan set required for major subdivision as described in this form.

PARCEL IDENTIFICATION NO (PIN):		LOT SIZE:
PROJECT ADDRESS:	OWNER: Name:  Address:  City, State, Zip:  Phone:  Email:	APPLICANT <i>(If different from Owner)</i> : Name:  Address:  City, State, Zip:  Phone:  Email:
BRIEF DESCRIPTION OF REQUEST:		
APPLICABLE CITY CODE SECTION(S): <i>Please review the referenced code sections for a detailed description of required submittal documents, and subsequent process.</i> <ol style="list-style-type: none"> <li>1. Chapter 30, Article II Platting, Secs 30-57 through 76</li> <li>2. Chapter 32 Zoning</li> </ol>		

### Required Signatures

\*\*\* Note: All parties with a fee interest in the real estate must sign this application before the city will review for completion! \*\*\*

#### **Applicant**

Name: \_\_\_\_\_  
 (Please print)

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### **Fee Title Property Owner** *(If different from Applicant)*

Name: \_\_\_\_\_  
 (Please print)

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Checklist:**

Please review the attached checklist. Completeness depends on whether or not the applicable checklist items are fulfilled and submitted with your application.

**Review Deadline and Timeline:**

All applications must be received by the deadlines as posted on the City’s website. Failure to submit by the date shown may result in a delay in the scheduling of the application for public hearing. Meeting the deadline does not guarantee that an application will be heard at the next meeting. To improve likelihood of appearing on an agenda, it is recommended that applications be submitted earlier than deadline.

According to Minnesota State Statute 462.358 a Preliminary Plat Application has a Statutory review period of 120 days, with the City’s ability to request additional information to assist in its review, and such request shall not impact the review timeline once an application has been deemed complete.

**Application for Planning Consideration Fee Statement:**

*(Please read carefully and understand your responsibilities associated with this land use application)*

The City of Grant has set forth a fee schedule by City Ordinance as posted on the City’s website. The City of Grant utilizes consulting firms to assist in the review of projects. The consultant and city rates are available upon request. By signing this form, the Applicant accepts sole responsibility for any and all fees associated with the land use application from the plan review stage; the construction monitoring stage; and all the way to the release of any financial guarantees for an approved project. In the event the Applicant fails to make payment of all fees associated with the project, the City of Grant will assess any unpaid or delinquent fees related to this application or project against the subject property. If a project is denied by the City Council or withdrawn by the Applicant, the fees associated for the project until such denial or withdrawal, remain the Applicant’s responsibility.

**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 and consultants. It may question the Applicant and may recommend approval, disapproval or table by motion 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.

I/WE UNDERSTAND THE FEE STATEMENT AND RESPONSIBILITIES ASSOCIATED WITH THIS LAND USE APPLICATION:

**Applicant**

**Fee Title Property Owner**

*(If different from Applicant)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

### **Preliminary Plat Checklist:**

The following materials must be submitted with your application in order to be considered complete. If you have any questions or concerns regarding the necessary materials please contact the City.

**COPIES: One (1) Electronic copy of full submission; One (1) hard copy Full Scale plan set.**

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**Existing Conditions Exhibit:** A scalable existing conditions analysis, prepared by and certified by a registered land surveyor, including 100-feet of the abutting properties of record, should include the following:

- North arrow, date of survey
- Boundary (existing or parcel) lines and dimensions with total acreage
- Topographic Map, contour interval of 2' or less, slopes in excess of 12-percent delineated
- Location and extent of tree cover including identification of significant trees
- Location, including right-of-way width and names of existing platted streets, parks, or other public lands
- Location of permanent/existing buildings and structures
- Location and size of existing culverts, wells, septic systems or any other underground utility
- Existing easements, including pipelines and power lines within the plat
- Grades and location of catch basins, manholes, and street pavement width and type within the plat
- Boundary lines of adjoining unsubdivided or subdivided land
- Soil borings on each lot demonstrating appropriate area of individual sewage treatment system (minimum of 4 per lot)
- Water course, marshes, 100-year flood elevation, wooded areas, rock outcrops, power transmission poles and lines, and other significant features
- Location and extent of wetlands and streams, including Wetland Delineation
- Other relevant information as requested by the City

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**Preliminary Plat Exhibits:** A scalable set of technical and construction level drawings of the proposed Major Subdivision. All drawings must be submitted to-scale, in scalable format. Depending on the complexity of the subdivision, the following information may be submitted on one drawing.

- Name and address of the owner, developer, site planner, engineer and surveyor
- Proposed Subdivision name
- Legal description, acreage of proposed subdivision, date of preparation and north arrow
- Proposed lot configuration, including Outlots
- Lot dimensions including setback lines (front, sides, rear)
- Identify wetlands (including source), waterways and lakes
- Identify proposed roadways including right-of-way
- Identify buildable area, including calculated area and percent impervious
- Proposed construction grading plan (maximum 2-foot contours) and erosion control plan
- Proposed surface water management plan
- Street details, including gradients of streets including plans and profiles showing location and typical cross-sections including ditches, curb (if applicable), drainage easements, catch basins, etc.
- Proposed building location, and lowest floor elevation for each lot
- Proposed driveway location
- Identify location of sewage treatment areas and soil boring locations
- Proposed landscape plan, if applicable
- Street lighting (if proposed)
- Subdivision Signage (if proposed)

\*\* For Applicant's use and records

**Preliminary Plat Checklist:**

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- Brief description of Subdivision

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  - A copy of any proposed private restrictions

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  - Statement acknowledging that you have contacted the other governmental agencies such as Watershed Districts, County departments, State agencies, or other that may have authority over your property approvals and necessary permits.

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  - Drainage and Stormwater Computations

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  - Wetland Delineation and Notice of Decision (NOD), if obtained

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  - Paid Application Fee: \$1,000 + \$25/lot

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  - Paid Escrow\*: \$7,000                      \*Any remaining funds, after expenses, are returned to the applicant. Expenses incurred over \$7,000 will be billed to the Applicant.
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**Materials that may be required upon request:**

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- If severe soil limitations for the intended use are noted in the Soil Survey on file at Washington County Soil and Water Conservation District office, a plan or statement indicating the soil conservation practice or practices to be used to overcome said limitation shall be made part of the permit application.

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  - Building elevations and architectural plans.

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  - Homeowner's Association covenants or deed restrictions
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