



SUBDIVISION APPLICATION CHECKLIST

- **SKETCH PLAN**
- **PRELIMINARY PLAT**
- **FINAL PLAT**

A checklist of background information and submission requirements for processing of a sketch plan, preliminary plat or final plat is provided below. Should there be an item which is not included in the submission of the application; a detailed, written explanation should be made outlining the reason for omission.

The City Staff will also utilize the attached form as a checklist in the review of information which you submit. The decision on whether a request will be granted rests with the Albertville City Council. Please read all applicable ordinances and the attached checklist thoroughly. The Albertville City Code and Zoning Ordinance can be found online at the City’s website at www.albertvillemn.gov.

PROCEDURES		Compliance	
		YES	NO
1.	Review the appropriate sections of the City Zoning Ordinance. <ul style="list-style-type: none"> ▪ Sketch Plan (Section 11-6-1 of Subdivision Ordinance) ▪ Preliminary Plat (Section 11-6-2 of Subdivision Ordinance) ▪ Final Plat (Section 11-6-3 of Subdivision Ordinance) ▪ Design Standards (Chapter 7 of Subdivision Ordinance) 		
2.	Meet with City Staff/Planner to discuss proposal. DATE:		
3.	Application filed concurrently with submission requirements as set forth below.		
4.	Application filed concurrently with application fee and escrow. DATE:		
SUBMITTAL REQUIREMENTS – SKETCH PLAN			
1.	Proof of title and the legal description of the property for which the application is requested.		
2.	Ten (10) large scale signed copies, one (1) reduced scale (11” x 17”) copy, and one (1) copy in electronic format. Copy of detailed written materials fully explaining the proposed use, and graphic materials as specified below, unless waived by the Zoning Administrator.		
a.	Plat boundary.		
b.	North arrow.		
c.	Scale.		
d.	Street layout.		
e.	Designation of land use and current or proposed zoning.		
f.	General lot locations and layout.		
g.	Proposed parks and playgrounds (if applicable).		
h.	Topography.		
i.	100 year floodplain (if applicable).		
j.	Lot widths and depths.		

		Compliance	
		YES	NO
SUBMITTAL REQUIREMENTS – PRELIMINARY PLAT			
1.	Proof of title and the legal description of the property for which the application is requested.		
2.	Eight (8) large scale signed copies, one (1) reduced scale (11” x 17”) copy, and one (1) copy in electronic format. Copy of detailed written materials fully explaining the proposed use, and graphic materials as specified below, unless waived by the Zoning Administrator.		
a.	General Requirements:		
(1)	Proposed name of subdivision. Names shall not duplicate or be alike in pronunciation to the name of any plat theretofore recorded in the County.		
(2)			
(3)	Location of boundary lines in relation to a known section, quarter section, or quarter-quarter section lines comprising a legal description of property.		
(4)	Name, address, and phone number of the record owner(s), any agent having control of the land, the applicant, land surveyor, engineer, and design of the plan.		
(5)	Graphic scale of not less than one (1) inch to one hundred (100) feet, except as specifically approved by the Zoning Administrator.		
(6)	North point and key map of the area, showing well-known geographical points for orientation within a one-half (1/2) mile radius.		
(7)	Date of preparation.		
b.	Existing Conditions:		
(1)	Boundary lines to include bearings, distances, curve data, and total acreage of proposed plat, clearly indicated.		
(2)	Existing zoning classifications for land in and abutting the subdivision including shoreland overlay, if applicable.		
(3)	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, corporate and school district lines within the plan, to a distance one hundred (100) feet beyond the plat.		
(4)	Location, size, and elevations of existing sewers, water mains, culverts or other underground facilities within the preliminary plat area and to a distance of one hundred (100) feet beyond. Such data as top grades and locations of catch basins, manholes, elevations, invert elevations, hydrants and the street pavement width and type also shall be shown.		
(5)	Boundary lines of adjoining un-subdivided or subdivided land, within one hundred (100) feet of the plat, identified by name and ownership, including all contiguous land owned or controlled by the applicant.		
(6)	Topographic data, including contours at vertical intervals of not more than two (2) feet (unless otherwise warranted) shown on a contour / topographic map. Water courses, marshes, wooded areas, rock outcrops, power transmission poles and lines, and other significant features also shall be shown. U. S. G. S. datum shall be used for all topographic mapping. Wetland delineation, if applicable.		
(7)	Subsurface conditions on tracts for subdivisions utilizing individual water and sewage disposal systems; location and results of tests to ascertain subsurface soil, rock and ground water conditions and availability; location and results of soil percolation tests.		

		Compliance	
		YES	NO
(8)	100-year flood elevations, the regulatory flood protection, and boundaries of floodway and flood fringe areas, if known, taking into consideration the Flood Insurance Study and Flood Insurance Rate Map.		
(9)	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 required to be based upon an environmental assessment of the site by an environmental engineering firm acceptable to the City.		
(10)	Geotechnical data prepared by a qualified Soils Engineer showing surface and subsurface soils and ground water in sufficient detail to show the site to be suitable for the development proposed.		
c.	Proposed Design Features:		
(1)	Layout of proposed streets showing the right-of-way widths, centerline gradients, roadway widths, typical cross-sections, and proposed names of streets in conformance with City and County street identification policies. The name of any street heretofore used in the City or its environs shall not be used unless the proposed street is a logical extension of an already named street, in which event the same name shall be used.		
(2)	Locations and widths of proposed alleys and pedestrian ways.		
(3)	Locations and size of proposed sewer lines and water mains.		
(5)	Location, dimension and purpose of all easements.		
(6)	Layout, numbers, lot areas and preliminary dimensions of lots and blocks, and outlooks.		
(7)	Minimum front and side street building setback line.		
(8)	Building pads intended for construction.		
(9)	Areas, other than streets, alleys, bikeways, pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.		
(10)	Water Supply.		
	a) The location and sizing of proposed on-site water systems.		
	b) If applicable, the proposed location and sizing of public water system mains and service connections to be provided as part of initial construction or to be provided at a later date.		
(11)	Sewage Disposal:		
	a) The location and size of proposed on-site waste disposal systems.		
	b) If applicable, the proposed location and routing of public sewer mains and service connections proposed as part of initial construction or to be provided at a later date.		
(12)	Grading plan with minimum two (2) foot contours which shall include the proposed grading and drainage of the site, including provisions for surface water ponding and drainage. Also to be stipulated are the garage floor, first floor, and basement elevations of all structures.		
(13)	Proposed fill, levees, channel modifications, and other methods to overcome flood or erosion hazard areas in accordance with the Zoning Ordinance and by use of the 100-year flood profile and other supporting technical data in the Flood Insurance Study.		

		Compliance	
		YES	NO
(14)	Wetland protection, mitigation, and buffer strips per Section 5000 of the Zoning Ordinance.		
d.	Supplementary Information:		
(1)	Any or all of the supplementary information requirements set forth in this subsection shall be submitted when deemed necessary by the City Staff, consultants, advisory bodies and /or City Council to adequately address the application and site in question.		
	a) Proposed protective covenants or private restrictions.		
	b) An analysis prepared by a qualified person identifying tree coverage in the proposed subdivision in terms of type, weakness, maturity, potential hazard, infestation, vigor, density and spacing. A vegetation preservation and protection plan that shows those trees proposed to be removed, those to remain, the types and locations of trees and other vegetation that are to be planted may also be required.		
	c) Statement of the proposed use of lots stating type of buildings with number of proposed dwelling units or type of business or industry, so as to reveal the effect of the development on traffic, fire hazards, and congestion of population. The City may require the applicant to have formal traffic or other studies performed to the City's satisfaction, which show the effect of the proposed development on traffic, fire hazards, congestion, or other matters of public concern.		
	d) If any zoning changes are contemplated, the proposed zoning plan for the areas, including dimensions, shall be shown. Such proposed zoning plan shall be for information only and shall not vest any rights in the applicant.		
	e) Where the applicant owns property adjacent to that which is being proposed for the subdivision, it shall be required that the applicant submit a sketch plan of the remainder of the property so as to show the possible relationships between the proposed subdivision and the future subdivision. In any event, all subdivisions shall be required to relate well with existing or potential adjacent subdivisions and land uses.		
	f) Where structures are to be placed on large or excessively deep lots, which are subject to potential re-plat, the preliminary plat shall indicate a logical way in which the lots could possibly be re-subdivided in the future.		
	g) A plan for soil erosion and sediment control both during construction and after development has been completed. The plan shall include gradients of waterways, design of velocity and erosion control measures, and landscaping of the erosion and sediment control system. Such plans are to be in accordance with the technical standards and specifications of the Soil Conservation Service, as provided by the Wright County Soil and Water Conservation District Office.		
	h) An environmental assessment worksheet shall be submitted if the City, City consultants, Minnesota Environmental Quality Board or other state agency determine that law requires one.		
	i) Applications, statements and supporting documentation and plans for rezoning, variances, conditional use permits or planned unit development approvals being sought for the division.		

			Compliance	
			YES	NO
	j)	Applications, statements and supporting documentation and plans for rezoning, variances, conditional use permits or planned unit development approvals being sought for the subdivision.		
	k)	The City may require such other applicable information as deemed necessary to insure that the subdivision is not premature per Chapter 5 of the Albertville Subdivision Ordinance.		

SUBMISSION REQUIREMENTS – FINAL PLAT

1.	The final plat, prepared for recording purposes, shall be prepared in accordance with provisions of Minnesota State Statutes and Wright County regulations, and such final plat or accompanying submittals shall contain the following information:			
a.	Name of the subdivision, which shall not duplicate or too closely approximate the name of any existing plat theretofore recorded in the County and which shall be subject to City Council approval.			
b.	Location by section, township, range, county and state, and including descriptive boundaries of the subdivision, based on an accurate traverse, giving angular and linear dimensions.			
c.	The location of monuments shall be shown and described on the final plat. Locations of such monuments on the nearest established street lines, including true angles and distances to such reference points or monuments. The applicant shall provide coordinating data on all subdivision monumentation in a format approved by the City Engineer.			
d.	Location of lots, outlots, streets, public highways, alleys, and parks and other features, with accurate dimensions in feet and decimals of feet, with the length of radii and/or arcs of all curves, and with all other information necessary to reproduce the plat on the ground shall be shown. Dimensions shall be shown from all angle points of curve to lot lines.			
e.	Lots shall be numbered clearly, blocks are to be numbered, with numbers shown clearly in the center of the block.			
f.	A drawing or listing of total square footage per lot, acreage per block and total acres in the plat.			
g.	The exact locations, widths and names of all streets to be dedicated.			
h.	Street addresses of all proposed lots in the subdivision as approved by the City Zoning Administrator.			
i.	Location, purpose and width of all easements to be dedicated.			
j.	Name, address and phone number of surveyor making the plat.			
k.	Scale of the plat to be one inch to one hundred feet (1" = 100' – the scale to be shown graphically on a bar scale), date and north arrow.			
l.	A current abstract of title or a registered property certificate along with any unrecorded documents to be certified by the City Attorney.			
m.	Deed restrictions and protective covenants, which involve a matter of public concern.			
n.	Statement dedicating all public drainage and utility easements as follows: Easements for installation and maintenance of utilities and drainage facilities are reserved over, under and across the designated areas marked “drainage and utility easements.”			
o.	Statement dedicating all streets, alleys and other public areas not previously dedicated as follows: Streets, alleys and other public areas shown on this plat and not heretofore dedicated to public use are hereby so dedicated.			

