

CITY OF WATERTOWN

Preliminary Plat Application and Checklist

PROJECT NAME:

APPLICANT NAME:

PHONE:

FAX:

ADDRESS:

INSTRUCTIONS:

All of the items listed on this checklist are required to be shown on the Preliminary Plat drawing and on related attachments. Any checklist items that are missing must be added. As each item is completed, check it off this checklist. Once all items are shown, the drawings and related attachments may be submitted (along with a copy of this completed checklist) to the City Planner. For specific information related to setbacks, lot area and width, etc., refer to the City of Watertown Zoning and Subdivision Ordinance. The City staff reserves the right to determine if a submittal is complete. The Preliminary Plat will not be placed on the Planning Commission's agenda until City staff has accepted a complete submittal. A determination of completeness shall be made within fifteen (15) business days of application submittal. A written notice of application deficiencies shall be mailed to the applicant within fifteen (15) business days of application.

Applicants are reminded that Minnesota Statute Section 462 requires that notice of the public hearing is sent to all property owners living within 350 feet of the proposed development and also requires publication in the Carver County News a minimum of ten (10) days prior to the public hearing. **As part of the application submittal, addresses labels shall be provided for every address within the 350 foot boundary.**

Received By:	
Date Plat is delivered to City Hall:	
Date Plat is Deemed Complete/Officially Filed:	

A COPY OF THIS COMPLETED CHECKLIST IS REQUIRED TO BE SUBMITTED ALONG WITH ALL OTHER REQUIRED DRAWINGS AND RELATED ITEMS.

PRELIMINARY PLAT CHECKLIST**SECTION I: GENERAL INFORMATION PROVIDED:**

YES NO

- _____ _____ 1. Maximum Drawing Size (all sheets): 24" by 36"
- _____ _____ 2. North Arrow (all sheets)
- _____ _____ 3. Scale of drawing (1"= 50' for small plats, 1 100' for large plats) (all sheets)
- _____ _____ 4. Name of Development (all sheets)
- _____ _____ 5. Name of Property Owner, including address
- _____ _____ 6. Name of Applicant and exact interest of Applicant in the Subject Property
- _____ _____ 7. Name of Preparer, including Address
- _____ _____ 8. Present Zoning of the site (including Flood Fringe, if applicable)
- _____ _____ 9. All proposed uses for the site and buildings
- _____ _____ 10. Total Area of the Site
- _____ _____ 11. Benchmark
- _____ _____ 12. Revision Number

SECTION II: REQUIRED ILLUSTRATIONS

- _____ _____ 13. Plat boundary shown with a heavy line
- _____ _____ 14. Names of all adjoining subdivisions and lot numbers shown
- _____ _____ 15. All lots numbered (outlots, if any, designated with letters)
- _____ _____ 16. All lot lines shown with dimensions
- _____ _____ 17. Area in square feet of all lots
- _____ _____ 18. Front building setback lines along all public streets
- _____ _____ 19. Existing Contours
- _____ _____ 20. Proposed Contours
- _____ _____ 21. Contour of 100-Year Flood Elevation, if applicable
- _____ _____ 22. All existing easements (public & private)
- _____ _____ 23. Existing street, alley rights-of-way, buildings
- _____ _____ 24. Existing drainage courses and streams
- _____ _____ 25. Existing trees and wooded areas, including size, type, and condition

YES	NO	
_____	_____	26. Sidewalks; both sides of public streets
_____	_____	27. Eight-foot wide bituminous trail shown
_____	_____	28. Streets:
_____	_____	a. Street pattern
_____	_____	b. Width of all rights-of-way shown
_____	_____	c. Width of all streets shown
_____	_____	d. Radii of approaches at street intersections shown
_____	_____	29. Water Main:
_____	_____	a. Water system routing
_____	_____	b. Hydrants (300 foot spacing)
_____	_____	c. Valves
_____	_____	d. Easements (if applicable) shown, with dimensions
_____	_____	30. Sanitary Sewer:
_____	_____	b. Sanitary Sewer systems
_____	_____	c. Sewer is located in ROW under street pavement
_____	_____	d. Sanitary sewer lines extended to plat boundary
_____	_____	e. Easements (if applicable) shown, with dimensions
_____	_____	31. Storm Sewer and Detention
_____	_____	a. Detention Pond Location(s) with high water line elevation
_____	_____	b. Storm Sewer lines are located in ROW
_____	_____	c. Storm Sewer lines extended to plat boundary
_____	_____	d. Easements (if applicable) shown, with dimensions
_____	_____	32. Landscaping
_____	_____	a. Landscape Plan for buffers (required when commercial abuts any residential zoning, multi-family abuts single family, or single family abuts collectors and county highways)
_____	_____	b. Street tree landscaping plan (1 overstory tree per 40 lineal feet of street frontage)
_____	_____	c. Table showing landscaping provided/ required
_____	_____	d. Residential/ open space landscaping plan (2 trees per residential dwelling unit)
_____	_____	e. Trail landscaping plan (1 tree per 40 lineal feet of trail)
_____	_____	33. Park Land

- _____ a. Neighborhood parks Location Table showing proposed sq ft, required sq ft
- _____ b. Community park Location, as required Table showing proposed, required sq ft
- _____ c. Park improvement. Table showing fee required
- _____ 34. Legal
 - _____ a. Easements
 - _____ Trails
 - _____ Landscape Berm
 - _____ Access
 - _____ Other
 - _____ Other

SECTION III: ATTACHED INFORMATION

- _____ 35. Mailing lables of all property owners within 350 feet
- _____ 36. Easement Documents
- _____ 37. Table of lot sizes, dimensions
- _____ 38. Drainage calculations
- _____ 39. Legal Description

NOTE: Please note any items from this checklist that are not being provided (except those which do not apply to this project and are marked not applicable), with an explanation as to why they are not being provided. Attach a separate sheet if necessary.

SECTION IV: NOTICES

Notice of Meeting Attendance:

In order for the Planning Commission and City Council to consider any request, the applicant or a designated representative must be present at the scheduled meeting. If not, the matter may be tabled or denied.

Notice of additional fees:

In addition to the fees outlined in the attached City of Watertown Fee Schedule, all applicants are hereby advised that the City of Watertown retains engineering, legal, and building consultants who will be involved in the development review process. All costs resulting from the review of development applications by the City and it’s consultants, including but not limited to City staff, engineering, legal, and building will be paid by the applicant. These fees will be deducted from the escrow deposit provided until those funds are depleted.

I, the undersigned, certify that the information on this application, to the best of my knowledge, is true and correct. I further certify that I have a legal interest in the property/properties in question, and/or that I am legally able to represent all other persons or entities (if any) with interest in this property. I am able

to furnish proof of all such interest to the City of Watertown upon request. I acknowledge that all costs associated with this development will be my responsibility.

Signature of Applicant

Date

Signature of Owner (or Owners agent)

Date

Application Received on _____ Fee Paid _____ Receipt No. _____

The applicant should contact the City Planner for a copy of the staff report and agenda, which will be available two days prior to the meeting.