

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 electronically (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, address 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.