COLUMBIA HEIGHTS

PRELIMINARY PLAT APPLICATION – SUBMISSION CHECKLIST

A Preliminary Plat Application requires the following information to be complete. Applications will not be accepted if the following information and attachments are not provided.

The City reserves the right to require additional submittal items if it is deemed necessary to act upon the Preliminary Plat.

PRELIMINARY PLAT DOCUMENTS AND REQUIREMENTS	RECEIVED
Plans to be submitted should include three (3) "11 x 17" copies, as well as a PDF submitted digitally.	
Application form	
1. Completed application, with fee. (Application signed by both property owner and applicant)	
2. Detailed narrative (See attachment "Required Findings")	
Sketch Plans – Sketch plans shall contain as a minimum, the following information: § 9.115 (C) (1)	
1. Tract boundaries	
2. North arrow	
3. Streets on and adjacent to the tract	
4. Significant topographical and physical features	
5. Proposed general street layout	
6. Proposed general land use	
7. Name of owner and/or developer	
8. Zoning on and adjacent to tract	
Preliminary Plat Identification and Description § 9.115 (C) (2) (a)	
1. Proposed name of subdivision	
2. Location by section, town, range or by other legal description	
3. Names/addresses of the owner, subdivider, surveyor and designer of the plan	
4. Graphic scale	
5. North point	
6. Date of preparation	
7. Certification by surveyor certifying to accuracy of survey	

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Existing Conditions § 9.115 (C) (2) (b)	
1. Boundary line of proposed subdivision, clearly indicated	
2. Existing zoning classification, if any	
3. Total acreage, including greenspace percentage	
4. Location, widths and names of all existing or previously platted streets or other public way, showing type, width and also condition of improvements, if any, railroad and utility rights-of-way, parks and other public spaces, permanent buildings and structures, easements and section and corporate line within the tract, and to a distance of one hundred (100) feet beyond the tract. Such data as grades, invert elevations and locations of catch basins, manholes and hydrants, if any, shall also be shown.	
5. Boundary lines of adjoining unsubdivided or subdivided land within one hundred (100) feet, identifying by name and ownership.	
6. Topographical data, including contours at vertical intervals of not more than two (2) feet, except that contour lines shall be no more than one hundred (100) feet apart. Watercourses, marshes, wooded areas, rock outcrops, power transmission poles and lines, buildings and other significant features shall also be shown	
7. All elevations, topography and vertical control data shall be tied to sea level datum, 1929 General Adjustments. Temporary benchmarks shall be established within the boundaries of the subdivision. Descriptions, reference ties and elevations of the benchmarks shall be furnished to the City Engineer.	
8. Reference to recorded subdivision plat or adjoining platted land by record, name, date and number.	
9. The location and size of all existing sanitary sewer, water or storm sewer, trunks, laterals or services on or adjacent to the property.	
Design Features § 9.115 (C) (2) (c)	
1. Primary control points, with descriptions and “ties” to such control points to which all dimensions, angles, bearings and similar data on the plan shall be referred.	
2. Tract boundary lines, right-of-way lines of streets, easements, and other rights-of-way and property lines of residential lots and other sites; with accurate dimensions, bearings or deflection angles and radii, arcs and central angles of all curves.	
3. Name and right-of-way width of each street or other right-of-way.	
4. Location, dimensions and purpose of any easements.	
5. An identification system for all lots and blocks.	
6. Site data including number of residential lots, typical lot size, and acres in park, etc.	
7. Sites, if any, to be reserved for parks or other public uses.	
8. Sites, if any, for multi-family dwellings, shopping centers, churches, industry or other non-	

public uses exclusive of single family dwellings.	
9. Minimum building set-back line on all lots and other sites with the width of lot shown at setback line	
10. Location and description of monuments	
Preliminary Grading and Drainage Plan § 9.115 (C) (2) (d)	
1. Earthwork quantities 2. Final grades (4:1 maximum slopes) 3. Building pad elevations 4. Existing and proposed topography at two (2) foot intervals 5. Drainage calculations 6. 10-year storm pipe design 7. 100-year storm level protection 8. Direction of drainage around each building pad location 9. Appropriate easements as required	
Preliminary Erosion Control Plan § 9.115 (C) (2) (e)	
1. Including method, location and detail of erosion control measures, consistent with §9.106 (I) (6) (g), where applicable.	
Preliminary Utility and/or On-Site Sewage Treatment Plan § 9.115 (C) (2) (f)	
1. Plan and profile showing existing utilities, proposed utilities, connection with existing utilities (watermain, sanitary sewer, storm sewer) appropriate easements as required.	
2. Note whether utilities will be publicly or privately constructed, owned and maintained.	
Preliminary Street Plan § 9.115 (C) (2) (g)	
1. Plan and Profile showing internal roads, grades, lengths of cul-de-sacs, curb data (horizontal and vertical), connection to existing streets or platted right-of-way, provisions for future extensions or connections to adjacent land, appropriate easements of right-of-way.	
Preliminary Wetland Plan § 9.115 (C) (2) (h)	
1. Plan showing fill or draining of any wetland including sequencing justification and proposed mitigation. All wetlands must be delineated in accordance with 1989 *Federal Manual for Identifying and Delineating Wetlands.*	
Preliminary Landscape Plan § 9.115 (C) (2) (i)	
1. Landscaping required by City Landscape Policy. Plan must identify location, size species and quantity of plant materials.	
Right-of-way requirements § 9.115 (C) (2) (j)	
1. Letter from Anoka County and/or MN/DOT containing recommendations and/or regulations on access or right-of-way requirements, if the property abuts county or state roads or right-of-way, or proposes access to a State or County road	
Supplementary Data § 9.115 (C) (2) (k)	

1. Names or record owners of adjoining unplatted land.	
2. Protective covenants in form of recording, if any.	
3. Other information such as certificates, affidavits, endorsements, photographs, traffic studies or other information as may be required by the City Council and/or the Planning Commission and/or the City staff in the enforcement of these regulations.	
4. Soil borings and analysis, if required by the City Engineer or Chief Building Official.	
5. Evidence that ground water control is at least 10 feet below the level of finished grades or plan for solving ground water problems, if required by the City Engineer.	
6. The size and dimension of all lots.	
7. Notarized certification by Owner and by any mortgage holder of record, of the adoption of the plat and the dedication of streets and other public area.	
Design Guidelines	
Design guidelines	

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ENGINEERING PLAN REVIEW CHECKLIST	
The following items are required by the Public Works Department to be shown/provided as part of the application process.	
General	
1. Easements over all utilities, ponds and drainage ways. Ponding easements to 100-year HWL, +2 or 5 vertical feet dependent on outletted (2) or landlocked (5) pond.	
2. Estimated costs for utility and street work.	
3. All existing easements must be shown on plan.	
4. Four (4) sets of final (revised) plan sets to engineering.	
Grading	
1. Cut and fill quantity	
2. Slopes not to exceed 4:1, public; 3:1 private; or retaining wall design	
3. Erosion control plan.	
4. Restoration process.	
5. Show existing/proposed contours.	
6. Certified grading plan (at completion).	
Streets	
1. Minimum cross section design.	
2. Access for future developments, if possible.	
3. Wear course: one year after base course.	
4. Temporary cul-de-sacs, if needed.	
5. ROW dedication = 60’ or 80’.	
6. Grades not to exceed 5% (arterial); 7% (collector); 8% (local).	
7. Vertical curve length – 30 mph design (local).	
8. Driveway spacing.	
9. Traffic forecasts – Impact on existing system.	
10. Street width and cul-de-sac diameter – 38’ back to back & 96’ diameter.	
11. Cul-de-sac length less than 500’	
12. No plantings in ROW or vision triangle.	
13. Guardrails or bumpers on private streets and lots.	

14. MnDOT and/or county access permit.	
Sanitary Sewer	
1. Size and type of pipe.	
2. Manhole spacing.	
3. Inverts adequate to serve all homes shown.	
4. Capacity: existing & development demand.	
5. Stub outs for existing homes.	
6. Stub outs for future developments.	
7. Services extended to property line w/ invert.	
8. Public vs. private.	
Watermain	
1. Residential or commercial demand.	
2. Size and type of pipe (lateral main: 8" min.)	
3. Gate valves – adequate for isolation. Located in street.	
4. Hydrant spacing – 450' to 500' on public roads; locate per UFC requirements. Typical 4' B/C.	
5. Loop watermain whenever possible.	
6. All services extended to property line.	
7. Oversize any long services.	
8. Stub outs for existing homes.	
9. Stub outs for future developments.	
10. Public vs. private.	
Storm Water Management	
1. Storm Water Management Plan	
2. NPDES Phase II requirements.	
3. Catch basin spacing and capacity.	
4. Storm sewer calculations and pipe sizing data (include catchment area map).	
5. Culverts – if needed.	
6. Maintain existing drainage ways & pond capacities.	
7. Lowest building opening at least 2' above HWL or 5' if landlocked.	
8. Public sewer if in public streets or in/out of ponds.	
9. Private sewer if in private streets or parking lots.	

10. No outlets in areas that would cause erosion.	
11. Easement for future pond outlets.	
12. Pond skimmers.	
13. DNR and/or MnDOT permits.	
Grading	
MnDNR	
US Army Corps of Engineers	
MPCA – NPDES (>1 acres disturbed)	
Watershed District (when directed)	
Sanitary Sewer	
MPCA – Sewer Extension	
Met Council Waste Water Services (send MPCA Permit and Location Map)	
Watermain	
MN Department of Health	
Storm Sewer	
MnDNR	
Miscellaneous	
Anoka County – Access/Entrance; Utility/Drainage; Other	
MnDOT – Access/Entrance; Utility/Drainage; Other	
Other	
Other	

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Required Findings – Preliminary Plat

Required findings. The City Council shall make each of the following findings before approving a preliminary plat:

(a) The proposed preliminary plat conforms with the requirements of § 9.115.

(b) The proposed subdivision is consistent with the Comprehensive Plan.

(c) The proposed subdivision contains parcel and land subdivision layout that is consistent with good planning and site engineering design principles.

Required Findings – Final Plat

Required findings. The City Council shall make each of the following findings before approving a preliminary plat:

(a) The final plat substantially conforms to the approved preliminary plat.

(b) The final plat confirms with the requirements of § 9.115.