



ADMINISTRATIVE SUBDIVISION (Section 6) Development Application Help Sheet

A checklist of background information and submission requirements for processing of Administrative Subdivision is provided below. Should there be an item that is not included in the submission of the application; a detailed, written explanation should be made outlining the reason for omission. Failure on the part of the applicant to supply all necessary information listed herein or any supportive information as requested by the City may be grounds for an application to be determined incomplete.

PROCEDURES

- ☐ Review the Delano Subdivision Ordinance – Administrative Subdivision (Section 6)
- ☐ Meet with City Staff and Planner to discuss the proposal
- ☐ Application filed concurrently with submission requirements as set forth below
- ☐ Application filed concurrently with the application fee and escrow

REQUIRED DOCUMENTS

- ☐ Development Permit Application
- ☐ Deposit Agreement
- ☐ Detailed written materials, maps, plans, and specifications to include the following:
 - ☐ One (1) large-scale copies (one (1) inch equal one hundred (100) feet or less)
 - ☐ One (1) reduced-scale copy (11x17 or smaller) of detailed graphic materials
 - ☐ Electronic Copy (Submitted by disc, USB Flash drive, or emailed to pbauman@delanomn.gov)
- ☐ Certificate of Survey ^A
- ☐ Recordable easement document ^B

A. Certificate of survey prepared by a licensed land surveyor identifying the following:

1. Scale (engineering only) one (1) inch equals one hundred (100) feet or less
2. Name and address, including telephone number, of the legal owner and/or agent of the property
3. North point indication
4. Existing boundaries of parcel to be platted with dimensions and area and proposed new property lines with dimension noted.
5. Existing legal description/proposed legal description of new lots
6. Easements of record
7. Delineated wetland boundary to include the ordinary high water level (OHWL) of any lakes or Department of Natural Resources (DNR) water, 100-year flood elevations
8. All encroachments, easements, or right-of-way encumbering the property
9. Existing buildings, structures, and improvements within the parcel to be platted and those one hundred (100) feet outside the boundary of the subject parcel
10. Locations, widths, and names of all public streets, right-of-way, or railroad right-of-way showing type, width, and condition of the improvements, if any, which pass through and/or are within one hundred (100) feet
11. Proposed driveway locations and locations of existing driveways on the same side of the road
12. Location of any existing tile lines, abandoned wells, drainage ways, waterways, water courses, lakes and wetlands
13. Additional preliminary plat data requirements determined appropriate by the Zoning Administrator

B. Recordable easement document that addresses drainage and utility easements in the following areas:

1. All lot lines and right-of-way
2. Easement over any public utilities, drainage ponds, wetlands, and wetland buffers