



SKETCH PLAN (Section 3) Development Application Help Sheet

A checklist of background information and submission requirements for the processing of Subdivision Sketch Plan 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 – Sketch Plan
- ☐ Meet with City Staff and Planner to discuss the proposal
- ☐ Application filed concurrently with submission requirements as set forth below
- ☐ Application filed concurrently with an 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 copy (one (1) inch equal one hundred (100) feet or less)
 - ☐ Electronic copy emailed to pbauman@delanomn.gov
- ☐ General Location and Site Description ^A
- ☐ Resource Inventory ^B
- ☐ Sketch Subdivision Plan ^C

Additional documents may be required:

- ☐ Additional large-scale and electronic copies shall be provided for each of the following, if applicable:
 - ☐ Project is adjacent to a county road or county state-aid highway (1 copy)
 - ☐ Project is adjacent to a state highway (2 copies)
 - ☐ Project lies within a Shoreland or Floodplain Overlay District (1 copy)

A. General Location and Site Description

1. Name and address of developer/owner.
2. Date of plan preparation and dates of revision.
3. Scale of plan (engineering scale only – one (1) inch equals one hundred (100) feet).
4. North arrow indication.
5. Legal Description.
6. Property location map illustrating the site location relative to adjoining properties and streets.
7. Scaled drawing (engineering scale only) illustrating property boundaries.
8. Proof that the person is a qualified applicant pursuant to Section 1-12.
9. Current and proposed land use and zoning.
10. Evaluation by the applicant that the subdivision would not be determined to be premature pursuant to the criteria outlined by the Comprehensive Plan and Subdivision Ordinance.
11. Additional information as required by the Zoning Administrator.

B. Resource Inventory A resource inventory, mapped at a scale of one (1) inch to one hundred (100) feet or less shall include:

1. Topographic contours at two (2) foot intervals showing rock slopes of more than fifteen (15) percent.
2. Soil type locations and identification of soil type characteristics such as hydric soils, depth to bedrock, depth to water table and suitability for wastewater disposal systems, if applicable (Wright County Soil Survey information).

3. Hydrologic characteristics including surface water courses, floodplains, delineated wetlands, natural swales and drainageways.
 4. Site vegetation including:
 - a. Cover type (pasture, woodland, etc)
 - b. Woodland area boundaries
 - c. Individual trees having a diameter at breast of height of eighteen (18) or more inches
 - d. Vegetative type descriptions (deciduous, coniferous or mixed) by plant community, relative age, and condition
 5. Current land use and land cover (cultivated areas, paved areas, etc.), all buildings and structures on the land, and all encumbrances, such as easements or covenants.
 6. Transportation systems including:
 - a. adjoining streets
 - b. functional classifications
 - c. current and projected traffic volumes
 - d. general conditions
 7. Neighborhood context. General outlines of existing neighborhoods, land uses, buildings, streets and natural features such as water bodies or wooded areas, roads, driveways and property boundaries within three hundred (300) feet of the tract. This information shall be presented on an aerial photograph at a scale of no less than one (1) inch to two hundred (200) feet.
- C. Sketch Subdivision Plan.** One (1) or more of the subdivision sketch plans meeting the intent of this Ordinance and including at least the following information:
1. Open space areas indicating which areas are to be protected and defined by the purpose of the open space.
 2. Boundaries of areas to be developed and proposed general street and lot layout.
 3. Number and type of housing units and/or approximate size and location of commercial and industrial buildings as may be applicable.
 4. Areas proposed for stormwater management.
 5. Street system that interconnects neighborhoods that is consistent with the Delano Comprehensive Plan.
 6. Location of utility trunks intended to serve the site.
 7. Said plans shall be drawn at a scale of one (1) inch to one hundred (100) feet or less.
 8. Total area of wetlands and uplands on site.