

---

## SECTION 4: PRELIMINARY PLAT

After the completion of the sketch plan process, if submitted, the owner or developer shall file with the City an application for preliminary plat. The preliminary plat stage is the point in the process that all information pertinent to the proposed development is furnished by the developer for review by the City staff and consultants, City advisory committees, the City Council, any other applicable agencies, and the public. The information provides a basis for approval or denial of the application. The information submitted in the application shall address both existing conditions and changes that will occur during and after development. The preliminary plat is a plan of how property will be subdivided and developed.

Additional information or modifications may be required by the Zoning Administrator, City staff and consultants, City advisory committees, or City Council and additional information may be requested during the review process. In certain cases, some information required by these standards may not be appropriate or may need to be modified in order to provide an adequate basis for making a decision.

### 4-1 INFORMATION REQUIRED FOR PRELIMINARY PLAT

Preliminary plat information is typically furnished on plan sheets. However, some information is more appropriately submitted in other forms. The plat, and associated information, shall be submitted in a form that is legible, organized and understandable. The preliminary plat application shall consist of maps and accompanying documents. An owner or applicant shall submit twelve (12) large scale copies (one (1) inch equals one hundred (100) feet or less) and one (1) reduced scale copy (11" by 17") and one digital electronic copy in a format compatible with the City's computer system of detailed graphic materials, plans and specifications along with any written materials, including the following information:

Plans:

- A. Certificate of survey.
- B. Resource inventory.
- C. Preliminary plat.
- D. Preliminary grading, drainage and erosion control plan.
- E. Preliminary utility plan.
- F. Wetland mitigation plan (if determined necessary).
- G. Environmental evaluations (if determined necessary).

**NOTE:** One or two additional large scale copies shall be provided for each of the following, if applicable:

- Project is adjacent to a county road or county state aid highway (1)
- Project is adjacent to a state highway (2)
- Project lies within a Shoreland or Floodplain Overlay District (1)

#### **A. Certificate of Survey**

Prepared by a licensed land surveyor identifying the following:

1. Scale (engineering only) at one (1) inch equals one hundred (100) feet or less.
2. North arrow indication.
3. Existing parcel boundaries to be platted with dimensions and area.
4. Existing legal description.
5. Easements of record.
6. Delineated wetland boundary, to include the ordinary high water level (OHWL) of any lakes or Department of Natural Resources (DNR) waters. Floodplain as shown on Federal Emergency Management Agency (FEMA) FIRM map.
7. All encroachments.
8. Existing buildings structures and improvements within the parcel to be platted and those three hundred fifty (350) feet outside the boundaries of the subject parcel.
9. Location, widths and names of all public streets, rights-of-way or railroad rights-of-way showing type, width and condition of the improvements, if any, which pass through and/or are within three hundred fifty (350) feet.
10. The outside boundary of the subject property is to be clearly marked with survey monuments.

#### **B. Resource Inventory**

1. Topographic contours at two (2) foot intervals showing ~~rock outcrops~~ slopes of more than fifteen (15) percent.

---

2. Soil type locations and identification of soil type characteristics such as hydric soils, agricultural capability, depth to bedrock, depth of 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. Ordinary high water level and 100 year storm elevations of adjoining water courses, lakes, wetlands, streams, etc. at the date of the survey and approximate high and low water elevations. An applicant that is proposing any new development will be required to submit a Minnesota Routine Assessment Method for Evaluating Wetland Functions (MNRAM) form filled out for each wetland if located on the subject property. This MNRAM form will need to be filled out by a consultant trained in wetland science.
4. Tree inventory identifying vegetation of the site, according to general cover type (pasture, woodland, etc.), defining boundaries of significant tree stands and individual significant trees as defined by Section 1-12 of this Ordinance . Vegetative types shall be classified as generally deciduous, coniferous or mixed and described by plant community, relative age and condition.
5. Neighborhood Context. General outlines of existing buildings, land use, and natural features such as waterbodies or wooded areas, roads, driveways, and property boundaries within three hundred fifty (350) feet of the tract. This information may be presented on an aerial photograph at a scale of no less than one (1) inch to two hundred (200) feet.

### **C. Preliminary Plat**

1. The proposed name of the plat which name shall not duplicate the name of any plat theretofore recorded in the County.
2. Date of application, name, address, phone number and applicable license or registration number of the owner, developer, agent, applicant, engineer, surveyor, planner, attorney or other principle involved in the development of the plat.
3. Proof that the person is a qualified applicant pursuant to Section 1-12.

---

4. Existing Comprehensive Plan guiding and zoning designation within or abutting the proposed plat. Any zoning changes needed, or reference to any zoning or similar land use actions that are pertinent to the proposed development.
5. Total acreage of the land to be subdivided and total upland area.
6. Boundary line survey and legal description.
7. North arrow and graphic engineering scale of one (1) inch equals one hundred (100) feet.
8. Existing covenants, liens, or encumbrances.
9. Proposed lot lines, dimensions, and the gross and buildable acreage of all lots. When lots are located on a curve in a road or cul-de-sac, the lot width at the building setback line shall be shown. Proposed lot and block numbers.
10. Building pad, minimum building setbacks shown on each lot indicating dimensions of the setbacks. Location and width of buffer yards where the subdivision adjoins a collector or arterial street.
11. Layout of streets, showing right-of-way widths, centerline street grades and approximate radii of all curbs, proposed contours within the entire plat, and names of streets. The name of any street heretofore used in the City or its environs shall not be used, unless the proposed street is an extension of an already named street, in which event the name shall be used. Street names shall follow City policy and be approved by the City Street Superintendent.
12. Access, right-of-way widths, driveways, and street classifications shall be consistent with the Delano Comprehensive Plan.
13. Parks, trails, or other areas intended for public use or common ownership.
14. Any additional information as requested by the Zoning Administrator.
15. Dates of plan preparation and revision dates.

---

#### **D. Preliminary Grading, Drainage and Erosion Control Plan**

The developer shall submit a preliminary grading, drainage and erosion control plan utilizing a copy of the current certificate of survey as a base for the site in question, prepared by a licensed engineer, depicting the following information:

1. Scale (engineering only) one (1) inch equals one hundred (100) feet or less.
2. North point indication.
3. Location of natural features including, but not limited to, tree lines, delineated wetlands, water courses, ponds, lakes, streams, drainage channels, ordinary high water level (OHWL) and 100 year storm elevations, bluffs, steep slopes, slope in excess of fifteen (15) percent, etc.
4. The delineation of all wetlands in accordance with criteria established by the Wetlands Conservation Act 1991, as may be amended, the Army Corps of Engineers, and/or Minnesota Department of Natural Resources.
5. Wetland mitigation plan consistent with the criteria established by the Wetland Conservation Act 1991, as may be amended.
6. Existing contours at two (2) foot intervals shown as dashed lines for the subject property and extending one hundred (100) feet beyond the outside boundary of the proposed plat.
7. Proposed grade elevations at two (2) foot intervals shown as solid lines.
8. Proposed plan for surface water management, ponding, drainage and flood control consistent with the recommendations and standards of the Delano Storm Water Management Plan.
9. Provision for groundwater management including sub-surface drains, disposals, ponding, and flood controls.
10. Location of all existing storm sewer facilities including pipes, manholes, catch basins, ponds, swales and drainage channels within one hundred (100) feet of the subject property. Existing pipe grades, rim and invert elevations and normal and high water elevations must be included.
11. If the subject property is within or adjacent to a 100 year floodplain, flood elevation and locations must be shown. Proposed fill, levees, channel

---

modifications, and other methods to overcome flood or erosion hazard areas in accordance with the Delano Floodplain Ordinance and by use of the 100 year flood profile and other supporting technical data in the Flood Insurance Study.

12. Spot elevations at drainage break points and directional arrows indicating site, swale and lot drainage.
13. Lot and block numbers, building style, building pad location and elevations at the lowest floor and garage slab for each lot.
14. Locations, grades, rim and invert elevations of all proposed storm water facilities, including ponds, proposed to serve the subject property.
15. Phasing of grading.
16. The location and purpose of all oversize, non-typical easements.
17. All soil erosion and sediment control measures to be incorporated during and after construction must be shown. Locations and standard detail plates for each measure shall be in accordance with City standards and included on the plan.
18. All re-vegetation measures proposed for the subject property must be included on the plan, including seed and mulch types and application rates.
19. Drainage plan, including the configuration of drainage areas and calculations for two (2) year, ten (10) year, and one hundred (100) year storm events.
20. Layout of proposed streets showing centerline gradients, section widths, and typical cross sections.
21. Date of plan preparation and dates of all revisions.
22. For subdivisions which shall disturb five (5) or more acres of land, the subdivider shall submit a Notice of Intent (NOI) to the Minnesota Pollution Control Agency (MPCA) for a storm water program permit.

#### **E. Preliminary Utility Plan**

---

The developer shall submit a preliminary utility plan utilizing a copy of the current certificate of survey as a base for the site in question, prepared by a licensed engineer, depicting the following information:

1. Scale (engineering only) one (1) inch equals one hundred (100) feet or less.
2. The location, dimensions, and purpose of all easements of record.
3. Location and size of existing sanitary sewers, storm sewers, water mains, culverts, or other underground facilities within the subject property and to a distance of one hundred (100) feet beyond the outside boundary of the proposed plat. Data such as grades, invert elevations, and location of catch basins, manholes and hydrants shall also be shown.
4. Locations and routing of proposed sanitary sewer lines, stormwater lines, and water mains. Identification of gravity, force main, and alternative service lines.
5. Water mains shall be provided to serve the subdivision by extension of an existing community system. Service connections shall be stubbed ten (10) feet into each lot and all necessary fire hydrants shall also be provided. Extensions of the public water supply system shall be designed so as to provide public water in accordance with the standards of the City.
6. Sanitary sewer trunk, laterals, and service connections shall be illustrated in accordance with the standards of the City with regard to location, size, and service type, subject to final review and approval of the City Council.
7. The location of hydrants and valves for all proposed water mains.
8. All other utilities shall be located and designed in accordance with the requirements of the City Engineer.
9. Submit storm sewer design flow calculations with the utility plans.
10. Date of plan preparation and dates of all revisions.

#### **F. Determination of Requirement for Environmental Review Documents**

The Zoning Administrator may review the preliminary plat and may determine if an Environmental Assessment Workshop (EAW), Environmental Impact Statement (EIS), or Alternative Urban Area-Wide Review (AUAR) is required pursuant to Minnesota Rules.

---

---

If such documents are required, the Zoning Administrator may notify the developer of the requirement.

An escrow deposit in addition to the standard requirements shall be submitted by the applicant to cover City costs reviewing and administering an EAW.

#### **G. Additional Information Required**

1. 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.
2. Phasing Plan. All preliminary plats shall include a phasing plan that includes:
  - a. A phasing plan identifying the sequence of development and approximate areas, number of lots in each phase, total area and buildable area per phase, serially numbered with a description of each phase. Information shall be provided regarding the number of dwelling units, proposed improvements, and common facilities for each. Each phase of a preliminary plat shall be consistent with growth management criteria of the City.
  - b. Any trail/sidewalks within the approved phase of the preliminary plat shall be constructed along with streets and utilities and shall be clearly marked on a site map which shall be an attachment to all sales agreements for individual lots.
  - c. Site grading shall be coordinated with the phasing plan to avoid premature disruption of land or long term storage of excess materials.
  - d. Each phase of developer improvements as specified in the final plat and development agreement shall be completed prior to initiating any subsequent phase. Developer improvements shall be limited to those specifically illustrated and/or enumerated in the final plat and development agreement.
3. Documents outlining the content of proposed conservation easements, restrictive covenants, deed restrictions, and establishment of homeowners associations for review. Where the plat is intended to include common open spaces, these documents shall address ownership and long term maintenance of these open spaces areas.

---

4. Information or easements showing how public and/or private utilities, drainage, and roads can be extended to serve adjacent property.
5. Landscape and screening plans showing landscape plantings for street boulevards, subdivision entrances, and buffer yards, and specifying plant locations, varieties, sizes, ownership, maintenance responsibilities, and monument signs.
6. Traffic study for the subdivision including pre and post development information regarding traffic generation, traffic distribution, capacity of existing streets, and level of service (LOS) on existing streets.
7. Examples of Housing Product. Illustration of building footprint, floor plans, and building elevations proposed within the subdivision.
8. Other information deemed necessary for a complete application.

## **4-2 FILING AND REVIEW OF APPLICATION**

### **A. Procedure**

1. Pre-Application Meeting. The property owner/ applicant shall meet with the Zoning Administrator/City staff to discuss the preliminary plat application. Through this meeting, the Zoning Administrator/City staff may summarize the City's review comments and offer suggestions pertaining to additional information or design changes that may assist in expediting the preliminary plat review.
2. Neighborhood Meeting. The City strongly recommends the property owner/applicant hold a neighborhood meeting for informal comment and feedback prior to preliminary plat application.
3. The person applying for preliminary plat approval shall submit to the Zoning Administrator a complete application and all other information required according to the deadline and meeting schedule established by the City. The application shall address the informational requirements of Section 4-1 of this Ordinance and issues identified through the sketch plan review procedure.

---

4. A complete preliminary plat application shall include:
  - a. A graphic and written description of the information requirements outlined in Section 4-1 of this Ordinance.
  - b. Applications shall be accompanied by a fee and processing escrow established by the City Council.
5. The Zoning Administrator shall refer copies of the preliminary plat to other staff, committees, consultants, or agencies as appropriate.
6. Upon receipt of a complete application, the Zoning Administrator shall have a report prepared and refer the application to the City advisory committees, the Planning Commission, and City Council.
7. The application shall be reviewed by City advisory committees. The advisory committees recommendations will be forwarded to the Planning Commission for their consideration of the application at a public hearing.
8. The Planning Commission shall hold a public hearing on the proposed preliminary plat. Notice of the public hearing shall be published in the official newspaper designated by the City Council at least ten (10) days prior to the hearing. Written notification of the hearing shall be mailed at least ten (10) days prior to the hearing to all owners of land within three hundred fifty (350) feet of the boundary of the property in question. Failure of a property owner to receive said notice shall not invalidate any such proceedings as set forth within this Ordinance, provided a bona fide attempt has been made to comply with the notice requirements of this Ordinance.
9. The Planning Commission shall take public testimony at their public hearing and evaluate the requested preliminary plat against the premature subdivision criteria of Section 2-5 of this Ordinance, the performance standards of this Ordinance, the performance standards of the Delano Zoning Ordinance, and other City requirements. The Planning Commission shall make findings and offer a recommendation for either preliminary plat approval or denial. The Planning Commission may offer a recommendation of approval with conditions necessary to satisfy City regulations.
10. The Zoning Administrator shall prepare a staff report of the findings and recommendations of the Planning Commission. The findings may include specific conditions of approval or findings related to denial of the plat.

---

---

11. The City Council shall take action on the application within one hundred twenty (120) days following delivery of an application completed in accordance with the regulations of this Ordinance, unless an extension is agreed to by the applicant. If the City Council approves the preliminary plat, it may impose conditions it considers necessary to protect the public health, safety and welfare. If the City Council denies the preliminary plat, it must state in writing the reasons for the denial at the time it denies the request.
12. The City Council shall take action on the application which shall include findings of fact, and shall be entered in the proceedings of the City Council and transmitted to the applicant in writing. The lack of a majority Council vote to affirmatively approve a preliminary plat shall be a denial of the requested application.
13. If the preliminary plat is approved by the City Council, the subdivider shall submit a complete application for final plat in accordance with the approved phasing plan but no later than one (1) year, after said approval or approval of the preliminary plat shall be considered void, unless a request for time extension is submitted in writing by the applicant and approved by the City Council.