

SECTION 5 PRELIMINARY PLAT

Subdivision 1: SUBMISSION REQUIREMENTS.

At least ten (10) days prior to the next regularly scheduled Planning Commission meeting, the applicant must submit the following to the City Clerk:

1. An application fee as established by the City Council.
2. Ten (10) at least 24" x 36" full-size copies of the preliminary plat, plus additional copies as the City requests.
3. Fifteen (15) 11" x 17" copies of the preliminary plat.
4. A written statement describing the proposed subdivision, including without limitation, the anticipated development schedule, lots and sizes, utilization of existing natural features and vegetation, etc.
5. Other supplementary material enumerated in this Ordinance, or as deemed necessary by the Planning Commission or the City Council.
6. Additional Submissions for plats adjoining County roads federal, state or state aid roads are required as follows:
 - A. If the proposed plat borders a county road one (1) copy of the preliminary plat must be submitted to the County Engineer.
 - B. If the plat borders a federal state or state aid highway one (1) copy of the preliminary plat must be submitted to the District Engineer of the Minnesota Department of Transportation.

Subdivision 2: PRELIMINARY PLAT REQUIREMENTS

The preliminary plat shall contain the following:

1. Names and addresses of the owner and subdivider having control of the lands included in said preliminary plat, the designer of the plat and the surveyor.
2. A site map showing the area of the proposed plat, including land within five hundred (500) feet of its boundary.
3. Legal description of the property included in the preliminary plat.
4. Proposed name of subdivision, which name may not duplicate the name of any plat heretofore recorded in Benton County and which may not be more than 30 characters in length, including spaces.
5. Graphic scale, not less than one (1) inch equals one hundred (100) feet.
6. North point, designated as true north.
7. Date of preparation.
8. Boundary line survey, including measured distances and angles, which shall close by latitude and departure with an error of closure not exceeding one (1) foot in five thousand (5,000) feet.
9. Total acreage in said preliminary plat computed to one hundredth of an acre.
10. If the proposed subdivision is a rearrangement or a replat of any former plat, the lot and block arrangement of the original plat along with its original name shall be indicated by dotted or dashed lines. Also, any revised or vacated roadways of the original plat shall be so indicated.
11. Existing conditions, including without limitation, the location and size of existing paved streets, curbs, curb cuts, driveways, free-standing signs, railroads, public

ways, parks and public open spaces, permanent buildings and structures, easements, sewers, water mains, storm drains, gas mains, electric & telephone lines & utility poles, including utilities stubbed into the property, quarries, gravel pits, culverts, or other underground facilities within the tract and to a distance of one hundred (100) feet beyond the tract. Also, such data as grades, invert elevations and location of catch basins, personnel access structures, and hydrants.

12. Boundary lines of adjoining platted or unplatted land and owners of all tracts of land within one hundred (100) feet. Adjoining addresses as shown on the Benton County 911 system shall be shown.
13. Complete topographic map with contour intervals not greater than two (2) feet, water courses, marshes, wetlands, rock outcrops and other significant features, all superimposed on at least one print of preliminary plat. A wetland delineation map shall be provided along with any wetland mitigation plan that is applicable.
14. United States Geodetic Survey datum shall be used for all topographic mapping. High water elevation and date thereof if parts of plat are wet or have been wet. The proposed lowest floor elevation and house type shall be clearly marked.
15. Proposed Features:
 - A. Layout of streets, showing right-of-way widths and names of streets as determined by the City.
 - B. Locations of parks and other public spaces.
 - C. Locations and widths of alleys, pedestrian ways, and trails.
 - D. Locations and width of utility and drainage easements as well as the location and size of storm water holding areas.

- E. Proposed centerline grades of streets and alleys, if any, and a complete set of profiles showing both existing and proposed grade lines.
 - F. Street and lot grading plan.
 - G. Layout, lot and block numbers, and typical lot dimensions scaled to the nearest foot. Square footage for each lot shall be denoted.
 - H. Areas other than those mentioned above intended to be dedicated for public use, including area and dimensions scaled to the nearest foot.
 - I. A separate draft of proposed restrictive covenants, if they are to be used, for the preliminary plat.
 - J. Street names or numbers shall be used and shall not duplicate or be confused with names of existing streets. Street names or numbers shall be determined by the Planning Commission subject to approval by the City Council and forwarded to the Benton County 911 system by the City after its approval.
- 16. Limits of Flood Plains, Flood Ways and Flood Fringe Areas, if applicable.
 - 17. Proposed utilities, if known.
 - 18. Contours in 2-foot intervals along with existing land uses and conditions including soils, vegetation, etc.
 - 19. Proposed street grades and drainage.
 - 20. Building setback lines.
 - 21. The property's current zoning classification.
 - 22. A separate copy of all Protective Covenants, if any.

23. Other data as may be requested by City staff, the Planning Commission, or the City Council.

Subdivision 3: PRELIMINARY PLAT STANDARDS

1. **General Requirements.** The Planning Commission, in its review of a preliminary plat, will take into consideration the requirements of the community and the best use of the land being subdivided. Particular attention will be given to the arrangement, location and widths of streets, the general drainage situation, lot sizes and arrangement, as well as master plan requirements such as parks, school sites, boulevards and highways, but not limited to these.
2. **All Contiguous Property Included in Preliminary Plat.** The preliminary plat shall include and cover all of the subdivider's contiguous land, but the final plat may cover only a portion of the preliminary plat, provided it is in conformance with an approved preliminary plat and other requirements herein.
3. **Future Streets and Utilities Considered.** When a tract is subdivided into larger than building lots or parcels, as set forth in the Zoning Ordinance, such lots or parcels shall be so arranged as to permit the logical location and openings of future streets and appropriate resubdivision, with provision for adequate utility connections for such resubdivision.
4. **Private Street Access.** Subdivisions showing private streets controlling access to public ways shall not receive approval unless part of a Planned Unit Development and the City obtains reasonable assurances regarding maintenance and other issues relating to private roadways.

Deviations from Design Standards. Deviations from the design standards may be approved by the Planning Commission and the City Council when it is deemed necessary to satisfy or achieve an outcome

provided for in a City goal, policy, or ordinance (e.g. affordable housing initiatives, natural resource protection).