



PRELIMINARY PLAT APPLICATION & CHECKLIST

Instructions

All of the items listed on this checklist are required to be shown on the Preliminary Plat drawing and on related attachments. The preparer of the Preliminary Plat should compare this checklist to the Preliminary Plat drawing and related attachments and determine if each item has been shown or provided. Any checklist items that are missing must be added. Any checklist items that are missing must be added to the Final Plat submittal. As each item is completed, check it off this checklist. Once all items are shown, the drawings and related attachments may be submitted electronically (along with a copy of this completed checklist) to the City Planner.

For specific information related to setbacks, lot area and width, etc., refer to the City of Watertown Zoning and Subdivision Ordinance.

A copy of this completed checklist is required to be submitted along with all other required drawings and related items.

Application and Plat Review Information:

The City staff reserves the right to determine if a submittal is complete. The Preliminary Plat will not be placed on the Planning Commission's agenda until City staff has accepted a complete submittal. A determination of completeness shall be made within fifteen (15) business days of application submittal. A written notice of application deficiencies shall be mailed to the applicant within fifteen (15) business days of application.

Notice of Meeting Attendance

In order for the Planning Commission and City Council to consider any request, the applicant or a designated representative must be present at the scheduled meeting. If not, the matter may be tabled or denied.

The applicant should contact the City Planner for a copy of the staff report and agenda, which will be available two days prior to the meeting

Applicants are reminded that Minnesota Statute Section 462 requires that notice of the public hearing is sent to all property owners living within 350 feet of the proposed development and also requires publication in the Carver County News a minimum of ten (10) days prior to the public hearing. **As part of the application submittal, addresses labels shall be provided for every address within the 350-foot boundary.**

Notice of Additional Fees

In addition to the fees outlined in the City of Watertown Fee Schedule, all applicants are hereby advised that the City of Watertown retains engineering, legal, and building consultants who will be involved in the development review process. All costs resulting from the review of the development application by the City and its consultants, including but not limited to City staff, engineering, legal, and building will be paid by the applicant. These fees will be deducted from the escrow deposit provided until those funds are depleted.



General Information

Project					
PROJECT NAME:					
Address:					
City:		State:		Zip:	
Property Tax ID Number (PID #):					
Legal Description:					
Applicant					
Name:					
Address:					
City:		State:		Zip:	
Phone Number:		Fax Number:		Email:	
Owner <i>(if different from applicant)</i>					
Name:					
Address:					
City:		State:		Zip:	
Phone Number:		Fax Number:		Email:	
Preparer					
Name:					
Address:					
City:		State:		Zip:	
Phone Number:		Fax Number:		Email:	



Preliminary Plat Checklist

Section 1 - General Information Provided		Provided:		
1. Maximum drawing size (<i>all sheets</i>): 24" x 36"	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
2. North arrow (<i>all sheets</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
3. Scale of drawing (1"=50' for small plats, 1"=100' for large plats) (<i>all sheets</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
4. Name of development (<i>all sheets</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
5. Name of property owner, including address	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
6. Name of applicant & exact interest of applicant in the subject property	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
7. Name of preparer, including address	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
8. Present zoning of the site (<i>incl. flood fringe, if applicable</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
9. All proposed uses for the site and buildings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
10. Total area of the site	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
11. Benchmark	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
12. Revision Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Section 2 - Required Illustrations		Provided:		
13. Plat boundary shown with a heavy line	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
14. Names of all adjoining subdivisions and lot numbers shown	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
15. All lots numbered (<i>streets and outlots, if any, designated with letters</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
16. All lot lines shown with dimensions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
17. Area in square feet of all lots	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
18. Front building setback lines along all public streets	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
19. Existing contours	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
20. Proposed contours	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
21. Contour of 100-year flood elevation (<i>if applicable</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
22. All existing easements (<i>public & private</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
23. Existing street, alley right-of-way, buildings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
24. Existing drainage courses and streams	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
25. Existing trees and wooded areas (<i>incl. size, type and condition</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
26. Sidewalks (<i>both sides of public streets</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
27. Eight-foot wide bituminous trail shown	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	

Section 2 - Required Illustrations <i>(Continued)</i>		Provided:		
28. Streets:				
a. Street pattern	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
b. Width of all rights-of-way shown	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
c. Width of all streets shown	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
d. Radii of approaches at street intersections shown	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
29. Water main:				
a. Water system routing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
b. Hydrants <i>(300 foot spacing)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
c. Valves	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
d. Easements <i>(if applicable)</i> shown, with dimensions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
30. Sanitary sewer:				
a. Sanitary sewer systems	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
b. Sewer is located in ROW <i>(right-of-way)</i> under street pavement	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
c. Sanitary sewer lines extended to Plat boundary	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
d. Easement <i>(if applicable)</i> shown, with dimensions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
31. Storm sewer and detention:				
a. Detention pond location(s) with high water line elevation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
b. Storm sewer lines are located in ROW <i>(right-of-way)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
c. Storm sewer lines extended to Plat boundary	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
d. Easement <i>(if applicable)</i> shown, with dimensions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
32. Landscaping				
a. Landscape plan for buffers <i>(required when commercial abuts any residential zoning, multi-family abuts single family, or single family abuts collectors and county highways)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
b. Street tree landscaping plan <i>(1 overstory tree per 40 lineal feet of street footage)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
c. Table showing landscaping provided/required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
d. Residential/open space landscaping plan <i>(2 trees per residential dwelling unit)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
e. Trail landscaping plan <i>(1 tree per 40 lineal feet of trail)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	

Section 2 - Required Illustrations <i>(Continued)</i>		Provided:		
33. Park land:				
a. Neighborhood parks location table <i>(showing proposed, required sq ft)</i>	Yes	No	N/A	
b. Community park location table <i>(showing proposed, required sq ft)</i>	Yes	No	N/A	
c. Park improvement <i>(table showing fee required)</i>	Yes	No	N/A	
34. Legal - Easements				
a. Trails	Yes	No	N/A	
b. Landscape berm	Yes	No	N/A	
c. Access	Yes	No	N/A	
d. Other easements <i>(describe):</i> _____	Yes	No	N/A	
e. Other easements <i>(describe):</i> _____	Yes	No	N/A	
Section 3 - Attached Information		Provided:		
35. Mailing labels of all property owners within 350 feet	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
36. Easement documents	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
37. Table of lot sizes, dimensions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
38. Drainage calculations	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
39. Legal description	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
<p>NOTE: Please note any items from this checklist that are not being provided (except those which do not apply to this project and are marked not applicable), with an explanation as to why they are not being provided. Attach a separate sheet if necessary.</p>				



Signatures

I, the undersigned, certify that the information on this application, to the best of my knowledge, is true and correct. I further certify that I have a legal interest in the property/properties in question, and/or that I am legally able to represent all other persons/entities (if any) with interest in this property. I am able to furnish proof of all such interest to the City of Watertown upon request. I acknowledge that all costs associated with this development will be my responsibility.

Applicant

Name:			
Signature:		Date:	

Owner *(or owner's agent)*

Name:			
Signature:		Date:	

Office Use Only

Fee:		Receipt Number:		Date Received:	
		Plat:	Date Plat is delivered to Watertown City Hall:		
			Date Plat is deemed complete / officially filed:		