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21 Second Street SE, Chatfield, MN 55923

507-867-3810

Preliminary Plat Application Form

Name of Applicant: _____

Address of Applicant: _____
Street City Zip

Telephone Number: _____ Fax Number: _____

Email: _____

Property where the work will take place: _____

Key Dates:

_____ Pre-Application Meeting
_____ Submittal Date (21 days) prior to Planning & Zoning Public Hearing
_____ Neighborhood Notification (At least 10 days prior to meeting)
_____ Planning & Zoning Public Hearing Date
_____ City Council Consideration Date
_____ Date Approved or Denied

Checklist for the submittal package:

_____ Signed and dated application form
_____ Six (6) copies of the Preliminary Plat including Vicinity Map
_____ Six (6) copies of the Street Profile
_____ One (1) reduced copy of the Preliminary Plat
_____ One (1) digital copy of the Preliminary Plat
_____ Two (2) copies of Existing or Proposed Private Deed Restrictions, if any
_____ Filing fee
(See attached sheet for a detailed outline of these requirements)

Signature of Property Owners: _____

Date: _____

Preliminary Plat Criteria

An application for approval of a preliminary plat shall include the following:

- (1) Two copies of the application on a form provided by the zoning administrator.
- (2) Twelve copies of the preliminary plat, prepared and signed by a state licensed land surveyor, drawn on Mylar or other material of suitable quality at a scale not greater than 100 feet equals one inch.
- (3) Twelve copies of a street profile map on black or blue line prints with outside dimensions of 22 inches wide and 34 inches long drawn to a horizontal scale of one inch equals 100 feet or less and a vertical scale of one inch equals ten feet or less showing the location of existing and proposed streets, utilities, utility easements, depth to rock and groundwater along the streets, typical street cross-section, grades of street centerline at 100-foot intervals, and hydraulic computations for sizing of proposed storm sewers, hydraulic computations can be submitted on a separate form.
- (4) A reduced copy of the plat at 8½ inches by 11 or 8½ inches by 14 inches in size.
- (5) Twelve copies of a vicinity map drawn either on each preliminary plat or on a separate sheet with a scale of one inch equals 400 feet or more, but not to exceed, 1,000 feet showing existing subdivision, streets, and tracts of land adjoining the proposed subdivision.
- (6) Two copies of existing or proposed private deed restrictions, if any.
- (7) Filing fee per the schedule of application fees described in section 111-43.

Each preliminary plat and final plat shall be prepared and signed by a state licensed land surveyor. The outside dimensions shall be 20 inches wide and 30 inches long. A border line shall be placed two inches inside the outer edge on the left side of the 30 inch length and one-half inch inside the outer edge of the other three sides. When more than one sheet is required for any plat, each sheet shall be numbered consecutively and shall contain a notation of the total number of sheets; i.e., 2 of 3. Each plat shall be drawn to a scale of one inch equals 100 feet or less.

Preliminary plats and final plats shall be prepared in accordance with the provisions of this chapter and state laws and shall contain the following information:

PRELIMINARY PLAT

1. **Identification.** Date, scale, north point and proposed name of the subdivision. The Name shall not duplicate or closely approximate the name of any other subdivision in Olmsted or Fillmore County.
2. **Legal Description.** Legal description of the land be subdivided.
3. **Principals.** Names of the owners of record and licensed land surveyor.
4. **Boundaries.** Length and bearings of the exterior boundaries of the land being subdivided.
5. **Radii and Tangents.** Approximate radii of all curves and lengths of all tangents.
6. **Lots and Blocks.** Layout, and approximate dimensions of lots and blocks. Lots shall be numbered progressively through each block and blocks shall be numbered progressively through each plat.
7. **Monuments and Lot Corners.** The approximate location of all permanent monuments and lot corners.
8. **Existing Streets and Public Uses.** Layout, width and identification of existing public streets, easements, drainage ditches, parks and other public property within and adjacent to the proposed subdivision.
9. **Existing Utilities.** Location of existing sanitary and storm sewer lines, watermains, and culverts within and adjacent to the proposed subdivision with pipe sizes, cross-sectional areas, grades and capacities indicated.
10. **Other Existing Features.** Location of existing buildings and structures, railroad right-of-way, easements, municipal lines, township lines, and lakes, rivers and streams and their known high and low water elevations. Water elevation references shall be the United States geological survey datum. Flood hazard areas and wetlands shall be clearly labeled.
11. **Proposed Features.** Layout, width and identification of proposed streets, easements, drainage ditches, parks, and other property to be dedicated to the public or reserved by covenants for the common use of property owners within the subdivision. Location of proposed sewer lines, watermains, culverts and drainage facilities with pipe size, cross-sectional areas, grades and capacities indicated.
12. **Grading, Drainage, and Erosion Control Plan** indicating existing and proposed land elevations; and street elevations; existing and proposed drainage patterns and erosion and sediment control measures or facilities; detention structures; and a soil map of the property. All grading and drainage plans shall be submitted on a topographic map with contour intervals of two feet, referenced to the United States Geological Survey Datum.
13. **Zoning.** Identification of zoning classifications.
14. **Restrictive Deed Covenants.** Within identified floodplain areas, restrictive deed covenants requiring the floodplain areas to be left essentially in the state shown on the plat, establishing finished elevations of buildings, structures and private streets and roads, and requiring that additions or modifications to the facilities shall comply with applicable ordinances and regulations governing such floodplain areas.