

Preliminary Plat Review Submittal Checklist

1. Land Use Application form and associated fee(s)
2. The following number of copies of project plans:
 - a. Two (2) sets of full-sized scaled copy of the preliminary plat
(engineering scale only, at 1" = 100' or less and no larger than 24" x 36")
 - b. One (1) set of full-sized scaled copies of the grading, drainage and erosion control plan
(engineering scale only, at 1" = 100' or less and no larger than 24" x 36")
 - c. One (1) set of full-sized scaled copies of the utility plan
(engineering scale only, at 1" = 100' or less and no larger than 24" x 36")
 - d. One (1) set of full-sized scaled copies of the landscaping plan
(engineering scale only, at 1" = 100' or less and no larger than 24" x 36")
 - e. Two (2) set of 11" x 17" reductions
3. Type-written legal description(s) of the property(ies) before plat and after proposed plat (in Word Document format)

*****Plans must be submitted in both paper format via drop off or mail and in electronic format (PDF) via email, file-sharing/cloud-storage service or USB flash drive to planning@coonrapidsmn.gov*****

Project Plan Requirements

a. Preliminary Subdivision Plan to include:

- existing conditions page
 - existing and proposed property lines with dimensions
 - contours at two (2) foot intervals
 - property lines within 50 feet of the property
 - street right-of-ways
 - zoning classifications
 - vegetation and tree cover
 - utilities
- proposed subdivision name; vicinity map; names, addresses, telephone numbers of owner, developer, surveyor and/or engineer, and contact person; preparation date of preliminary plat
- legal description of the property
- subdivision boundary line survey
- boundary lines of the property(ies) to be created with lot dimensions and area calculations
- block boundaries and numbers
- streets (names and widths)
- sidewalks and trails
- existing and proposed easements (public and private)
- public easements (location, dimensions and purpose)
- park dedications
- minimum building and parking/drives setback lines
- lot width at minimum front setback line
- subdivision data summary: total number of lots; total area of plat; public right-of-way area; ponding easement area; parkland area

b. Grading and drainage plan to include:

- existing and proposed elevations with two (2) foot contours intervals and spot elevations within paved areas
- limits of grading
- SWPPP including the location of erosion/sediment control structures
- existing trees (species and caliper if needed), existing trees to remain and existing trees to be removed
- building footprints

c. Utility Plan to include:

- location of existing and proposed utilities
- streets (name and widths)

d. Landscape Plan to include:

- landscaping calculations
- location and type of existing trees and shrubbery
- planting schedule including type and quantity of proposed plant materials (common and botanical names), root specifications and size at time of planting
- basic site plan and grading information

e. Wetland delineation *(if wetlands are present)*

f. Petition for installation of any public sewer, water, street and /or storm drain necessary to serve the development *(petition may be obtained from the Engineering Department)*

g. Other information as required by Community Development, Planning, or Engineering staff to process the application.

Questions? Contact our Planning Department at 763-767-6430 or planning@coonrapidsmn.gov