

HOW TO APPLY FOR A PRELIMINARY PLAT

The first step in the process is to contact the City of Waseca Planning Department to arrange a pre-application meeting with the Community Development Director. The purpose of this meeting is to advise you about how the City's policies and plans might affect the project and to help you coordinate your application. The Community Development Director will discuss the potential use of land, issues relating to the development of land and the development process. **The applicant is responsible for understanding all City Ordinances, including Chapter 151, Subdivision Regulations, and Chapter 154, Zoning Regulations.** The Community Development Director will also advise you of other potential governmental jurisdiction involvement.

The following information must be brought to the pre-application meeting:

1. The location of the property; and
2. Any preliminary plans developed for the property.

The City staff also encourages applicants to file an application for concept plan review, as permitted under the provisions of Section 151.021 of the Subdivision Ordinance. This procedure, while advisory only in nature, allows a more formal staff review of the proposed development.

No application will be scheduled for a Planning Commission Public Hearing until all required information is submitted. The following information, along with the attached checklist and payment, constitutes all that is required for a complete application. The City also reserves the right to request additional information when needed to review an application.

- **Application Fee:** A Check payable to the "City of Waseca". The non-refundable filing fee for a Preliminary Plat is \$200.00 plus \$25.00 per lot over 10 lots. Application fee must be provided at time of submitting the application.
- **Preliminary Plat with Checklist:** The following information is required to be submitted as a part of the application (per City Code Section 151.022). Please check the box verifying it as being provided to the City with the application. *Failure to provide any of the required information will result in an incomplete application.* The Application Checklist will expedite the review of your application. **Attach the checklist with the application materials.**
- **CIC Plats:** The Preliminary Plat requirements listed here also apply to Common Interest Community (CIC) Plats.
- **Contacts:**

Planning Director:
Kimberly Johnson
 (507) 835-9741
kimj@ci.waseca.mn.us

Acting City Engineer:
Russ Stammer
 (507) 835-9716
cityengnr@ci.waseca.mn.us

Director of Utilities:
Carl Sonnenberg
 (507) 835-9713
carls@ci.waseca.mn.us

PLANNING PROCESS:

1. Application Due Date

- To be considered on the next available public hearing date, a complete application, including all required submittals and application fees, must be received no later than the time specified below:

By 4:30 p.m. on the specified date of the Planning Commission Schedule
Friday, the ____ of _____.

2. Public Notification

- Posting, Waseca County News, Thursday, _____, 20____.
- Notification to property owners within 350 feet of property: _____, 20____.

3. Public Hearing by Planning Commission

- At 7:00 p.m., Tuesday, _____, 20____, City Council Chambers, 508 South State Street, Waseca.
- Prior to the Public Hearing, you will receive an **Agenda** and **Staff Report**.
- At the Hearing, the Planning Commission will make a recommendation on your application. This recommendation will be given to the City Council.

4. Final Action by City Council

- At 7:00 p.m., Tuesday, _____, 20____, City Council Chambers, 508 South State Street, Waseca.

5. Confirmation of Council Decision

- You will receive a letter confirming the Council's decision.

6. Final Plat Submission

- Once the Preliminary Plat has been approved and all conditions have been satisfied, you may proceed with the Final Plat.

PRELIMINARY PLAT APPLICATION CHECKLIST

SUBDIVISION NAME: _____

ACTION NUMBER: _____

DEVELOPER: _____

DATE SUBMITTED: _____

REVIEWED BY: _____

APPLICATION & REQUIRED COPIES:

- 1. Completed Subdivision Application and Application Fees.
- 2. Five (5) full-scale copies of the preliminary plat and supporting data and one 11"X 17" reduction of each sheet. Also, an Electric copy of the preliminary plat must be provided to Staff.

IDENTIFICATION & DESCRIPTION:

- 1. Name of subdivision and street names.
- 2. Location of plat by Section, Township, Range, and legal description, including acreage of the land.
- 3. Title Opinion / Names and addresses of the record owner and any agent(s) having control of the land and any easements located within.
- 4. Graphic scale not less than one (1) inch to one hundred (100) feet.
- 5. Identification system for all lots and blocks.
- 6. North point.
- 7. Key map including area within one (1) mile radius of plat.
- 8. Date of preparation.

EXISTING CONDITIONS:

- 1. Boundary lines of adjoining subdivided or unsubdivided land, identified by name and ownership, including all contiguous land owned or controlled by the subdivider.
- 2. Existing zoning classification for land within and abutting the proposed subdivision.
- 3. Existing zoning and land uses within 100 feet of the boundaries of the tract.
- 4. Statement of the approximate acreage and dimensions of lots.
- 5. Location, right-of-way width, and names of existing platted streets, or other public ways, parks, easements, section and corporate lines within the plan.
- 6. Topographic data, including contours at vertical intervals of two (2) feet.
- 7. Soils information (Waseca County Soil and Water Conservation District).
- 8. Location and size of existing and planed sewers, water mains, drainageways, catch basins, manholes, and hydrants.

SUBDIVISION FEATURES & PLANS:

- 1. Grading and Drainage Plan, to include:
 - a. Preliminary street grades.
 - b. Topographic alterations, proposed methods for controlling storm water runoff and SWPPP, and drainage runoff calculations from the site.
 - c. The following elevations:
 - Top of curb in front of a lot at corners and high side of proposed driveway.
 - Major (lowest-floor) building corners (building envelope).
 - Lot corners.
 - Storm sewer features and wetland delineation boundaries.
- 2. Information Concerning tree preservation.

GENERAL SUBDIVISION REQUIREMENTS:

Streets

- **Street widths (minimum)**
 - Arterials, 80 feet;
 - Collector streets, 66 feet;
 - Local Streets, 60 feet;
 - Frontage roads, 50 feet; and
 - Cul-de-sac radius, 60 feet
- **Maximum center line gradients (Min=0.5%)**
 - Arterials and thoroughfares, 5%
 - Collector streets, 6%
 - Minor streets, 8%
- **Minimum carrying capacity**
 - Seven-ton axle loading for local streets.
 - Nine-ton axle loading based on traffic volume for arterial and collector streets.

Cul-de-sac length (maximum)

500 feet, measured from the centerline of the street of origin to the end of the right-of-way.

Required Easements

1. Drainage and utility easements of at least ten (10') feet wide centered on all lot lines must be provided on plats. Ten (10') foot wide drainage and utility easements are required along the plat boundary lines and street right-of-ways. All easements shall be continuous from block to block.
2. Easements for storm sewer, sanitary sewer or water must be at least twenty (20') feet in width. Additional width will be provided when more than one utility is located within the same easement, or when needed to safely excavate to the depth of the utility. Utility easements must be kept free of any vegetation or structures which could interfere with the free movement of utility service vehicles.

Parks, Open Space and Public Use

In all new residential subdivisions, a percentage of the gross area of all property subdivided must be dedicated for parks, playgrounds or other public uses. The following schedule shall be used to determine the amount of land dedication or fee-in-lieu of land:

| <i>Number of Lots Per Acre</i> | <i>Percent of Land Dedication</i> | *Payment-in-Lieu of Land (Per Lot) |
|---|-----------------------------------|------------------------------------|
| Single-Family Development (Single-Family and Two-Family Homes) | | |
| Up to 3 | 8% | \$420 |
| More than 3 and up to 5 | 14% | \$420 |
| Multi-Family Development | | |
| Up to 15 | 20% | \$300 |
| More than 15, but less than 30 | 35% | \$275 |
| 30 or more | 45% | \$250 |
| Mobile Home Park | | |
| 13% of land for recreation | | |
| NOTE TO TABLE: | | |
| * Fee based on an assumed land cost of \$15,000 per acre | | |

Agricultural Buffers

If a proposed subdivision abuts land zoned agricultural, house pads within the subdivision shall be designed so that they are set back at least 100 feet from the nearest agricultural district.

Within the setback area defined above, a landscape easement shall be established, having minimum width of 15 feet running along the perimeter of the subdivision that abuts an agricultural district. Within the landscape easement, a landscaped buffer shall be established consisting of trees, vegetation or other visual natural screening.

Conservation of Trees and Natural Resources

In the subdividing of any land, due regard must be shown for all natural features, such as tree growth, wetlands, steep slopes, water courses or similar conditions, and plans adjusted to preserve those which will add attractiveness, safety and stability to the proposed development.

The proposed subdivision must be consistent with the following:

1. The concept plan shall show preservation of existing healthy trees and native vegetation, including the number and location of existing trees, indicating those to be retained, and showing locations of new trees.

2. Trees to be planted in residential subdivisions must measure no less than one and one-fourth inches in diameter at a height of four feet above ground level. No trees shall be planted within 30 feet of the intersection of curb lines on corner lots.

Grading and Drainage Plans

Grading and drainage plans, to the same scale as the preliminary plat map, must be submitted for each plat, providing the following information:

- **Existing and proposed contour lines**
 - Existing contours must be shown at vertical intervals of two feet. Elevations shall be referenced to the national geodetic datum (NGVD 1929).
 - Contour lines shall be different line weights for existing contour lines versus proposed contour lines.
 - Contour shall be shown to a minimum of 150 feet into adjacent property or to the centerline of the adjacent street.

- **Lot and block layout**
 - Lot dimensions to the nearest foot.
 - Typical lot detail indicating where lot and house elevations are shown.
 - Building setback lines.
 - Front and rear lot corner elevations.
 - House pads layout, showing hold down elevations and finished garage elevations.
 - Spot elevations as appropriate to define drainage patterns on the lot.
 - Legend with type of house styles and grade difference for garage floor to walkouts or lookouts.

- **Lot grading and drainage**
 - Lots must be graded so water drains away from building locations and flows along lot lines within the proposed drainage and utility easements. Any drainage flow from one lot onto an abutting lot must be within a drainage easement.

- **House pads**
 - House pads on existing slopes exceeding 3:1. A 20-foot bench area must be provided between the rear of the house pad and the edge of the slope. The bench area cannot exceed a 3:1 slope.
 - House pad setback from flood elevations and wetlands: 30 feet from 100-year flood elevations for storm sewer ponds and lakes and from all wetland boundaries.
 - Lowest opening house elevation: two feet above the 100-year flood elevation of adjacent storm sewer ponds. Flooding elevations shall be one foot above the ordinary high water level of any standing water.

REQUIRED INFORMATION FOR PRELIMINARY PLATS: As stated in City Code

The following data is required as part of a preliminary plat application according to the City of Waseca Subdivision Regulations:

Conformance with the Comprehensive Plan (Section 151.040)

1. The proposed subdivision shall conform to the comprehensive plan adopted by the city.

Identification, Description and Orientation (Section 151.041)

1. The proposed subdivision name, not duplicating or being similar in pronunciation or spelling to the name of any plat heretofore recorded in the county.
2. New streets, numbered streets or avenues; (An exception to street or avenue numbering may be granted by the City Council upon reviewing a written statement of the subdivider explaining what extraordinary circumstances may exist to warrant a name given to a street/avenue rather than a number.)
3. Location of all monuments.
4. Location by section, township, range and by legal description.
5. Names and addresses of the record owner, subdivider, any agent having control of the land, land surveyor, engineer and designer of the plan.
6. When the subdivider submits the preliminary plat documents, he or she shall also submit a current abstract of title or a registered property certificate along with any unrecorded documents and an opinion of title by the subdivider's attorney.
7. Graphic scale of the plat, not less than 1" = 100'.
8. North indicator.
9. Key map showing locations of the subdivision and the area within one mile radius of the plat.
10. Date of preparation.

Existing Conditions In Proposed Tract (Section 151.042)

1. Boundary line of proposed subdivision.
2. Boundary lines of adjoining unsubdivided or subdivided land, lying within 150 feet of the proposed plat, identified by name and ownership, including all contiguous land owned or controlled by the subdivides.
3. Existing land use and zoning of land within the proposed subdivision and in the area within 150 feet of the boundaries of the tract, including floodplain and shoreland districts, if applicable.
4. Proposed use of all parcels, and if zoning change is contemplated, proposed zoning amendment.
5. Existing Comprehensive Plan and Zoning classifications, including Shoreland District boundaries.
6. Location, right-of-way width and names of all existing or previously platted streets, alleys, pedestrian ways or other public ways; parks, trails and public lands; permanent buildings and structures; easements; utilities; and section and corporate lines within the proposed plat and within a distance of 150 feet beyond its boundaries; (This information will help determine drainage patterns in an around the affected parcel.)
7. Utilities within the proposed pat and within 150 feet of the boundaries of the proposed plat, including: location, size, and invert elevation of existing sanitary and storm sewers; water mains; location of gas mains, fire hydrants, catch basins, manholes, electric and telephone poles and lines, street lights and street pavement widths and types; culverts or other underground facilities within the preliminary plat area; (Existing grades shall also be shown.)
8. An analysis of the soils by representatives of the Waseca County Soil and Water Conservation District, including delineation of any wetlands on the proposed plat; (Groundwater elevations shall be determined from known information on the site or from field investigation. Soil borings may be required if deemed necessary by the Director of Engineering.)
9. Information regarding adequacy of domestic water supply; extent of anticipated vegetation and topographic alterations; near-shore aquatic conditions, including depths, types of bottom sediments and aquatic vegetation; and proposed methods for controlling stormwater runoff and erosion, both during and after construction activities.
10. Any other information the City finds necessary to determine the impact the proposed subdivision will have on the health,

REQUIRED INFORMATION FOR PRELIMINARY PLATS: As stated in City Code

safety and welfare of property in the City and City residents.

Proposed Design Features**Blocks (Section 151.043)**

1. Block layout shall show the block layout, including lot and block numbers. If a replat, the original lot and block arrangements shall be shown in dotted or dashed lines.
2. The maximum block length shall be 1,200 feet. Pedestrian ways through the block at least eight feet wide at the approximate centers may be required for blocks over 900 feet long.
3. Residential block length, width and area within bounding streets and other features shall be sufficient to accommodate convenient access, circulation control, and safe vehicular and pedestrian movement. The width of a block shall normally be sufficient to allow two tiers of lots of appropriate length.
4. Blocks intended for commercial or industrial use must be of sufficient size to provide for adequate off-street parking, loading and other requirements of the city.

Lots (Section 151.044)

1. Lot dimensions to the nearest foot.
2. Setback lines and lot areas for each lot.
3. When lots are located on a curve, the width of a lot at the building setback line.
4. If a replat, the original lot and block arrangements shown in dotted or dashed lines.
5. Each lot created by a subdivision shall front a publicly dedicated street or a street which has received legal status, except that lots in planned unit developments (PUDs) may have frontage on a private road or street. Where a proposed plat abuts a limited access highway or other major highway, there shall be no direct vehicular access from individual lots to the streets.
6. In areas served by central sewer and water systems, lot dimensions shall comply with the minimum lot dimensions and lot areas specified in Chapter 154 of the Code.
7. In non-shoreland areas where individual sewage disposal or individual water supply systems are to be installed, such as subdivisions lying in that portion of unincorporated area subject to Section 151.003, the minimum area of residential lots size shall be as follows:
 - a. On lot sewage disposal and lot water supply, 22,000 square feet
 - b. On lot sewage disposal, 15,000 square feet
 - c. On lot water supply, 10,000 square feet
8. In shoreland management areas, minimum lot sizes and dimensions shall comply with Sections 154.045 through 154.060.
9. When extraterritorial parcels of land are subdivided into lots of one acre or larger, the plat shall be designed and shall show, in dashed lines, how lots can be re-subdivided at some future date when public sanitary sewers are available.
10. Side lines of lots shall be substantially at right angles to straight street lines or radial to curved street lines.
11. To prevent narrow, deep lots, the depth of a lot should not exceed 2 ¼ times the width of the street frontage.
12. No lot shall have fewer than four sides and no more than five sides.
13. Lots bordered by parallel streets shall not be permitted except where one of the streets is an arterial or collector street, in which case the lots shall front on the non-arterial or non-collector street. The minimum required lot depth of the underlying zoning district shall be increased by ten feet for the lots to allow for screen planting along the back lot line. A landscape easement will be required to be recorded along with the recording of the final plat.
14. All remnants of lots below minimum size left over after subdividing of a larger tract shall be added to abutting lots rather than allowed to remain as unusable parcels.

Streets (Section 151.045)

1. Proposed street layout and width. The layout shall include all contiguous land owned by the subdivider.

REQUIRED INFORMATION FOR PRELIMINARY PLATS: As stated in City Code

2. Street layout shall be consistent with the comprehensive plan and provide for public safety, efficient traffic circulation and stormwater runoff.
3. If a proposed subdivision abuts unsubdivided land, the street layout shall allow for appropriate street continuation into adjoining areas. The streets shall be carried to the boundaries of the unsubdivided land.
4. The right-of-way width of all streets shall conform to the following minimum dimensions:
 - a. Arterials, 80 feet
 - b. Collector streets, 66 feet
 - c. Local streets, 60 feet
 - d. Frontage roads, 50 feet
 - e. Cul-de-sac radius, 60 feet

Greater or lesser widths may be required depending upon anticipated traffic volumes, planned function of the street and character of planned abutting land uses. The Director of Engineering and Zoning Administrator shall specify the width(s) in the staff report to the Planning Commission and City Council.
5. All center line gradients shall be at least 0.5% and shall not exceed the following:
 - a. Arterials and thoroughfares, 5%
 - b. Collector streets, 6%
 - c. Minor Street, 8%

The Director of Engineering may consider, on arterials and collector streets, a maximum of 8% grade where existing topography dictates.
6. *Minimum carrying capacity.*
 - a. Seven-ton axle loading for local streets.
 - b. Nine-ton axle loading based on traffic volume for arterial and collector streets
7. *Maximum levels of service (LOS).* The impact of increased subdivision build-out density on traffic volumes shall be consistent with the maximum acceptable design LOS indicated in the comprehensive plan for existing or planned arterials, collector streets, and frontage roads. Increased density and traffic volumes shall be concurrent with planned LOS capacity and availability.
8. *Intersections.* Insofar as practical, streets shall intersect at right angles. In no case shall the angle formed by the intersection of two streets be less than 60 degrees. Intersections having more than four corners shall be prohibited. Adequate land for future intersection and interchange construction needs shall be dedicated to the city.
9. *Tangents.* A tangent of at least 100 feet shall be introduced between reverse curves on collector streets and 50 feet on lesser streets.
10. *Deflections.* Other than at intersections, connecting street lines that deflect from each other shall be connected by a curve with a radius adequate to ensure a sight distance of no less than 500 feet for arterials, 300 feet for collectors, 100 feet for all other streets.
11. *Intersection offsets.* Centerlines of arterial and collector streets at intersections shall not be offset. Offsets of focal streets shall be considered on a case by case basis by the Director of Engineering.
12. *Local Streets.* Local streets shall be laid out so as not to encourage through traffic.
13. *Cul-de-sacs.* The undesirable effects of cul-de-sacs on traffic movement, emergency vehicle access, school bus traffic and snowplowing require limiting the maximum length of a street terminating in a cul-de-sac to 500 feet, measured from the centerline of the street of origin to the end of the right-of-way.
14. *Access to arterial streets.* If a proposed plat abuts a limited access highway or arterial street, there shall be no direct vehicular or pedestrian access from individual lots to the highways or streets. Access to arterials shall be at intervals of not less than ¼-mile and through existing and established crossroads. The City Council may require the developer to provide local service drives along the right-of-way of arterials, or the Council may require that lots back on the arterial, in which case, vehicular and pedestrian access between the lots and arterial shall be prohibited.

REQUIRED INFORMATION FOR PRELIMINARY PLATS: As stated in City Code

15. *Platting of small tracts fronting arterial streets.* In the platting of small tracts of land fronting arterial streets, where there is no convenient access to existing entrances, and where access from the plat would be closer than ¼-mile from an existing access point, an entrance permit may be granted. Provision shall be made in the plats for the connection of roads to abutting land. As the abutting land is developed, and access becomes possible at a preferred location, the City Council may, upon public hearing, revoke the entrance permit.
16. *Stub streets.* Where adjoining lands are not subdivided, some of the streets in the new subdivision shall be required to extend to the boundary line of the tract to provide for future access.
17. *Street continuation and extension.* Street layout shall provide for the continuation of existing streets from adjoining areas into the new subdivision when such extension is shown on the comprehensive plan, or whenever the extension would meet traffic circulation objectives as determined by the City Council.
18. *Half streets.* Half streets shall be prohibited.
19. *Private streets.* Private streets may be permitted only in planned unit developments (PUDs); however, they must conform to the same standards as public streets.
20. *Corners.* Curb lines at street intersections shall be rounded at a radius of not less than 20 feet. Corners at the entrances to the turnaround portion of cul-de-sacs shall have right-of-way radii of not less than 35 feet.
21. *Alleys.* Alleys, where permitted by the city, shall be at least 20 feet wide in residential areas and at least 24 feet wide in commercial areas. The city may require alleys in commercial areas where adequate off-street loading space is not available. Dead-end alleys, alley intersections and sharp changes in alignment shall be prohibited.
22. *Hardship to owners of adjoining property.* The street arrangements shall not be such as to cause hardship to owners of adjoining property in platting their own land and providing convenient access to it.

Public Easements (151.046)

1. Existing and proposed easements, including types of easements and easement layout and widths.
2. Drainage and utility easements of at least ten-feet wide centered on all lot lines shall be provided. Ten-foot wide drainage and utility easements shall be required along the plat boundary lines and street right-of-ways. All easements shall contiguous from block to block.
3. Easements for storm sewer, sanitary sewer or water shall be at least 20 feet wide. Additional width shall be provided when more than one utility is in the same easement, or when needed to safely excavate to the depth of the utility. The easements shall have continuity of alignment from block to block. Utility easements shall be kept free of any vegetation or structures which would interfere with the free movement of utility service vehicles.
4. Where a subdivision is traveled by a water course, drainage way, channel or stream, a drainage and/or floodage easement, based on the 100-year two-hour storm event, shall be provided and shall conform substantially to the lines of the watercourse or its flood plain. Easement width shall be determined by the Director of Engineering.
5. Temporary construction easements may be required where installation depths are greater than 12 feet.

Sidewalks (151.047)

1. Sidewalks shall be included within the dedicated non-pavement right-of-way on at least one side of all streets. This provision shall not apply to cul-de-sacs, except as a link to trails or other sidewalks as required by the Waseca City Council. A recommendation as to the location of sidewalks within areas to be platted shall be provided by the Community Development Director. These recommendations will be included in plans provided to the Waseca City Council with the preliminary plat.
2. Classification width:
 - a. Residential districts (as determined by City Engineer):
 1. Residential non-collector and non-arterial (minor and major), four feet;
 2. Residential collector and arterial (minor and major), five feet;
 - b. Commercial districts, eight feet.
 - c. Industrial districts, five feet.
3. Sidewalks shall slope 1/4-inch per foot away from the property line and the profile grade shall not exceed 5%.

REQUIRED INFORMATION FOR PRELIMINARY PLATS: As stated in City Code

4. Sidewalks shall be a minimum of four-inch thick concrete and placed on a four-inch gravel base.

5. Sidewalks shall be placed in the public right-of-way at the property line.

Pedestrian Walkways and Trails (151.048)

1. If required or planned by the subdivider, the preliminary plat shall show layout and dimensions of pedestrian walkways and trails.

2. Pedestrian ways shall connect to the city's existing or planned trail system, to other public trails and to public service areas such as parks, schools, shopping areas or to other appropriate locations of a similar nature.

3. Pedestrian rights-of-way shall be at least eight feet wide. Pedestrian rights-of-way dedications may be credited to the park, trail and open space dedication requirement set forth in § 151.049, or credited to the sidewalk dedication requirements set forth in § 151.047.

Parks, Open Space and Public Use (151.049)

Each preliminary plat shall show layout dimensions and acreages of park land and open space in accordance with the following standards:

1. *Land dedication or payment in lieu of land.*

a. In all new subdivisions, a percentage of the gross area of all property subdivided shall be dedicated for parks, playgrounds or other public use. The percentage shall be in addition to the property dedicated for streets, alleys, waterways, pedestrian ways or other public ways. If a proposed park, playground, school site, trail system or other public use shown on the comprehensive plan, then the area shall be dedicated to the public.

b. If the subdivision is small or does not include a park or public area shown on the comprehensive plan, or if in the judgment of the Council the area proposed to be dedicated is not suitable or desirable for park/playground purposes because of location, size or other reason, the Council may require, in lieu of land dedication, a payment to the city.

c. If a lot being platted is already developed, the developer shall be exempt from the requirement to dedicate land or pay the fee in lieu of the land dedication for that lot. All undeveloped lots being platted will be calculated for land dedication. This change shall be considered effective on the first day of March, 2005.

2. *Land dedication or payment schedule.* The following schedule shall be used to determine the amount of land dedication or fee-in-lieu of land:

| Number of Lots Per Acre | Percent of Land Dedication | *Payment-in-Lieu of Land (Per Lot) |
|---|-----------------------------------|---|
| Single-Family Development (Single-Family and Two-Family Homes) | | |
| Up to 3 | 8% | \$420 |
| More than 3 and up to 5 | 14% | \$420 |
| Multi-Family Development | | |
| Up to 15 | 20% | \$300 |
| More than 15, but less than 30 | 35% | \$275 |
| 30 or more | 45% | \$250 |
| Mobile Home Park | | |
| 13% of land for recreation | | |

REQUIRED INFORMATION FOR PRELIMINARY PLATS: As stated in City Code**NOTE TO TABLE:**

* Fee based on an assumed land cost of \$15,000 per acre

3. *Dedication; payment terms.* Dedication of land for public use shall be without restrictions or reservations and shall be designated as an "outlot" on the plat. Money given to the city in lieu of land shall be used by the city only for acquiring or developing public park land, trails or planned open space. Payment made in lieu of land dedication shall be made prior to execution of the final plat documents.
4. *Developer's alternate land dedication formula for park land, trail(s) or open space.*
- If requested, the City Council shall provide the developer or landowner with the methodology used to calculate the value of the land.
 - A developer may propose an alternate land dedication formula if a proposal is accompanied by supporting documentation, including number of units per acre, average number of residents per unit, actual cost of land documented by three independent appraisals done by licensed appraisers not associated with the sale of the property being platted, and other evidence as appropriate. The Council reserves the right to hire any appraisals done to document actual land cost.
 - If the City Council accepts the developer's alternate land dedication formula, then the developer's documentation shall be incorporated into his or her subdivider's agreement.
5. *Park dedication re-calculation upon subsequent subdivision or higher density.*
- If platted property is subsequently replatted or a portion of it subdivided, such as splitting one or more lots, then the land dedication formula set forth above shall apply to all additional lots created.
 - If any portion of platted property is subsequently approved for higher density development, then the land dedication formula set forth above shall apply to the increase in density over the originally planned density. If a payment-in-lieu of land dedication is made, then the payment shall equal the difference between the calculated fee at the higher density and the originally calculated fee, as follows:

Fee for new density - Original density fee = Amount due
6. *Parkland grading and preparation.* If parkland is dedicated, then the following standards shall pertain:
- The park land shall be graded to the contours set forth in the preliminary plat.
 - The developer shall provide a minimum of six inches of black dirt over the entire park area and the area shall be seeded with a type of seed approved by the city. The financial guarantees by the developer to the city shall be in effect at least until the time that the park land is graded and seeded.
 - At least 50% of the gross area dedicated for parks shall be suitable for active recreation use; active recreation meaning organized playground activities such as softball, football, etc. These areas to be used for organized playground activities shall be a slope of less than 2% grade and be largely clear of forest vegetation. Other areas to be dedicated may be forested and may have steeper slopes.
 - A site to be used for playground, sports or other active recreation shall have a total frontage on one or more streets of at least 200 feet and all other dimensions shall be at least 200 feet.
7. *Trail grading and preparation.* If a trail is dedicated, then the following standards shall pertain:
- The trail shall be graded to the contours set forth in the preliminary plat.
 - Minimum trail width shall be eight feet.
 - Trail structure shall consist of four inches of aggregate base and two inches of bituminous overlay.
8. *Open space grading and preparation.* If open space is dedicated, then the following standards shall pertain:
- The open space shall be graded to the contours set forth in the preliminary plat.
 - As applicable, standards in § 151.051 shall pertain.
 - As applicable, state rules governing wetlands and/or shorelands shall pertain.
9. *Protective or scenic easements.* As an open space option; subject to acceptance by the City Council, protective or scenic easements may be provided to a depth of 100 feet from the ordinary high water level of all lakes, ponds and

REQUIRED INFORMATION FOR PRELIMINARY PLATS: As stated in City Code

streams or to the logical, natural or ecological boundary as can be agreed upon by the subdivider and the city. A protective or scenic easement may be credited toward the park, trail and open space requirements set forth in this section.

10. *Dedication subject to city acceptance.* No areas may be dedicated as parks, playgrounds or public lands unless the city approves the dedication.

Agricultural Buffers (151.050)

1. If a proposed subdivision abuts land zoned agricultural, house pads within the subdivision shall be designed so that they are set back at least 100 feet from the nearest agricultural district.
2. Within the setback area defined under division (A) above, a landscaped easement shall be established, having a minimum width of 15 feet and running along the perimeter of the subdivision that abuts an agricultural district. Within the landscaped easement, a landscaped buffer shall be established consisting of trees, vegetation or other visual natural screening.

Conservation of Trees and Natural Features (151.051)

1. The standards related to tree removal contained in § 154.154 shall apply to all proposed subdivisions.
2. In the subdividing of any land, due regard shall be shown for all natural features, such as tree growth, wetlands, steep slopes, water courses or similar conditions, and plans adjusted to preserve those which will add attractiveness, safety and stability to the proposed development.
3. The subdivision shall be consistent with the following:
 - a. The concept plan shall show preservation of existing healthy trees and native vegetation, including the number and location of existing trees, indicating those to be retained, and showing locations of proposed new trees.
 - b. Trees to be planted in residential subdivisions shall measure not less than one and one-fourth inches in diameter at a height of four feet above ground level. No trees shall be planted within 30 feet of the intersection of curb lines on corner lots.
 - c. Consistent with approved grading plans, existing trees shall be preserved within any right-of-way when the trees are suitably located and in good health.

Grading and Drainage Plans (151.052)

Grading and drainage plans, to the same scale as the preliminary plat map, shall be submitted for each plat, providing the following information to the standards set forth:

1. North arrow, scale, and legend.
2. *Existing and proposed contour lines.*
 - a. Existing contours shall be shown at vertical intervals of two feet. Elevations shall be referenced to City of Waseca datum.
 - b. Contour lines shall be different line weights for existing contour lines versus proposed contour lines.
 - c. Contours shall be shown to a minimum of 150 feet into adjacent property or to the centerline of the adjacent street.
3. *Lot and block layout.*
 - a. Lot dimensions to the nearest foot.
 - b. Typical lot detail indicating where lot and house elevations are shown.
 - c. Building setback lines.
 - d. Front and rear lot corner elevations.
 - e. House pads layout, showing hold down elevations and finished garage elevations.
 - f. Spot elevations as appropriate to define drainage patterns on the lot.
 - g. Legend with type of house styles and grade difference for garage floor to walkouts or lookouts.
4. *Lot grading and drainage.* Lots shall be graded so water drains away from building locations and flows along lot lines

REQUIRED INFORMATION FOR PRELIMINARY PLATS: As stated in City Code

within the proposed drainage and utility easements. Any drainage flow from one lot onto an abutting lot must be within a drainage easement.

5. *Street layout.*

- a. Typical street section.
- b. Preliminary street grades and drainage.
- c. Centerline street elevations at 100 foot stations with high and low points.
- d. Cul-de-sac frontage along curb lines with spot elevations.

6. *Street grade.* Centerline street gradients shall be in accordance with Section 151.045.7. *Storm sewer alignment.* Storm sewer alignment shall be shown with top and invert elevations. Also, flared ends shall be shown with invert elevations.8. *Easements.* Existing and proposed easements, in accordance with Section 151.046.9. *House pads.*

- a. House pads on existing slopes exceeding 3:1. A 20-foot bench area shall be provided between the rear of the house pad and the edge of the slope. The bench area cannot exceed a 3:1 slope.
- b. House pad setback from flood elevations and wetlands: 30 feet from 100-year flood elevations for storm sewer ponds and lakes and from all wetland boundaries.
- c. Lowest opening house elevation: two feet above the 100-year flood elevation of adjacent storm sewer ponds. Flooding elevations shall be one foot above the ordinary high water level of any standing water.

10. *Garage floors.* Minimum elevation: 1½ feet above the top-of-curb elevation, as measured from the top-of-curb at the high side of the driveway to the garage floor.11. *Driveway slopes.* Maximum slope: 10% from the top-of-curb to the garage floor, as measured at the centerline of the driveway.12. *Open areas, including yards and swales.*

- a. Minimum slopes, 1%; and (Preferred design is 1.5% or greater)
- b. Maximum slopes, 3:1, except existing slopes being protected, which are subject to review.

13. *Emergency overflows.*

- a. Emergency overflows shall be labeled and shown with spot elevations and drainage arrows. Emergency overflows must be established for catch basins in the street and in rear lots. Areas along rear lot lines which are below the emergency overflow elevation shall be designated as drainage easement on the final plat.
- b. Minimum elevation is 2.0 feet below the lowest opening house elevation.
- c. Storm sewer ponds' slopes, 6:1 maximum grade.

14. *Elevations and boundaries of lakes, wetlands and ponds.* Each grading and drainage plan shall show the following:

- a. Ordinary high water level contours of all lakes and wetlands, watercourses, marshes, surface water features required in M.S. § 505.02 (1), as it may be amended from time to time, obtained from United States Geological Survey quadrangle topographic maps or more accurate sources.
- b. Location of 100-year floodplain areas, by 100-year flood elevations, and limits of floodway and flood fringe.
- c. Delineated wetland boundaries, along with the name of the person or company who delineated the wetland boundaries.
- d. Wooded areas.
- e. Rock outcrops.
- f. Power transmission poles and lines.
- g. Other significant features required to be shown.

15. *Watercourses.* No more than 50% of the minimum lot size for the underlying zoning district shall contain a wetland,

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| watercourse or marsh. Building setback shall be at least 30 feet. |
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| 16. <i>Drainage design.</i> |
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| <ul style="list-style-type: none"> a. Drainage arrows at high points and at major grade changes. b. Drainage design calculations which show that the proposed improvements shall not change runoff rates onto adjacent public or private property and shall not adversely impact downstream properties. c. Drainage facility design shall be based on a 100-year 24-hour storm event for flood overflow ponds and based on a 10-year one-hour storm event for piping. |
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| 17. <i>Grading and drainage plan preparation.</i> Grading and drainage plan must be signed by a registered engineer. |
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| 18. <i>Delineated wetland boundaries,</i> along with the name of the person or company who delineated the wetland boundaries. |
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| 19. <i>NPDES Permit.</i> |
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| <ul style="list-style-type: none"> a. Copy of permit application including SWPPP (Storm Water Pollution Prevention Plan). b. All developments greater than 1 acre will be required to apply for a Construction Permit. If no permits are required, written documentation declaring so is required. |
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