

HOW TO APPLY FOR A PRELIMINARY PLAT

The Waseca Planning Director is the Project Manager and primary contact for Subdivision Plats. The first step in the process is to contact the City of Community Development Department to arrange a pre-application meeting with the Planning Director, who will act as the City's Project Manager. The Planning Director will invite other City Staff as necessary to attend the meeting. The purpose of this meeting is to advise the applicant about how the City's policies and plans might affect the project and to help coordinate the application. City Staff will listen to your project proposal, discuss existing ordinances and regulations relating to the development, explain the development process, and advise the applicant of other governmental jurisdictions that may need to be involvement.

A **Preliminary Development Plan** must be brought to the meeting, as should any other information that has been assembled related to the project.

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, must be submitted as part of a complete application. The City reserves the right to request additional information, as determined necessary by City Staff, to review an application.

Application Fee

A Check payable to City of Waseca for Preliminary Plat application fee (\$500.00 plus \$10.00 per lot over 10 lots). This fee must be paid at time the application and other required documents are submitted.

Application Form and Checklist

1. Application form. Please submit the completed, signed and dated application form and submit with all other required submittals.
2. Application Checklist. Please check each applicable box to show that the corresponding information/document is being provided to the City with the application. The Application Checklist will expedite the review of your application.
3. Failure to provide any of the required information will result in an incomplete application.

Site and Development Plans

- Five (5) full size scale drawn copies
- One (1) 11" x 17" reduced copy
- One (1) electronic copy of all development plans

Contacts

Planning & Zoning
Bill Green
(507) 835-9738
billg@ci.waseca.mn.us

City Engineer
Tom Kellogg
(507) 835-9716
cityengineer@ci.waseca.mn.us

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

PLAT REVIEW AND APPROVAL PROCESS

Application Submittal Deadline

The City of Waseca has established a schedule of application submittal deadlines and corresponding Planning Commission and City Council meeting dates at which land use and zoning requests will be considered. A complete application, including all required submittals and application fees, must be received by the Community Development Director no later than 4:00 p.m. on the Submission Deadline established for the corresponding Planning Commission meeting date. Applicants will be provided with a **City of Waseca Planning Schedule** at the pre-application meeting.

Review of Application Submittal

Preliminary Review

The Planning Director, with the input of other department directors, will review the application submittal to determine if the application is complete. If the application is not complete, the Planning Director will identify what items are outstanding and notify the applicant of the need for additional information. A complete application will be scheduled for a public hearing at the corresponding Planning Commission meeting. Incomplete applications may not advance to the Planning Commission on the corresponding hearing date if incomplete items are not submitted in a time frame that allows City Staff to adequately review the new information.

Formal Review

Complete application materials are distributed to members of the Development Review Committee (DRC), which is comprised of members of various City departments involved in the development process, for review and comment. During this stage of the process, the DRC will meet to review, discuss, and make recommendations regarding the application. The applicant will be provided with DRC feedback by the Project Manager. The applicant may also be contacted directly by various City Staff with questions or comments related to the application. Revised plans may be requested before further review is conducted.

If during the review process it is discovered that an additional city action, such as a variance, or review by another agency is required, the application may be put on hold until additional information is submitted to address the variance issue or additional agency review is complete.

Public Notification

City Code and Minnesota Statutes require the City to hold a public hearing before action is taken on a subdivision plat request. Notice of the public hearing must be mailed to all property owners within 350' within the City and within ¼ mile within the township, of the subject property, and published in the local newspaper at least 10 days prior to the public hearing.

Project Report and Staff Recommendations

Upon review by City Staff and the DRC final plans will be used to compile a detailed report and recommendations to the Planning Commission. This report will be prepared by the Project Manager. The report and meeting agenda is distributed to the Planning Commission and the applicant the Friday prior to the scheduled Planning Commission meeting and public hearing.

Public Hearing by Planning Commission

- All Planning Commission Meetings are held at 7:00 p.m. on the second Tuesday of each month, in the City Council Chambers at 508 South State Street.
- Prior to the Public Hearing, the applicant will receive an **Agenda** and **Staff Report**.
- At the hearing, City Staff will make a presentation and recommendations related to the request. The applicant will be provided an opportunity to speak before the Commission if desired. The Planning Commission will discuss the request and recommendation and take input from the public before voting on a recommendation to be forwarded to the City Council regarding action on the request.

Final Action by City Council

- Planning Commission items typically advance to the City Council's second monthly meeting, which is the third Tuesday at 7:00 p.m. in the City Council Chambers at 508 South State Street.
- City Staff will make a brief presentation and announce the Planning Commission's recommendation related to the request. The applicant will be provided an opportunity to speak before the City Council if desired. The City Council will discuss the request and recommendations of the Planning Commission before taking action on the request. There will be a set of conditions upon which the request is granted, that are documented in the Resolution of approval adopted by the City Council. Should the City Council choose to deny a request, a resolution in this regard will be adopted.

Confirmation of Council Decision

Following action by the City Council on the request, the applicant will be notified in a letter and provided with a copy of the adopted resolution. Upon approval of the preliminary plat, the applicant can move forward with preparation of plans and an application for Final Plat.

Final Plat Submission

The final plat can be submitted once the Preliminary Plat is approved, and all conditions of approval have been met. See "How to Apply for a Final Plat" for instructions on the final plat review and approval process.

PRELIMINARY PLAT APPLICATION CHECKLIST

APPLICATION & REQUIRED COPIES

- ☐ Completed Subdivision Application Form
- ☐ Application Fee (\$500.00 plus \$10.00 per lot or outlot over 10 lots)
- ☐ Five (5) full-scale copies of the preliminary plat, grading plan and drainage plan, utility plan, etc. and one 11" X 17" reduction of each
- ☐ PDF of all plans.

REQUIRED INFORMATION ON PRELIMINARY PLAT

- ☐ Name of subdivision
- ☐ Location of plat by Section, Township, Range, and legal description, including total development acreage and acreage/square footage of each lot
- ☐ All existing easements of record
- ☐ All proposed easements, including required perimeter and common lot line easements
- ☐ Graphic scale not less than one (1) inch to one hundred (100) feet
- ☐ Identification system for all lots and blocks
- ☐ Location of all monuments
- ☐ North point
- ☐ Key map including area within one (1) mile radius of plat
- ☐ Date of preparation
- ☐ Number, location and dimensions of existing and proposed streets (the city requires numbered streets)
- ☐ Lot layout including dimensions to nearest 100/foot-for lots on a curve, width of lot at building setback line
- ☐ Lot area and setback lines
- ☐ If a replat, original lot and block shown in dashed lines
- ☐ Wetland areas
- ☐ Proposed park areas
- ☐ Agricultural buffer if land abuts land zoned agriculture (house pad setback of 100')

EXISTING CONDITIONS

- ☐ Boundary lines of adjoining subdivided or unsubdivided land, identified by name and ownership, including all contiguous land owned or controlled by the subdivider
- ☐ Existing zoning classification for land within and abutting the proposed subdivision
- ☐ Existing land uses within 100 feet of the boundaries of the tract
- ☐ Acreage and dimensions of the property
- ☐ Location, right-of-way width, and names of existing platted streets, or other public ways, parks, easements, section and corporate lines within the plan
- ☐ Topographic data, including contours at vertical intervals of two (2) feet
- ☐ Soils information (Waseca County Soil and Water Conservation District)
- ☐ Location and size of existing utilities within the plat and within 150 feet of the plat boundary, including location, size, and invert elevation of sanitary and storm sewers; catch basins, manholes, water mains, fire hydrants, gas mains, electric and telephone poles and lines, street lights, street pavement width and type, culverts or other underground facilities, and drainage ways including county ditches or tiles.
- ☐ Existing topography and grades
- ☐ Wetlands and lakes

GRADING AND DRAINAGE PLANS

The developer shall submit a preliminary grading, drainage and erosion control plan utilizing a copy of the current certificate of survey as a base for the site in question, prepared and signed by a Minnesota licensed engineer, depicting the following information:

- ☐ Street layout and grades with centerline elevations, sidewalk location and width, and trail location, width, and pavement
- ☐ Existing and proposed grades showing topographic alterations, proposed methods for controlling storm water runoff, drainage calculations, and SWPPP
- ☐ Top of curb in front of a lot at corners and high side of proposed driveway
- ☐ Major (lowest-floor) building corners (building envelope)
- ☐ Lot corner elevations, building setback lines, house pad layout, showing hold down elevations and finished garage elevations, lot drainage pattern, driveway slope
- ☐ Storm sewer alignment and features
- ☐ Elevations and boundaries related to lakes, wetlands and ponds (OHWL)
- ☐ Wetland delineation boundaries
- ☐ Existing wooded areas and trees, including information concerning tree preservation
- ☐ Easements

UTILITY PLANS

Preliminary Utility Plan, prepared and signed by a Minnesota licensed engineer, depicting the following information:

- ☐ Easements: Location, dimension and purpose of all easements.
- ☐ Underground Facilities: Location and size of existing sewers, water mains, culverts, or other underground facilities within the tract and to a distance of one hundred fifty (150) feet beyond the tract. Such data as grades, invert elevations, and location of catch basins, manholes and hydrants shall also be shown.
- ☐ Water Supply: Water mains shall be provided to serve the subdivision by extension of an existing community system wherever feasible. Service connections shall be stubbed into the property line and all necessary fire hydrants shall also be provided. Extensions of the public water supply system shall be designed so as to provide public water in accordance with the design standards as approved by the City Engineer and in accordance with the City's Comprehensive Water Plan. In areas where public water supply is not available, individual wells shall be provided on each lot, properly placed in relationship to the individual sewage disposal facilities on the same and adjoining lots. Well plans must comply with the State Well Code, as may be amended, and be submitted for the approval of the City Engineer.
- ☐ Sewage Disposal, Public: Sanitary sewer laterals and service connections shall be installed in accordance with the design standards of the City as approved by the City Engineer.
- ☐ Sewage Disposal, Private: All individual sewage treatment systems shall be installed in accordance with all applicable State, County, and City requirements.
- ☐ Sanitary Sewer Facilities: Locations, grades, rim and invert elevations, and sizes of all proposed sanitary sewer facilities to serve the tract.
- ☐ Hydrants And Valves: Location of all proposed hydrants and valves for the proposed water mains.

OTHER REQUIRED SUBMITTALS

- ☐ Title opinion or title insurance policy. The city may require a copy of the abstract of title or registered property certificate if deemed necessary.
- ☐ Wetland delineation report if the property contains or abuts a wetland or land that has wetland characteristics.

GENERAL DESIGN STANDARDS

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

Sidewalks

- Sidewalks shall be included within the dedicated non-pavement right-of-way on at least one side of all streets.
- Classification width:
 - Residential districts (as determined by City Engineer):
 - Residential non-collector and non-arterial (minor and major), four feet;
 - Residential collector and arterial (minor and major), five feet;
 - Commercial districts, eight feet.
 - Industrial districts, five feet.
- Sidewalk Design
 - Slope: 1/4-inch per foot away from the property line; profile grade shall not exceed 5%.
 - Four-inch thick concrete placed on a four-inch gravel base.
 - Placed in the public right-of-way at the property line.

Pedestrian Walkways and Trails

- If required or planned by the subdivider, the preliminary plat shall show layout and dimensions of pedestrian walkways and trails.
- Pedestrian walkways and trails shall be a minimum of eight feet wide.

Required Easements

- 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.

- 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 basement, 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>	<i>*Payment-in-Lieu of Land (Per Lot)</i>
<i>Single-Family Development (Single-Family and Two-Family Homes)</i>		
Up to 3	8%	\$420
More than 3 and up to 5	14%	\$420
<i>Multi-Family Development</i>		
Up to 15	20%	\$300
More than 15, but less than 30	35%	\$275
30 or more	45%	\$250
<i>Mobile Home Park</i>		
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.