



APPLICATION FOR LAND DEVELOPMENT:

DESCRIPTION	<input checked="" type="checkbox"/> CHECK ALL THAT APPLY	FEE	ESCROW	TOTAL	DATE PAID
GRADING PLANS		\$50	N/A	\$50	
MINOR LOT SPLIT/COMBINATION 3 OR FEWER LOTS		\$300	\$500	\$800	
PRELIMINARY PLAT – 10 LOTS OR LESS		\$400 PLUS \$25 PER LOT	\$3,500		
PRELIMINARY PLAT – 11 OR MORE LOTS		\$350 PLUS \$25 PER LOT	\$3,500		
FINAL PLAT		\$300	N/A	\$300	
PLANNED UNIT DEVELOPMENT PRELIMINARY		\$300 PLUS \$20 PER LOT	\$3,500		
PLANNED UNIT DEVELOPMENT FINAL		\$250 PLUS \$25 PER LOT	N/A		
SUBDIVISION – 3 LOTS OR LESS		\$250 PLUS \$25 PER LOT	\$3,500		
SUBDIVISION – 4-15 LOTS		\$300 PLUS \$25 PER LOT	\$3,500		
SUBDIVISION – 16-30 LOTS		\$350 PLUS \$20 PER LOT	\$5,000		
SUBDIVISION – 31 OR MORE LOTS		\$350 PLUS \$15 PER LOT	\$5,000		

For more information on Preliminary Plat, go to <https://codelibrary.amlegal.com/codes/milaca/latest/overview> and search for Chapter 155



CITY OF
MILACA *Minnesota*

255 First Street East, Milaca, MN 56353

(320)983-3141 | (320)983-3142 fax

APPLICATION FOR PRELIMINARY PLAT REQUEST

APPLICATION IS HEREBY MADE FOR A PRELIMINARY PLAT FOR

Subdivision Name

Owner's Name

FULL LEGAL DESCRIPTION OF PROPERTY (Attach description if needed)

ADDRESS OF
PROPERTY

OWNER
NAME

OWNER
ADDRESS

STREET ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE ()

EMAIL ADDRESS

APPLICANT
NAME

APPLICANT
ADDRESS

STREET ADDRESS

CITY

STATE

ZIP CODE

APPLICANT TELEPHONE ()

EMAIL ADDRESS

THE FOLLOWING INFORMATION IS SUBMITTED IN SUPPORT OF THIS APPLICATION:

- COMPLETED APPLICATION FOR PRELIMINARY PLAT
- \$400.00 FOR **10 LOTS OR LESS** PLUS \$25.00 PER PROPOSED LOT OR DWELLING UNIT; OR
- \$350.00 FOR **MORE THAN 10 LOTS** PLUS \$25.00 PER PROPOSED LOT OR DWELLING UNIT
- ESCROW FEE OF \$3,500.00 FOR ASSOCIATED ENGINEERING AND LEGAL EXPENSES
- LEGAL DESCRIPTION OF PROPERTY ATTACHED
- 12 COPIES OF SURVEY
- 12 COPIES OF SITE PLAN
- OTHER _____

I FULLY UNDERSTAND THAT ALL OF THE ABOVE REQUIRED INFORMATION MUST BE SUBMITTED AT
LEAST 15 DAYS PRIOR TO THE PLANNING COMMISSION MEETING TO ENSURE REVIEW BY THE
PLANNING COMMISSION ON THAT DATE.

OWNER'S SIGNATURE _____

DATE _____

COMMENTS/REVISIONS _____

RECEIVED BY: _____
CITY MANAGER SIGNATURE/ZONING ADMINISTRATOR DATE

CITY OF MILACA

PRELIMINARY PLATTING PROCEDURE

§ 155.020 PRELIMINARY PLAT; PREPARING AND FILING.

(A) Prior to the preparation of the preliminary plat, the subdivider shall prepare a subdivision sketch plan for review by the Planning Commission. The sketch plan will be submitted as a basis for informal discussion between the subdivider and the Planning Commission and shall not constitute formal filing of the plat with the city. The Planning Commission shall provide advice and assistance to the subdivider but will take no action on the sketch plan. The sketch plan should, as a minimum, show the site's location in the community, the type of development proposed, and preliminary lot and road layout including proposed minimum lot size. The subdivider shall pay the expense (if any) incurred by the city for the services to the city and/or Planning Commission of the Engineer and Attorney in the review of the sketch plan.

(B) When the subdivider feels he or she is ready to prepare the preliminary plat, he or she shall have his or her surveyor and/or planner draw one which is in conformity with the requirements of this chapter, as described in §§ 155.080 et seq.

(C) The subdivider shall fill out an application for consideration of planning request, or other application blanks as may be required. At the time of filing, the subdivider shall pay appropriate fees as set forth in Chapter 34.

(D) The subdivider shall furnish the City Manager-Clerk with 12 copies of the preliminary plat at least 15 days prior to the Planning Commission meeting at which it is to be considered.

(Ord. 179, passed 2-16-78)

§ 155.021 REVIEW OF PRELIMINARY PLAT.

(A) The City Manager-Clerk shall, upon receipt of the preliminary plat and application, refer three copies of the plat and application to the City Council, two copies of the plat to the Planning Commission, one copy of the plat to the school district if applicable, one copy to the County Planning Commission, and one copy to the Town Board if applicable.

(B) If the proposed subdivision abuts any state trunk highway, the City Manager-Clerk shall also refer one copy to the state District Highway Headquarters for review as required by state law; if it adjoins a public body of water one copy shall be referred to the state Commission of Natural Resources for review, and one copy to the Watershed District Board if applicable. Within five days after receiving the preliminary plat that includes or borders on an existing or proposed county road, the City Manager shall submit it to the County Engineer for review.

(C) The Engineer, Fire Chief, and Utilities Superintendent, and if appropriate, the School Board, County Planning Commission, Town Board, and the District Highway Engineer, shall within 30 days submit reports to the Planning Commission expressing recommendations for approval, disapproval, or revisions of the preliminary plat.

(D) Within 45 days after the plat is filed, the Planning Commission shall hold a public hearing on the plat. One notice of the purpose, time, and place of this public hearing shall be published in the official newspaper at least ten days prior to the day of the hearing. The subdivider shall furnish the City Manager-Clerk with the names and mailing addresses of owners of all lands within 300 feet of the boundaries of the preliminary plat and the City Manager-Clerk shall give mailed notice of the hearing to these owners at least

ten days prior to the day of the hearing, although failure of any property owner to receive notification shall not invalidate the proceedings.

(E) The subdivider or his or her representatives shall appear before the Planning Commission at the public hearing, in order to answer questions concerning the preliminary plat.

(F) The report of the Planning Commission shall be submitted to the City Council not later than 30 days after the public hearing on the plat. If the Planning Commission fails to make a report, the City Council shall proceed without the report. Failure to receive a report from the Planning Commission as herein provided shall not invalidate the proceedings or actions of the City Council.

(G) The City Council shall either approve or disapprove of a proposed plat within 120 days after a preliminary plat which contains all of the data required by § 155.041 and which conforms to the minimum design standards required by §§ 155.055 et seq. is submitted to the city unless the subdivider agrees to an extension of this time. The City Council may hold a public hearing on the plat following notice as provided herein. After receiving the Planning Commission's recommendations, the City Council will act to approve or disapprove the plat at its next regularly scheduled meeting. Approval of the plat shall be by passage upon a simple majority vote of the entire membership of the City Council.

(Ord. 179, passed 2-16-78)

§ 155.022 PRELIMINARY PLAT APPROVAL OR DISAPPROVAL.

(A) Approval of the preliminary plat is an acceptance of the general layout and indication to the subdivider that he or she may proceed toward fulfilling the necessary steps for approval of the plat in accordance with the terms of approval. This approval does not constitute final acceptance of the subdivision.

(B) The City Council may require modifications, changes, and revisions of the plat, as it deems necessary to protect the health, safety, morals, comfort, convenience, and general welfare of the community.

(C) If the City Council does not approve the plat, the reasons for this action shall be recorded in the proceedings and transmitted to the applicant within 15 days.

(Ord. 179, passed 2-16-78)

§ 155.023 AMENDMENT TO PLAT; PROCEDURE.

Should the subdivider desire to amend the plat as approved, he or she may submit an amended plat that shall follow the same procedure as a new plat, except for the public hearing and fee, unless the amendment is in the opinion of the City Council of such scope as to constitute a new plat, and then it shall be refiled.

(Ord. 179, passed 2-16-78)

PRELIMINARY PLAT DATA REQUIREMENTS

The owner or subdivider shall prepare a preliminary plat that conforms to the City's Subdivision Code and contain the following information:

Identification and Description.

1. Proposed name of subdivision, not the same as any existing subdivision.

2. Date and North Point.
3. Scale of Plat, not less than one (1) inch to two hundred (200) feet. The plat shall utilize a bar scale. (Standard Engineer Scale).
4. Indication of any proposed covenants.
5. Location map indicating location of proposed subdivision in relationship to general known area.
6. Legal description of proposed subdivision.
7. Title opinion of title insurance policy indicating fee ownership of land to be subdivided.

Existing Conditions and Proposed Design Features.

1. Boundary line of proposed subdivision to such a degree of accuracy that no major changes are necessary in preparing the plat.
2. Zoning of land within and abutting the subdivision within three hundred (300) feet.
3. Layout, dimensions and acreage of proposed lots and blocks.
4. Name, location and right-of-way width of existing or proposed streets, highways, alleys, sidewalks, and pedestrian ways.
5. High water mark of all lakes, rivers, streams and wetlands.
6. Location and dimensions of existing and proposed public sewer and water systems.
7. Existing and proposed storm water drainage system including drainage easements and drawing or water movements. Data should include sizes, grades, catch basin locations, manholes, hydrants, street pavement width and type.
8. Boundary lines of adjoining un-subdivided or subdivided land adjoining the proposed plat.
9. Proposed zoning changes, if necessary.
10. Minimum front, side, and rear yard setbacks as required the Zoning Ordinance.
11. Location, dimensions, sizes of areas, other than streets, alleys, pedestrian ways, and utility easements, proposed to be dedicated or reserved for public uses.
12. Existing topography, including contour lines at two (2) foot or less, intervals. Water courses, wetlands, rock outcrops, power transmission poles and lines, and other significant features shall also be shown. United States Geological Survey (U.S.G.S.) Data may be used for all topographic mapping where feasible.

Supplemental Information. The following information may be required if it is deemed necessary and appropriate by the Zoning Administrator.

1. Soil survey, grading plan, soil erosion and sediment control plan, and landscaping plan.
2. Statement of proposed use of development including type and number of structures and units.
3. Statement of adequacy of existing or proposed utilities to accommodate or serve the proposed development.
4. Statement relative to the relationship of the proposed subdivision with existing or potential adjacent subdivisions.
5. Statement of estimated costs of proposed required improvements.
6. Other information deemed necessary by the Zoning Administrator, Planning Commission, City Council or City Engineer.
7. Soil borings and percolation tests for each proposed lot for on-site sewage disposal systems if area being subdivided does not have a municipal system.
8. A copy of all existing and proposed private restrictions (restrictive covenants) shall be submitted.
9. An environmental impact study of the subdivision.