

PRELIMINARY SUBDIVISION PROCEDURES

City of Milaca

PROCEDURE

1. Application for Permit

Application for the issuance of a Preliminary Subdivision shall be made in writing and referred by the Zoning Administrator to the Planning Commission. All of the filing requirements must be submitted 20 days prior to the regular Planning Commission meeting at which the review is to be held. All required information must be received before the applications will be placed on a Planning Commission meeting agenda. The application shall contain a written and graphic explanation of the request. The applicant shall also, at the time of filing such application, pay a fee of \$200.00 plus \$10 per purposed lot or dwelling, as well as a \$2,000.00 escrow fee for associated engineering and legal expenses.

2. Public Hearing

The Planning Commission shall hold at least one public hearing on each application for a Preliminary Subdivision after notice of the hearing has been published in the official newspaper for at least 10 days before said hearing. The Planning Commission shall also cause a notice to be mailed to each of the owners of property located within 350 feet of the boundary lines of the property upon which such use has been requested. The Planning Commission decision will serve as a recommendation to the City Council and the final decision will be made by the City Council. The applicant or a representative thereof shall appear before the Planning Commission in order to answer any questions concerning the proposed preliminary subdivision.

3. City Council Action

The Planning Commission shall make a recommendation for approval, approval with stipulations or disapproval to the City Council at their next meeting. The Preliminary Subdivision becomes effective upon City Council approval and filing of any necessary papers, if they are required.

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.

Updated: September 2005

CITY OF MILACA



255 1st ST E
MILACA MN 56353
(320) 983-3141
(320) 983-3142 FAX
www.cityofmilaca.org

APPLICATION FOR PRELIMINARY PLAT REQUEST

Application is hereby made for a Preliminary Plat for

Subdivision Name

Owner's Name

Legal Description of Property:

Address of Property: _____

Owner Name: _____

Owner Address: _____
Street Address

City

State

Zip Code

Telephone: () _____

Applicant's Name: _____

Applicant's Address: _____
Street Address

City

State

Zip Code

Applicant Telephone: () _____

The following information is submitted in support of this application:

- Completed Application for Preliminary Plat
- Fee of \$200 plus \$10 per proposed lot or dwelling unit
- Escrow Fee of \$2000 for associated engineering and legal expenses
- Legal Description of property attached
- 16 copies of a Site Plan
- Other _____

I fully understand that all of the above required information must be submitted at least 20 days prior to the Planning Commission meeting to ensure review by the Planning Commission on that date.

Applicant's Signature _____

Date _____

Comments/Revisions _____

Received By:

City Agent's Signature _____

Date _____