



SUBDIVISION APPLICATION REQUIREMENTS CHECKLIST

revised 9/2017

The Plat or property to be subdivided shall be clearly and legibly drawn at a scale of one inch equals one hundred (100) feet, or larger, and shall contain the following information:

- Title of the proposed subdivision.
- Names and addresses of the owner, subdivider, surveyor or engineer preparing the plat.
- Legal description and Property Identification Number.
- Graphic scale, north arrow and date of preparation.
- The names of abutting subdivisions and the boundary or property lines of adjoining subdivided or non-subdivided lands and a mailing list with labels for all property owners within 500 feet of the perimeter of the area to be subdivided.
- Boundary line survey.
- Total acreage (including acreage of individual lots and outlots in preliminary plat).
- Location of existing easements, streets, utilities, structures, section lines and corporate lines within and adjacent to the proposed subdivision.
- If a replat, the original lot and block arrangements show on dotted or dash lines.
- Streets, street names, right-of-way and roadway widths.
- Location of all alleys, pedestrian ways, sidewalks, trails and utility easements.
- Layout, numbers and dimensions of all lots and blocks.
- Areas intended to be dedicated or reserved for public use.
- Minimum front and side street setback lines as required by the City Zoning Ordinance.
- Ordinary high water (100-year storm, 10-day snow melt) elevation, delineated wetland and floodplain boundaries where appropriate.
- Two copies of a storm water management plan showing compliance with the City's water quantity, water quality, and infiltration requirements.
- The location of all monuments.
- Notarized certification by a registered land surveyor.
- Notarized certification by the owner or owners and by mortgage holders.
- Certification showing that all taxes and special assessments have been paid.
- A form for approval and for the signatures of the Planning Commission Chairman, Secretary, Mayor and City Clerk.
- A grading/topographic map at the same scale as the preliminary plat showing supposed lot lines existing and proposed topography, street centerline grades, water courses, wetlands, vegetation and other significant features drawn with minimum two-foot contour intervals and storm water runoff calculations.
- Soil absorption tests where septic tanks and drain fields are proposed, in accordance with City I.S.T.S. requirements.
- A schematic utility plan for water, sanitary and storm sewers and drainage. Including the proposed location, gradient and size of such proposed sewer and water lines.
- A map indicating plans for the development of the entire area, if the proposed plat is a portion of a larger holding intended for subsequent development.
- A Landscape Plan and Tree Preservation inventory and replacement plans in accordance with Zoning requirements.
- Architectural detail if the preliminary plat is part of a Planned Unit Development.
- Final Plat submittals shall include a street light plan that is compliant with street light policy P-5.