



**CITY OF MONTICELLO**  
 Community Development  
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## Preliminary Plat Application Checklist

APPLICANT CHECK-IN	APPLICATION SUBMITTAL REQUIREMENTS	CITY CHECK-IN
	Completed Land Use Application form, signed by fee title property owner and applicant, including full legal description of property and application fee and escrow per Land Use Application form.	
	Contents. The preliminary plat shall contain the following information:	
	Proposed name of subdivision; names shall not duplicate or too closely resemble names of existing subdivisions.	
	Location of boundary lines in relation to a known section, quarter section, or quarter- quarter section lines comprising a legal description of the property.	
	Names and addresses of the record fee owner.	
	Scale of plat not less than one inch to 100 feet.	
	Date and north point.	
	Project narrative.	
	Certificate of survey signed by a registered land surveyor and current within six months of plat application to include legal description, all public utilities including pipe size, material type, depths, location, and detail of private utilities or easements, any other easements of record.	
	Existing conditions plan.	
	Boundary line of proposed subdivision clearly indicated and to a close degree of accuracy.	
	Existing zoning classifications for land within and abutting the subdivision.	
	Location, right-of-way width, and names of existing or platted streets, or other public ways, parks, and other public lands, permanent buildings and structures, easements, school districts, section and corporate lines within the plan and to a distance 350 feet beyond.	
	Boundary lines of adjoining unsubdivided or subdivided land, within 350 feet, identified by name and ownership, including all contiguous land owned or controlled by subdivider.	
	Topographic data, including contours at vertical intervals of not more than 2 feet and all surface features and structures. Watercourses, marshes, rock outcrops, delineated wetlands, power transmission poles and lines, size, location, and elevation of all appurtenances of existing public utilities and all quasi-public utilities, including the name and operating authority of each utility, and other significant features shall be shown. U.S.G.S. data shall be used for all topographic mapping where feasible. (1929 sea level data shall be used for all topographic mapping.) The flood elevation of all lakes, river, and wetlands shall also be shown.	
	An accurate soil survey of the subdivision area, prepared by a qualified person.	

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	Location and size of existing sewers, water mains, culverts, storm sewer, or other underground facilities within the tract and to a distance of 100 feet beyond the tract. Such data as grades, invert elevations and locations of catch basins, manholes, and hydrants shall be shown only on request.	
	A survey prepared by a qualified person identifying tree coverage in the proposed subdivision in terms of type, weakness, maturity, potential hazard, infestation, vigor, density, and spacing. Deciduous trees that are less than six inches in diameter at a point five feet above natural grade, or trees that are diseased or invasive as defined by the Department of Natural Resources may be exempted from this survey.	
	Wetland data report shall be required and must consist of a wetland delineation report which identifies all wetlands, ponds, lakes, waterways, floodplains, and shorelines, and a wetland functional assessment summary. The wetland data report must be submitted with the preliminary plat.	
	Proposed design features.	
	A proposed grading plan showing the present and existing contours at two-foot contour interval, together with offsite existing contours depicting drainage patterns entering the proposed site, within 200 feet or more of the proposed subdivision is required unless waived by the City Engineer. If determined to be necessary by the City Engineer, one-foot contours may be required for proposed grading plans in order to ensure property drainage. High and low point elevations and emergency overflow elevations and routes shall be provided. The proposed grading plan shall demonstrate a design for the subdivision that respects the natural topography, and preserves existing trees, wetlands, and other natural features.	
	Layout of proposed streets showing the right-of-way widths, centerline gradients, typical cross-sections, and proposed names of streets. The name of any street heretofore used in the county or its environs shall not be used unless the proposed street is a logical extension of an already named street, in which event the same name shall be used. Street names conform to the master street name and numbering system as adopted.	
	Location and widths of proposed streets and pathways.	
	Layout, numbers, preliminary dimensions of lots and blocks and dimensions of street frontage.	
	Tabulation of acreage for full subdivision.	
	Tabulation statement of the approximate square footage and dimensions of the individual lots.	
	Minimum front and side building setback lines. When lots are located on a curve, the width of the lot is measured at the building setback line.	
	For each lot, specify building type, finished floor elevations, and lowest opening elevations.	
	Areas, other than streets, alleys, pathways, and utility easements intended to be dedicated or reserved for public use, including the size of the area or areas in acres.	

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		Proposed location and routing of proposed sewer lines and identification of gravity mains or force mains.	
		Proposed location and routing of proposed water mains.	
		A vegetation preservation and protection plan that shows those trees proposed to be removed, those to remain, the types and locations of trees, and other vegetation that are to be planted.	
		A stormwater management plan and erosion and sediment control plan in accordance with the requirements of the city's Design Manual and per zoning ordinance Chapter 4.10.	
		Open space and landscaping plan.	
	Other information.		
		The applicant shall supply proof of title in a form approved by the City Attorney and the legal description of the property for which the subdivision is requested and, as applicable, supply documented authorization from the owner(s) of the property in question to proceed with the requested subdivision.	
		A statement of the proposed use of the lots stating type of residential buildings with number of proposed dwelling units and type of business or industry so as to reveal the effect of development on traffic, fire hazards, and congestion of population.	
		If any zoning changes are contemplated, the proposed zoning plan for the areas.	
		Where the subdivider owns property adjacent to that which is being proposed for the subdivision, the Planning Commission shall require that the subdivider submit a sketch plan of the remainder of the property so as to show the possible relationships between the proposed subdivision and the future subdivision. In any event, all subdivisions shall be shown to relate well with existing or potential adjacent subdivision. In any event, all subdivisions shall be shown to relate well with existing or potential adjacent subdivision.	
		Where structures are to be placed on large lots (over thirty thousand (30,000) square feet), the preliminary plat shall indicate placement of structures so that lots may be further subdivided.	
		Where potential subdivision and use of excessively deep (over three hundred (300) feet) lots exist, the preliminary plat shall indicate placement of structures so that lots may be further subdivided.	
		A copy of all proposed private restrictions and covenants.	
		Other information as may be requested by the engineer, surveyor, or Planning Commission.	
	Electronic copies of all application materials. <b><i>Submit electronic sets via flash/jump drive or .ftp only.</i></b>		
	<p><b>*Internal Use Only*</b></p> <p>For plats and/or development plans along or abutting Wright County Highways, including County Roads and County State Aid Highways, and/or those along or abutting Minnesota Highways, review and approval by Wright County and/or MnDOT <b>is required</b>. Please contact reviewing agency directly for further information. Check for submittal:</p>		
		Wright County	

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		MnDOT	
	*Internal Use Only* Submittal of Preliminary Plat to Department of Building and Safety for addressing.		
Vacation of Easements Required	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<ul style="list-style-type: none"> <li><i>If vacation required, refer to vacation application and hearing process</i></li> </ul>			

**Base Plan Set Requirements**

One (1) Large Plan set – 24” x 36”

One (1) Reduced Plan set – 11” x 17”

Electronic copies of all Plan sets – **submit electronic sets via flash/jump drive or .ftp only**

***\*If application is incomplete, full set of revised submittals are required for re-submittal of application.***

**Complete Application Required**

The review and consideration of an application submitted shall only occur if such application includes all items that are required in support of the application and is deemed complete by the Community Development Department.

**Application Submission Schedule**

Application, required information, and payment must be submitted no later than 28 days prior to the regularly-scheduled Planning Commission meeting, per the submission schedule maintained by the Community Development Department. Application submittals are due by 4 p.m. on the deadline date.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

Applicants will be notified in writing when their application is considered complete. Applicants may be asked to supply additional information beyond required list above. A public hearing will be scheduled only when it has been verified that the application is complete.

A complete application will be scheduled for an Application Review Conference between staff and the applicant, which typically occurs one week prior to the Planning Commission meeting.

**Planning Commission and City Council Consideration**

Planning Commission and City Council consideration of the application shall be per the City of Monticello Subdivision Ordinance.