



Preliminary Plat Application Requirements

All of the following information must be submitted. Once the application has been submitted with the appropriate fees, staff will review for completeness. Applications will be scheduled for public meetings only if all required items are submitted. The applicant will be notified within 15 business days as to whether or not the application is complete. Once the application is deemed complete, the 60-day statutory review period will begin. The City may extend the review period an additional 60 days if necessary to complete the review process.

- _____ 1) A completed and signed Land Use Application Form.
- _____ 2) A non-refundable fee and an escrow deposit.
- _____ 3) A written narrative describing the proposal.
- _____ 4) One (1) full size set, three (3) reduced (11x17) sets, and an electronic (PDF) format at the time of submittal
- _____ 5) The plans shall contain the following
 - _____ a) Boundary and Topographic Survey of property by registered surveyor. A complete topographic map, with contour intervals not greater than two feet (2'), showing watercourses, wetlands, rock outcrops, and other significant features. Due to known high ground water elevations, contour intervals of not greater than one foot (1') shall be required for applications within Section 6, Township 133N-Range 28W; Section 1, Township 133N-Range 29W and Section 31, Township 134N-Range 28W. At least one print of the preliminary plat shall be superimposed on a copy of the topographic map. USGS datum shall be used for all topographic mapping.
 - b) Preliminary Plat: Preliminary Plats comply with all city ordinances and plans indicating identification and description information, existing conditions, subdivision design features, and other required information.
 - c) Estimated lot sizes for all lots and outlots in tabular form.
 - d) Utility Plans. Plan shall include
 - 1. Soil absorption (percolation) tests where disposal fields are proposed for more than one dwelling unit and any other subsoil information requested by the city engineer.
 - 2. Plans for water supply, sewage disposal, stormwater drainage system, including proposed location, size, and gradient of proposed sewer lines and water mains, and such other supporting data as may be required by the city engineer or the zoning administrator.
 - e) A Preliminary Grading and Erosion Control Plan, including but not limited to: proposed elevations, driveway grades, building pad locations, and elevations at the lowest floor and garage slab, surface water ponding and treatment areas and the location of storm sewers and catch basins.
 - f) A Drainage Calculations Worksheet.
 - g) A Preliminary Landscape Plan, indicating, among other things: tree, shrub and ground cover species, size, quantities, root specification and provisions for plant material watering as well as the location of berms, fences, retaining walls, sidewalks, trails, signage and lighting. The plan should also delineate sodded and seeded areas and contain planting details.

- _____ h) Evidence that the proposed plat has been submitted to the utility companies responsible for the provision of natural gas, electric power, and telephone services.
- _____ i) Compliance with Wetland Conservation Act. A wetland report by a Certified Wetland Specialist. Identification and delineation of all wetlands on the site including preservation and filling and mitigation.
- _____ j) Development Plan: A general development plan for the property indicating topography, location of existing and proposed buildings/structures, proposed streets and driveways, landscaping and drainage.
- _____ 6) The City shall have the authority to request additional information from the applicant concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant concerning any information declared necessary to establish performance conditions.

The Preliminary Plat request will be scheduled for a public hearing before the Planning and Zoning Commission. The Zoning Administrator shall arrange for a public hearing on said plat, notice of said hearing to be published in the official paper at least ten (10) days prior to such hearing. All property owners within a minimum of 500 feet of your lot line will be notified by mail, by the City, of the public hearing date and time. The Planning and Zoning Commission's recommendation will then be considered by the City Council.

This handout is intended to provide a *summary* of the submittal requirements. It is the responsibility of the applicant to know the applicable land use regulations. Please see the Baxter City Code for a complete, detailed listing of requirements. Preliminary Plat procedures can be found in 11-3-2 (Platting Procedures) of the Subdivision Regulations. If you have any questions about these requirements, please contact City Hall to speak with the Zoning Administrator.