



Proposed Plat Name: _____

Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: ____ - ____ - ____ Cell: ____ - ____ - ____ E-mail: _____

Fee Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: ____ - ____ - ____ Cell: ____ - ____ - ____ E-mail: _____

Project/Development Name: _____

Address or General Location of Property: _____

Legal Description of Property (attach a separate sheet if necessary): _____

Zoning: _____ Land Use Plan Designation: _____

Present Use of Property: _____

Proposed Use of Property: _____

Applicant Signature

Date

Property Owner Signature (if different from applicant)

Date



Application Fee & Escrow

Fee: \$600 plus \$25 per lot
Escrow: \$2,500*

*This does not include final engineering approval, construction services, and as-built services. All planning cases are subject to a minimum escrow fee to cover any consulting costs the City may incur. Additional charges may apply if the consulting costs exceed the escrow amount. The escrow may be waived, reduced, or increased by the City Planner on a project-by-project basis. For applications that involve excessive staff time, services performed by city staff will be billed at actual payroll costs including hourly rates, payroll taxes, and benefit charges.

Items to Accompany Preliminary Plat Application

- _____ 1. Plat submittals required in the attached application checklist, showing how the property is to be subdivided. Applicant is responsible for ensuring and verifying that all materials and information indicated on this checklist is submitted to the City. If you have any questions on the applicability of checklist items, please contact the City’s Community Development Director.
- _____ 2. Property Report/Title Commitment.
- _____ 3. Signed Payment of Costs Agreement.

Acceptance of Application

This application is subject to acceptance by the City upon review of the application and necessary materials being submitted. This application may also be subject to acceptance by the City Development Review Committee (DRC) and review of application and necessary materials being submitted. City engineering approval may also be required and must meet engineering requirements set forth by the city engineer or contained in the City Code.

Date Received: _____ Date Application Deemed Complete: _____

Application Fee: _____ Application Number: _____

Planning/Community Development Director Date

City Administrator Date

The signature and acceptance by city staff does not constitute approval of the application.



PRELIMINARY PLAT APPLICATION

The City of Vadnais Heights
800 East County Road E • Vadnais Heights, MN 55127
Phone: 651.204.6015 • Fax: 651.204.6100
www.cityvadnaisheights.com

Filing Requirement Information

Chapters 32 of the City Code address the subdividing of land and the platting process, which can be accessed online at <http://www.cityvadnaisheights.com/>. Since the subdividing of property establishes a pattern for the entire community, the City has a vital interest in carefully monitoring the platting process and establishing criteria and standards for subdivisions. All land in the community that is to be divided into two or more lots must comply fully with the standards of the Subdivision Code. The City's goal is to make the platting process as economical and efficient as possible.

This document is intended to assist the applicant with the formal platting process. An applicant may submit a Sketch Plan for informal review by the Planning Commission prior to formal application.

The formal platting process is in two steps: Preliminary Plat and Final Plat review. Both the Planning Commission and City Council review the Preliminary Plat; the Final Plat is reviewed only by the City Council. The Planning Commission meets on the fourth Tuesday of each month, and the City Council meets on the first and third Tuesday of each month.

A Preliminary Plat requires a public hearing at the Planning Commission, with notices published and mailed to property owners within 350 feet of the subject site at least ten days prior to the public hearing. In order to have necessary reviews and reports completed for the Planning Commission, the public, and the applicant, materials must be submitted according to the *Land Use Application Submission and Meeting Schedule*, usually about five weeks prior to the Planning Commission meeting.

The applicant will be notified within 15 days of the City receiving the application if it is incomplete and what information is missing. Once an application is considered complete, the City has sixty (60) calendar days to complete its review and either approve or deny the application. The City may extend the application review period for another sixty (60) days, and if it does, will notify the applicant in writing.

Once the Preliminary Plat has been approved, the applicant may submit the Final Plat Application for City Council approval. A developer shall submit a proposed final plat to the City within two years of the City's approval of the preliminary plat. All approved plats are formalized in a Development Agreement prepared by the City and recorded with the Ramsey County Recorder's Office. A developer shall record the plat in the County Office of Record within sixty (60) days after the date of final plat approval by the City Council.

NOTE: The Development Review Committee (DRC) meets weekly and strongly encourages persons who are or will be seeking application approval from the City to schedule a meeting(s) to review platting concepts and requirements. Meeting with the DRC is intended to assist the applicant with the application process. The DRC consists of the City Planner, City Engineer, City Administrator, Building Official, and the Fire Chief. Meetings with the DRC can be scheduled through Nolan Wall, Planning/Community Development Director, by e-mail at nolan.wall@cityvadnaisheights.com or by phone at (651) 204-6027.



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NO.	CHECKLIST ITEM	DATE INFO RECEIVED	CHECKED BY
Complete Applicant Data on Application Form			
PRELIMINARY PLAT DOCUMENTS AND REQUIREMENTS			
In addition to the data prescribed by the State of Minnesota, all Preliminary Plat documents shall be provided in the following format with the following information, unless specifically indicated otherwise by City staff:			
General Information			
1	____ Name of subdivision.		
2	____ Section, township, and range.		
3	____ Name, address, phone number, and email of developer.		
4	____ Name, address, phone number, and email of surveyor.		
5	____ Surveyor's registration, date, and signature.		
	____ Revised plan sheets shall be dated with the revision date. Each revised area shall be circled in red so it is identifiable.		
6	____ Scale of plat, 1" = 100' or less		
7	____ North arrow.		
8	____ A development plan meeting current Federal Housing Administration Regulations.		
9	____ Five blueprints at full scale and size (22" x 34").		
10	____ Three 11" x 17" photo-positive reduction or reproducible drawing, which will provide legible copies clearly representing all details and design on the plan.		
11	____ A PDF formatted file of the preliminary plat must be submitted on disc, CD-ROM or e-mailed to the Community Development Director at Nolan.wall@cityvadnaisheights.com		
Site Information			
1	____ Subdivision boundary.		
2	____ Municipality boundary lines.		
3	____ School district boundary lines.		
4	____ Section lines.		
5	____ Total acreage.		
6	____ Total approximate acreage in this phase (if phased development).		
7	____ Existing zoning classification and land use designation.		
8	____ Boundary lines of adjoining property within two hundred (200) feet, with property owners identified		
9	____ Aerial photograph of adjoining land within two hundred (200) feet showing significant features, such as buildings, water features, etc.		
10	____ Water bodies, water courses, wetlands, floodplains, steep slopes, rock outcrops, and other significant features, labelled.		
11	____ Delineation of all wetlands. The City Engineer must approve both the manner in which such delineation is set forth and the qualifications for the person certifying to such delineation.		



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12	_____ Floodway and Flood Fringe boundaries, the Regulatory Flood Protection Elevation, and the required elevation of all access roads shall be clearly labeled on all required subdivision drawings and platting documents.		
13	_____ Shoreland District boundary.		
14	_____ Steep slope/bluff boundary.		

Existing Information

1	_____ Existing streets, thoroughfares, and railroads: a. Names. b. Location. c. Width. d. Type of surface.		
2	_____ Existing Utilities: a. Electric power lines. b. Gas and oil pipe lines. c. Water mains, including description of type and size. d. Sanitary sewers, including rim and invert elevations and description as to type and material. e. Storm Sewers and culverts, including rim and invert elevations and description as to type and material.		
3	_____ Existing Parks and public lands.		
4	_____ Number, dimensions, and acreage of existing lots.		
5	_____ Existing Permanent buildings, parking areas, and their setbacks.		
6	_____ Existing Easements of Record.		
7	_____ Section lines.		
8	_____ Contours at one-foot intervals.		

Proposed Information

1	_____ Demolition Plan, if applicable.		
	_____ Proposed streets. a. Names. b. Location. c. Width. d. Type of surface.		
2	_____ Proposed Street signs, including description of type and size.		
3	_____ Proposed lights, including description of type and size.		



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4	_____ Proposed Utilities: a. Electric power lines. b. Gas and oil pipe lines. c. Water mains, including description of type and size. d. Sanitary sewers, including rim and invert elevations and description as to type and material. e. Storm Sewers and culverts, including rim and invert elevations and description as to type and material.		
5	_____ Proposed contours at one-foot intervals.		
6	_____ Proposed Drainage and Utility Easements.		
7	_____ Areas designated as future playgrounds, playfields, parks, sidewalks, trails, or other land intended to be set aside, dedicated, or reserved for public use, including the size of such area(s) in acres.		
8	_____ Proposed private playgrounds, playfields, or parks.		
9	_____ Proposed number, dimensions, and acreage of lots to nearest hundredth of a foot.		
10	_____ Minimum front, side, and rear property setback lines, indicating dimension of same, for both buildings and parking areas.		
11	_____ Minimum setback lines to any water bodies, wetlands, steep slopes, etc. for both buildings and parking areas.		
12	_____ Proposed buildings, including setbacks and dimensions, or building pad locations.		
13	_____ Minimum building elevation as set forth in the Vadnais Heights Storm Water Management Plan.		
14	_____ Landscape Plan.		
15	_____ Proposed signage. (Sign concepts are reviewed at this time; final sign approval is granted at the time of the Sign Permit review process).		
16	_____ All preliminary engineering requirements as set forth in the site plan checklist, as applicable.		
17	_____ Any additional information as deemed necessary by the Development Review Committee (DRC).		

Application certified complete by:

Name: _____

Date: _____