



PRELIMINARY PLAT APPLICATION

PROPERTY INFORMATION	
Property Address	
Parcel ID Number	
OWNER INFORMATION	
Owner Name	
Owner Address\Zip	
Owner Phone	
Owner Email	
APPLICANT INFORMATION	
Applicant Name	
Applicant Address\Zip	
Applicant Phone	
Applicant Email	
PRELIMINARY PLAT REQUEST	
Property Acreage	
Proposed Number of Lots	
Proposed Name of Plat	

OWNER'S STATEMENT

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the city by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

Signature

Date

APPLICANT'S STATEMENT

This application should be processed in my name, and I am the party whom the city should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

Signature

Date

SUBMITTAL REQUIREMENTS

City code outlines various items which must be submitted and considered as part of preliminary plat applications. The following items must be submitted for a preliminary plat application to be considered complete. **All plans and written information submitted as part of this application is public information that may be used in written reports and distributed to the public.**

Required Plans: one (1) electronic plan set of the following:

Application Fee	\$2,300 (new public roadways) or \$1,150 (no new public roadways) unless part of a “Consolidated Development Application” or when a “Complexity Surcharge” is required. Consult with Planner to determine exact fees.
Legal Description	A full legal description of the existing property, as documented on property deed or certificate of title must be submitted.
Survey	A Certificate of Survey prepared by a Registered Land Surveyor must be submitted. The survey must include: lot dimensions, all platted and recorded easements, natural features (lakes, creeks, floodplain, or wetlands), all existing structures with dimensions to show size and location, structure setbacks from all property lines, the location of existing driveways and utility lines, existing two foot contours, grade elevations at lot and building corners, and lowest floor elevations.
Preliminary Plat	A preliminary plat must be submitted. The plat must illustrate the following for all lots within the plat: <ul style="list-style-type: none"> • lots dimensions • lot area • buildable area • easements • driveway
Grading and Drainage Plan	A grading and drainage plan must be submitted. The plan must include: <ul style="list-style-type: none"> • proposed building pads • existing and proposed two-foot contours • location and size of proposed pipes and stormwater treatment areas • associated engineering calculations
Street and Utility Plan	A street and utility plan must be submitted. The plan must include detailed location and size information.
Tree Plans	Woodland Preservation, High Priority, and Significant trees, as defined in city code, must be identified on Existing and Resulting Conditions Plans.
Wetland Delineation	A wetland delineation and appropriate documentation may be required. If required, the delineation must be staked in the field for city staff verification.
Written Statement	A written statement must be submitted describing the intended use of the property.
Other Items As Required	City staff may require that additional items be submitted for full review of a preliminary plat application.

ADDITIONAL INFORMATION

In addition to the submittal requirements, please note:

- The platting process may include fees outside of this application, including fees for surveying, engineering, title work, legal work, and County recording fees.
- A surveyor is required to certify that the land surveyed for the preliminary plat covers the entire parcel(s) and that there are no gaps or overlaps with adjoining parcels.
- Wetland delineations, lot corners, building pads and proposed streets must be identified in the field.
- At its discretion, the city may require an outside consultant review the proposed application and provide written comment. Such consultants may include: a traffic engineer, telecommunications engineer, water resources engineer, landscape architect, forester, or appraiser. If the city requires such review and comment, the applicant must provide cash escrow to the city to cover the cost of the review. City staff will notify applicants that such review is required prior to hiring the consultant(s).

PROCESS

- A property owner or their representative completes a preliminary plat application and submits this application with all required documents to the Planning Division.
- The city sends notification to all property owners within at least 400 feet of the property for which the preliminary plat is being requested. These property owners are encouraged to comment on the request through the *MyMinnetonka* function on the city's website *minnetonkamn.gov*. These owners are further invited to attend a Planning Commission public hearing which is held to consider the request.
- City staff reviews the submitted application and documents and prepare a written report recommending either approval or denial of the preliminary plat request. The written report, which includes all "Neighborhood Feedback" responses, is forwarded to the applicant or their representative and the Planning Commission.
- The Planning Commission holds a public hearing on the preliminary plat request. During the public hearing: (1) staff makes its recommendation; (2) the applicant or their representative have an opportunity to address the commission; (3) area residents are given an opportunity to ask questions and speak for or against the request. Following the public hearing the Planning Commission discusses the request and votes to recommend the City Council approve or deny the request.
- The City Council considers the request at a following meeting and votes to approve or deny the proposal.
- By state law, a final decision on a preliminary plat request must be made within 120-days of submittal of a complete application. An applicant may waive this 120-day time limit.

APPROVAL

- If a preliminary plat is approved, the final plat must be approved within one-year of the preliminary plat approval or the City Council must approve a time extension. If neither occurs the preliminary plat will be null and void.
- Prior to final plat approval:
 - The applicant may need to retain a surveyor to create revised and/or final drawings
- Prior to release of an approved final plat:
 - The applicant must retain an attorney to create a series of legal documents for review and approval of the city attorney
 - The applicant must provide title evidence within 30 days of release of the final plat approval.
 - A park dedication fee as outlined in city code must be paid.