



MINOR SUBDIVISION/LOT SPLIT OR CONSOLIDATION PROCEDURES AND APPLICATION REQUIREMENTS

CITY REVIEW PROCEDURE

1. Applicant reviews proposal with City Planner before plans are finalized.
2. Applicant submits application and submission documents to City.
3. Planner, City Attorney and City Engineer prepare written review of application for Planning Commission and City Council (Building Inspector and Fire Chief may also prepare reviews depending upon issues involved in application).
4. Planning Commission reviews proposal and makes recommendation to City Council. A Public hearing is not required but owners of abutting property may be invited to meeting for informal discussion.
5. City Council reviews application and takes action.
6. City Staff processes permits.

CERTIFIED LAND SURVEY AND SITE PLAN REQUIREMENTS

The City of Arden Hills requires the submittal of a certified land survey and site plan(s) for all development projects in the City. The City requires **five (5)** large-scale copies plus **thirty (30)** 11"x17" reductions *z-folded*, and one electronic copy in PDF format. True and accurate representation of the following requirements is the responsibility of the applicant. In all cases, the survey and site plan shall contain:

Complete	Incomplete	N/A	<u>General Information</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North point and graphic scale
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Benchmark Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of Survey
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of surveyor and registration number
			<u>Project Information</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of project
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of project, layout of proposed lots, blocks and streets with identifying numbers and names, proposed trails and pedestrian ways.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name and address of owner/developer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A separate statement describing the intended use of the property and why the City should approve the request.
			<u>Site Plan Information</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boundary lines of project site including dimensions at a scale of not less than (1) inch to fifty (50) feet within the subject property and within a distance of 100 feet from the property boundaries (Iron monument must be shown).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grading Plan. Existing and proposed topographic information at two (2) foot intervals extending 100 feet from the exterior boundary.

- Location, right-of-way width, dimensions and names of existing or dedicated streets or other public lands, permanent buildings and structures, easements, section and corporate lines within the subject property and within a distance of 100 feet from the property boundaries.
- Principal building location(s), dimensions and setbacks.
- Accessory building location(s), dimensions and setbacks.
- Calculation of total building coverage.
- Calculation of total impervious/hard surface coverage.
- Driveway and sidewalk location.
- Fences and retaining walls.
- Minimum front, side and rear yard setbacks.

Environmental Information:

- Shoreland boundary (including official OHW elevation).
- Wetland boundary (including a copy of the delineation report).
- Floodplain/floodfringe boundary including elevations at building and lot corners
NOTE: The lowest floor elevation (including basement) must be included.

Easement Information:

- Private and public easement locations and dimensions.
- Utilities and rights-of-way easements including man-hole elevations, pipe elevations and sizes.

Utilities and Infrastructure Information:

- Utilities plan – sizes and locations:
 - _____ Sanitary sewer
 - _____ Water main
 - _____ Natural gas load
 - _____ Electrical load
 - _____ Storm sewer design, catch basin inverts and locations, NURP pond dimensions.
Please include drainage calculations.
 - _____ Surface water collection and conveyance features including arrows indicating
the direction of surface water flow over the map of proposed contours.
 - _____ Surface water ponds, drainage ditches and wetlands.

- Traffic study including traffic flow and existing and projected volumes in and around the subject property. NOTE: Information must be prepared by a professional engineer.

Other Considerations:

- Photographs showing location of the proposal.
- Pedestrian circulation.
- Execution by all owners and mortgage holders.
- Blanks for required signatures and dates.