



## **PRELIMINARY PLAT (PLAN) 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 prepares written review of application for Planning Commission and City Council (City Attorney, Engineer, Building Inspector and Fire Chief) may also prepare reviews depending upon issues involved in application.
4. Planning Commission holds public hearing, reviews proposal and makes recommendation to City Council.
5. City Council reviews proposal and takes action. Council may hold additional hearing(s).
6. Applicant prepares Final Plat documents of all or a portion of the site. (See Final Plat Review Procedures and Submission Requirements.)

### **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	<b><u>General Information</u></b>
<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.
			<b><u>Project Information</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name and address of owner/developer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of subdivision.
<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"/>	Minimum front, rear and side setback lines and lot areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A separate statement describing the proposed use of the property, stating the type and number of proposed units, type of business or industry, effects of the development on traffic, fire hazards, etc.
			<b><u>Site Plan Information</u></b>
<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.
- Existing and proposed principal building location(s), dimensions and setbacks.
- Existing and proposed accessory building location(s), dimensions and setbacks.
- Calculation of total building coverage.
- Calculation of impervious/hard surface coverage.
- Existing and proposed driveway and sidewalk location.
- Existing and proposed fences and retaining walls.

**Environmental Information:**

- Shoreland boundary (including official OHW elevation).
- Wetland boundary (including a copy of the delineation report).
- Floodplain/flood fringe 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.
- Streets – dimensions:
  - \_\_\_\_\_ right of way
  - \_\_\_\_\_ existing streets
  - \_\_\_\_\_ proposed streets

**Other Considerations:**

- Parkland area. Areas for parks, drainage purposes, and public use
- Parking lot dimensions, hard surface calculations, access drive locations, typical stall dimensions and handicapped stall locations.
- Lighting plan.

Photographs showing the properties in question.

Landscaping plan and Tree Survey

\_\_\_\_\_ Indicating location, size and species of all proposed plant materials

\_\_\_\_\_ Location, size and species of all existing trees over 8" in diameter.

\_\_\_\_\_ Planting details.