

CITY OF GREENFIELD

PRELIMINARY PLAT APPLICATION CHECKLIST

(Prior to Preliminary Plat application, the applicant shall have a preapplication meeting with City Staff to present a Sketch Plan and have a preliminary discussion in regard to the requirements of the subdivision code).

This checklist shall in no way replace the requirements for Preliminary Plat submittal in the City of Greenfield Ordinances. Referenced Subdivision Code Section: 900.06

Any person requesting City approval of a Preliminary Plat shall complete and/or submit to the City of Greenfield, by the published submittal deadline, the following information:

- ☐ Preliminary Plat application;
- ☐ Filing fee (at annual rate set by City Council);
- ☐ Escrow deposit (at annual rate set by the City Council);
- ☐ City of Greenfield Planning and Zoning Application Policies and Procedures - An executed agreement in which the applicant agrees to pay all costs of engineering, planning, inspection and legal expenses incurred by the City in reviewing the application;
- ☐ Location map (8 ½"x 11" reproducible);
- ☐ Field determined wetland delineation and report shall be completed before consideration by the Greenfield Planning Commission.
- ☐ Soil borings for primary and alternate septic sites shall be included at the application deadline.
- ☐ Soil Survey and Septic Testing Report by a licensed geotechnical engineer;
- ☐ Applicant is responsible for submission to the Pioneer Sarah Creek Watershed Management Commission when applicable for review and comment before consideration by the Greenfield City Council.
- ☐ City Staff shall be responsible for making applications to Hennepin County Highway Department, the MN/Dot, or railroads for review and comment before consideration by the Greenfield Planning Commission;
- ☐ City Staff shall be responsible for making applications to other review bodies (if applicable) for review and comments before consideration by the Greenfield Planning Commission. These applications will be submitted by City staff;

*Submit ten (10) **folded** 24"x 36" copies and one (1) 11" x 17" reduction of the following:*

- ☐ Names, addresses, and telephone numbers of all Property Owners, the Subdivider, Surveyor, and Designer of the Preliminary Plat;
- ☐ Certificate of Survey of existing conditions prepared by a licensed Land Surveyor including the following information:
 - Survey shall include the subject property and adjacent properties within 200 feet;
 - The survey shall be drawn at a scale of not greater than 1"= 100';
 - Legal descriptions;
 - Property lines & dimensions;
 - Section or quarter section lines;
 - Existing structures;
 - Easements;
 - Existing utilities and primary and secondary septic systems;
 - Existing wells;
 - Jurisdictional wetlands, water ways, drainage, lakes and flood plains;
 - Public rights-of-ways or private road and private shared driveway easement arrangements, curb cuts, walkways, trails and recreation and open space and other public areas;
 - Topography in two foot contour intervals;

- Vegetation;
- ❑ Existing zoning classifications, including shoreland designations for land within the subdivision and on abutting property within 200 feet of the property within the Preliminary Plat;
- ❑ Total acreage of the Preliminary Plat and acreages of any wetlands therein;
- ❑ Preliminary Plat prepared and certified by a Land Surveyor licensed in the State of Minnesota for subject property and the adjacent properties within 200 feet of the subject property shall contain or have attached thereto the following:
 - The Preliminary Plat shall be drawn at a scale of 1-inch equals 100 feet, unless otherwise required by City Planner or City Engineer.
 - Proposed name of the Plat, which shall not duplicate or too closely approximate the name of any existing Plat recorded in the County;
 - Proof of ownership (Up to date Certified Abstract of Title or Registered Property Abstract and such other evidence as the City Attorney may require);
 - Legal description of the property according to the records in the Hennepin County Records office;
 - Graphic scale, north arrow, date of preparation;
 - Boundary of proposed plat and adjoining properties including the names of property owners and/or subdivision names;
 - Identification of all street rights of ways, public highways, alleys, parks, easements, and areas to be reserved for public use;
 - Lot and Block numbers and square footage of each lot;
 - Outlot designation and square footage, and a tentative plan for future development;
 - Existing and proposed easement locations and types;
 - Front, rear, and side yard setbacks;
 - Locations of existing and proposed utilities and or primary and secondary septic systems;
 - Locations of all lakes, ponds, wetlands identified by Department of Natural Resources and U.S. Army Corps of Engineers numbers.
- ❑ Development Plans and Exhibits for the subject property and the adjacent properties within 200 feet of the subject property. The plans shall include the following:
 - Plans shall be drawn at a scale of 1-inch equals 100 feet, unless otherwise required by City Planner or City Engineer;
 - Site plan with lot dimensions, lot areas, yard dimensions, proposed land use, structures, parking, driveways, roads, sidewalks, trails, loading areas, exterior storage areas, mechanical equipment, trash storage, proposed easements, etc;
 - Preliminary building floor plan per level and building elevations with exterior finishes (for commercial and industrial and multi-family developments);
 - Preliminary Grading, Drainage and Erosion Control Plan prepared by a licensed civil engineer that shows existing and proposed contours at two-foot intervals, proposed grades (3:1 maximum slopes, 4:1 preferred maximum), building pad elevations, existing and proposed topography, drainage calculations, 10-year storm sewer pipe design, 100-year storm water management facilities, direction of drainage around each building pad location, and appropriate easements as required;
 - Preliminary Wetland Impact and Replacement Plan showing fill or draining of any wetland including sequencing justification and proposed mitigation consistent with the Wetland Conservation Act. All wetlands must be delineated in accordance with the Wetland Conservation Act and submitted wetland delineation report;
 - Plan showing existing vegetation and that remaining after proposed development;
 - Sign plan with identification or advertising signs;
 - Lighting plan;
 - Preliminary Utility Plan with existing and proposed utilities (storm sewer), location of primary and secondary septic systems, and appropriate easements as required.

If applicable, Pioneer Sarah Creek Watershed Management Commission review and comments are required before consideration by the Greenfield City Council.

Applications and submittals will be reviewed by staff who will notify the applicant in writing as to completeness of application and or the need for additional information or modifications within ten business days. Complete application items will be scheduled for the City review.

**CITY OF GREENFIELD
PLANNING AND ZONING APPLICATION
POLICIES AND PROCEDURES**

The following items are to be read and statement signed before any application is accepted!

It is the policy of the City Council that events resulting from planning and zoning and development applications in the City of Greenfield should not create costs to be borne by the taxpayers. The City Council has adopted a fee schedule and requires an escrow deposit to cover City consultant planning, engineering and legal fees related to each application. The application fee is non-refundable and varies by project. That cost is for, but not limited to: office expenses incurred in the process which result in questions, meetings, phone calls with the applicant, copies, public notices, resulting in resident phone calls and all related paperwork.

Escrows vary by project and are paid at the time the application is submitted. The escrow monies are for, but not limited to the city attorney, planner and engineer fees. If the fees incurred for these services are more than the escrow amount, that amount will be billed to the applicant. The applicant is responsible for having payment remitted to the City within 30 days from the billing date.

Please note: the attorney, planner and engineer are contracted consultant employees for the City of Greenfield and are paid by each project. The charges incurred by these consultants are in turn charged to the applicant for fees resulting from the planning and zoning application.

If the fees incurred are less than the escrow amount, the balance will be returned to the applicant. **The applicant must request in writing that escrow monies be reimbursed.** The escrow monies will be approved and available to the applicant the day after the closest 1st City Council meeting of the month.

All applicants must have all required information and labels (from application checklist) to City Hall no later than the second Tuesday of the month prior to the scheduled meeting. If all information is not received within that timeframe, the application will be deemed incomplete and rescheduled for a meeting at a later date once all information is obtained.

I have received the following items for my application:

____ Checklist ____ P&Z application ____ Current Fees List ____ Other (please specify)

Signed

Date

For Developer's Only:

Letter of Credit

It is the responsibility of the developer to make application at City Hall and start the process for all final plats. It is also the responsibility of the developer to request any letter of credit reduction or releases. **This shall be done by sending written request to the City Engineer.** The Engineer will then have the City staff put the item on a City Council agenda for their decision. If it is approved by the City Council, City staff will notify the financial establishment of the approval. At the time of the request for a Letter of Credit Reduction or release, the developer will be asked to remit payment to the City for fees incurred up to that point. When payment is received, Council will authorize any reduction or release of a letter of credit. Please note that additional fees may be incurred after a letter of credit is reduced or released.

Street Acceptance

The City will require at **least** a one year maintenance guarantee on a completed street **after** the street is accepted. It is the developer's responsibility for fees incurred during this maintenance period.

Signed

Date