

**PRELIMINARY PLAT
INFORMATIONAL HANDOUT**

**City of Shakopee
129 S. Holmes Street
Shakopee, MN 55379
952.233.9300**

SEC. 12.21. SUBMITTAL REQUIREMENTS FOR PRELIMINARY PLATS.

Subd. 1 Documents Required. The preliminary plat shall include the entire land area owned or controlled by the Developer, unless the excluded land is of a size described as an optional subdivision under Section 12.01, Subdivision 3 B. A Developer shall submit the following documents to the Planner:

- A. A completed application form;
- B. A list of property owners within 350 feet of the subject site from a Certified Abstract Firm along with mailing labels of said property owners list.
- C. A general narrative description of the project;
- D. Fees as specified in the adopted City fee schedule;
- E. A description of any requested variances;
- F. A wetland delineation report when applicable;
- G. When applicable to the land being subdivided, the Developer shall submit the following documentation:
 - 1. Evidence that a county highway permit will be granted, if the site will have access to a county road;
 - 2. A landscape plan meeting the landscaping and tree preservation requirements of City Code, Section 11.24;
 - 3. In rural service areas soil percolation tests, soil borings and sewage treatment design for two (2) sites per proposed lot, conforming to the testing procedures of the Shakopee sewage disposal and treatment code; and
- H. All required drawings as specified in Subdivision 2.

Subd. 2. Drawings Required. In submitting a preliminary plat for consideration, the Developer shall submit the following drawings which are described in detail below:

Twenty Six (26) copies of a drawing of the preliminary plat;

- A. Twenty Six (26) copies of an existing conditions map;
- B. Twenty Six (26) copies of a grading and erosion control plan;
- C. Twenty Six (26) copies of a street and utilities plan;
- D. Twenty Six (26) copies of a stormwater management plan;
- E. Copies of other documentation as deemed appropriate or necessary by the Planner.

- F. One (1) electronic pdf. version of the plans (the electronic version of the plans needs to be developed for 11” x 17” printable format with sufficient detail so that all features are legible)

PLEASE NOTE: All drawings required must be folded into sets for mailing distribution no larger than 10” x 15”.

Subd. 3. All Drawings. Each drawing submitted by the Developer must be on paper which is twenty-two (22) inches by thirty-four (34) inches, unless otherwise approved in advance by the City Engineer. In addition, the Developer shall provide one (1) paper copy of each drawing on paper which is eleven (11) inches by seventeen (17) inches. Each drawing shall contain the following items:

- A. a north arrow;
- B. a graphic scale within a minimum scale on one (1) inch equals 100 feet for parcels under twenty (20) acres. For parcels larger than twenty (20) acres, the Planner may authorize a smaller scale, provided that the plat must be easily interpreted at that scale. A scale of one (1) inch equals fifty (50) feet is preferred;
- B. the date of the original drawing and all revisions; and
- C. existing and proposed street rights-of-way.

Subd. 4. Preliminary Plat Drawing. In addition to the items listed in Subdivision 3 above, a preliminary plat drawing shall contain the following items:

- A. a title block containing the name of the subdivision, “Shakopee, Minnesota”, and “Preliminary Plat”;
- B. the boundary of the subdivision to scale, showing existing permanent monuments, angles, bearings, and distances;
- C. the property lines and property identification (PID) numbers of all parcels of land within 100 feet of the parcel proposed for subdivision;
- D. the name and address of the Developer;
- E. the name and address of any design professional involved in the preparation of the plat, including the engineer, land surveyor, architect, planner, etc.;
- F. a block of zoning information including the following:
 - 1. the current zoning of the land;
 - 2. the total number of buildable lots;
 - 3. the total number of outlots;

4. the total acreage included in the preliminary plat, in tenths of an acre;
 5. the total acreage of street right-of-way, in tenths of an acre;
 6. the total acreage of areas intended to be dedicated for public use, other than streets, alleys, pedestrian ways, and utility easements;
 7. the total acreage of outlots;
 8. the minimum lot depth in the subdivision;
 9. the minimum lot depth under the zoning ordinance; and
 10. the minimum lot width in the subdivision at the building setback.
- G.** proposed lot and block numbers;
- H.** the exterior dimensions of each lot;
- I.** the area of each lot in square feet;
- J.** the location and dimensions of any existing or proposed streets;
- K.** the proposed street names;
- L.** the location and dimensions of any existing or proposed easements, and the type of easement;
- M.** the location and dimensions of any existing or proposed sidewalks or trails;
- N.** the location of any existing structures which are intended to remain after final plat recording; and
- O.** building setback lines.

Subd. 5. Existing Conditions Map Drawing. In addition to the items listed in Subdivision 3 above, an existing conditions map drawing shall contain the following items:

- A.** the location and dimensions of any previously platted streets;
- B.** the location and dimensions of driveways or other curb cuts;
- C.** a location map of the subject property at a minimum scale of one (1) inch equals 2000 feet;
- D.** the property lines and PID numbers of all parcels of land within 100 feet of the parcel proposed for subdivision;

- E.** any existing infrastructure, such as sanitary sewer, storm sewer, watermain, culverts, or other underground facilities;
- F.** the location and dimensions of any wetlands;
- G.** the location and dimensions of any existing easements and right-of-way;
- H.** contours of the land at two (2) foot intervals;
- I.** the location and size of all trees which are over six (6) inches in diameter, measured at six (6) feet off the ground, with all such trees proposed for removal clearly identified. Trees in a delineated woodland area, which will not be disturbed, need not be individually identified;
- J.** the location and perimeter of all floodplains;
- K.** the location and perimeter of all shoreland areas;
- L.** the location of any existing wells;
- M.** the location and dimensions of any known contaminated soils areas;
- N.** the location of any existing septic systems;
- O.** the location and dimensions of any existing foundations or retaining walls;
- P.** the location and dimensions of any known fill areas;
- Q.** the location and ordinary high water mark of any lake, stream, or other watercourse; and
- R.** the location of any power transmission poles and towers.

Subd. 6. Grading and Erosion Control Plan. In addition to the items listed in Subdivision 3 above, a grading and erosion control plan drawing shall contain the following items:

- A.** existing contours at two (2) foot intervals up to 100 feet off-site, shown by light dashed lines;
- B.** proposed contours at two (2) foot intervals up to 100 feet off-site, shown by solid lines;
- C.** spot and finished elevations at all property corners;
- D.** proposed floor elevations;
- E.** existing floor elevations for all structures;
- F.** the lowest final grade elevation for all lots adjacent to stormwater facilities;

- G. street grade changes and percentage of grade;
- H. ordinary high water (OHW) level of all ponding facilities, wetlands, lakes, streams, and rivers, all of which also shall be identified and labeled;
- I. bench mark listing location and elevation;
- J. grading and erosion control information, including the following:
 - 1. maximum driveway grade;
 - 2. maximum ditch grade;
 - 3. minimum ditch grade;
 - 4. maximum slope grade;
 - 5. maximum street grade;
 - 6. minimum street grade; and
 - 7. maximum street grade within fifty (50) feet of a street intersection;
- K. delineation of wetlands on the site;
- L. erosion control features including detail drawings as required in the erosion control plan, and lot benching details;
- M. an erosion control statement as required by the design criteria;
- N. name, registration number, and signature of the professional engineer or surveyor; and
- O. storm sewer schematic to 100 feet off-site, showing both proposed and existing.

Subd. 7. Street and Utilities Plan Drawing. In addition to the items listed in Subdivision 3 above, a street and utilities plan drawing shall contain the following items:

- A. a sanitary sewer schematic to 100 feet off-site, showing both proposed and existing, including the following:
 - 1. rim and invert elevations;
 - 2. pipe size, grade, and material; and
 - 3. manhole size and type.
- B. sanitary sewer information, including the following:

1. maximum length between manholes; and
 2. maximum depth of manhole as measured from the top of the rim elevation to the sewer invert elevation.
- C. storm sewer schematic to 100 feet off-site, showing both proposed and existing, including the following:
1. rim and invert elevations of structures and catch basins; and
 2. pipe size and material.
- D. storm sewer information, including the following:
1. maximum length between manholes;
 2. minimum depth of manhole as measured from the top of the rim elevation to the sewer invert elevation;
 3. normal and high water elevations for any pond, shown on the plan view.
- E. typical roadway sections;
- F. drainage and utility easements;
- G. name, registration number, and signature of the professional engineer;
- H. sanitary sewer profiles;
- I. storm sewer profiles; and
- J. street layout including curb lines.

Subd. 8. Stormwater Management Plan Drawing. In addition to the items listed in Subdivision 3 above, a stormwater management plan drawing shall contain the following items:

- A. drainage area map, showing the following:
1. a delineation of existing and proposed drainage sub-areas, including any larger tract or basin of which the subject is a part;
 2. all proposed ponding areas, with the normal and high water elevations; and
 3. off-site drainage volumes and rates for each subarea.
- B. drainage calculations, including the following:

- 1.** total stormwater runoff from the site and entering the site;
 - 2.** gross area of the subdivision;
 - 3.** National Urban Runoff Program or Water Quality pond volume and sediment storage volume; and
 - 4.** pond sizing computations.
- C.** existing contours at two (2) foot intervals up to 100 feet off-site, shown by light dashed lines;
- D.** proposed contours at two (2) foot intervals up to 100 feet off-site, shown by solid lines;
- E.** normal and high water levels of all ponding facilities, wetlands, lakes, streams, and rivers, all of which also shall be identified and labeled;
- F.** bench mark listing location and elevation;
- G.** delineation of wetlands on the site;
- H.** name, registration number, and signature of the professional engineer;
- I.** directional arrows showing lot and site drainage patterns;
- J.** a narrative and summary of the stormwater calculations;
- K.** emergency overflow routes and elevations from all ponding areas and wetlands for a 100-year storm;
- L.** total pond volume required and available for each pond;
- M.** National Urban Runoff Program or Water Quality pond volume required and available for each pond;
- N.** storm sewer schematic to 100 feet off-site, showing both proposed and existing storm sewers; and
- O.** a delineation of the floodway, flood fringe, and floodplain.