

Final Plat Checklist

SUBDIVISION CODE OF THE CITY OF STILLWATER

Planning Staff can help determine what materials are necessary. **Speaking to Planning Staff before submittal is always encouraged**, 651-430-8820. **Materials can be submitted to the City of Stillwater via mail, drop off or submitted electronically to PlanningDept@ci.stillwater.mn.us.**

Incomplete or unclear applications/plans will be returned to the applicant and may result in delay of application processing.

FINAL PLAT REQUIREMENTS:

- ☐ General requirements for preliminary plats (PP)
- ☐ Accurate angular and linear dimensions for all lines, angles and curvatures used to describe boundaries, streets, easements, areas to be reserved for public uses and other important features. All dimensions including lot lines in feet and hundredths of feet
- ☐ An identification system for all lots and blocks
- ☐ True angles and distances to the nearest established official monuments (not less than three) that shall be accurately described in the plat
- ☐ Municipal or section lines accurately tied to the lines of the subdivision by distances and angles
- ☐ Accurate outlines and legal description of any areas to be dedicated or reserved for public use or for the exclusive use of property owners within the subdivision with the purposes indicated therein
- ☐ A list of areas (to the nearest square foot) of all lots, outlots, and road right-of-way certified by the surveyor who signs the plat
- ☐ An up-to-date certified abstract of title or registered property report and such other evidence as the city attorney may require showing title or control in the applicant
- ☐ Certification by a registered surveyor
- ☐ Execution by all owners of any interest in the land and any holders of a mortgage thereon of the certificate as required by Minnesota Statutes. The certificate shall include a dedication of the utility easements and any other public areas in such form as shall be approved by the city attorney
- ☐ Signature block as found in the Stillwater Subdivision regulations

GRADING, DRAINAGE, STORMWATER MANAGEMENT, AND WETLANDS PLAN

- ☐ Name and address of applicant, legal description, north point, date and scale of drawing and number of sheet
- ☐ Location map
- ☐ Earthwork quantities
- ☐ Final grades (four to one maximum slopes)
- ☐ Proposed building pad elevations, proposed first floor and garage elevation, and proposed building type (i.e., walkout, split, rambler, etc.)
- ☐ Existing and proposed topography (two-foot contour intervals)
- ☐ Drainage calculations
- ☐ Ten-year storm pipe design and 100-year storm level of protection
- ☐ Drainage around each building pad location
- ☐ Drainage easements
- ☐ A survey showing location and elevation of all roads, utilities and structures
- ☐ Tree survey showing all trees having a caliper of six inches or greater
- ☐ Development concept plan indicating how the re-contoured parcel may be developed in a manner consistent with this ordinance and the comprehensive plan
- ☐ Drainage plan which includes any engineering work for stormwater retention which may be necessary. The plan shall delineate in which direction and at what rate stormwater will be conveyed from the site and setting forth the areas of the site where stormwater will be allowed to collect
- ☐ Traffic analysis showing how any materials will be removed from or delivered to the site and where it will be deposited

- ☐ Two copies of soil boring information together with boring location maps and any other soils information pertinent to improvements
- ☐ Schedule and phasing of building construction, grading, site restoration and development of site
- ☐ Erosion control measures, including location and dimensions of all construction site measures
- ☐ Delineation of all streams, rivers, public waters and wetlands located on and immediately adjacent to the site, including depth of water, a description of all vegetation which may be found in the water, a statement of general water quality and any DNR, PCA, or Corps of Engineers classification
- ☐ Location and dimension of existing storm water drainage systems and natural drainage patterns on and immediately adjacent to the site, delineating in which direction and at what rate stormwater is conveyed from the site, identifying any receiving stream, river, public water or wetland and setting forth those areas of the unaltered site where stormwater collects
- ☐ Description of soils, including map or soil types and report on suitability for development, and steps to render soils suitable
- ☐ Vegetative covers and proposed removal
- ☐ 100-year floodplain, flood fringes and floodway
- ☐ Location and dimensions of all temporary soil or dirt stockpiles
- ☐ Provisions for maintenance of the construction site erosion control measures during construction, including best management practices
- ☐ Finished grading shown at two-foot contour intervals
- ☐ Landscaping plan
- ☐ Proposed size, alignment, and intended use of any structure to be erected on the site
- ☐ A clear delineation and tabulation of all areas which shall be paved or surfaced, including a description of the surfacing material to be used

Wetland Plan

- ☐ All wetlands must be delineated in accordance with 1989 Federal Manual for Identifying and Delineating Wetlands
- ☐ Plan showing filling or draining of any wetland including justification
- ☐ Proposed mitigation for any wetland filling or drainage
- ☐ Any permits required and the status of the permits
- ☐ Required setbacks or buffer areas for all natural areas and wetlands as required by the city riverway bluffland/shoreland, floodplain, shoreland management, and wetland conservation ordinances

STREET AND UTILITY PLAN

- ☐ Plan and profile showing roads, grades, lengths of cul-de-sacs and curb data (horizontal and vertical)
- ☐ Plan and profile of sidewalks and pedestrian pathways including location, width and surfacing materials
- ☐ Connections to existing streets or platted rights-of-way
- ☐ Provisions for future extensions or connections to adjacent land
- ☐ Appropriate easements or right-of-way
- ☐ Plan and profile showing existing utilities, proposed utilities, connection with existing utilities (water main, sanitary sewer, storm sewer) and appropriate easements as required
- ☐ Statements whether utilities will be publicly or privately constructed, owned, and maintained
- ☐ For plats in the portion of the city without public utilities, note drainfield locations on proposed lots (must be located on undisturbed soil and two sites must be identified for each lot)
- ☐ Property lines
- ☐ Proposed buildings, auxiliary structures, parking areas and roads

TREE PRESERVATION AND LANDSCAPING PLAN

- ☐ Location, size and species of all significant trees (six caliper inches or greater for deciduous trees, and ten feet in height for coniferous trees)
- ☐ Trees to be preserved

- ☐ Trees to be removed
- ☐ All trees within 30 feet of grading limits
- ☐ Property lines
- ☐ Existing and proposed contours, including any proposed berming, at two-foot contour intervals
- ☐ Location, type and size of existing plant material
- ☐ Proposed graded areas, buildings, paved areas, fences, walls, parking lot, loading areas, service areas and utility locations
- ☐ Vegetation to be removed or disturbed during construction
- ☐ Location, type, size and number of proposed plant materials
- ☐ Typical street tree and front yard landscape plan for residential developments
- ☐ Areas to be seeded, sodded or left undisturbed
- ☐ Method of screening parking areas, loading areas and rooftop mechanical units, including sight lines, illustrating effectiveness of screening
- ☐ Legend, plant list and key
- ☐ Location of significant natural features including, but not limited to, floodplains, lakes, wetlands and bluffs with reference to benchmark elevations
- ☐ Identification of all existing and proposed slopes more than three to one and restoration method
- ☐ Irrigation plan or method of watering

OTHER INFORMATION

- ☐ Statements of the proposed use of lots, stating type of residential buildings with number of proposed dwelling units; type of business or industry so as to reveal the effect of the development on traffic, fire hazards and congestion of population
- ☐ Source of water supply
- ☐ Provisions for sewage disposal, surface water drainage and flood control
- ☐ Conformance of proposed development with zoning department requirements
- ☐ Identification of any property that will fall within the jurisdiction of shoreland, floodplain, riverway bluffland/shoreland, historic preservation, forest protection, restrictive soils, and wetlands regulations, and the measures to be taken to conform to these regulations
- ☐ Information as conditional or required for a design review permit
- ☐ Such other information as may be requested
- ☐ Traffic general information sufficient to evaluate the impact of the project generated traffic on the existing and proposed road system (information regarding existing road capacity, existing traffic costs, level of service and impact of project on existing road system).