

Preliminary 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.

Identification and Description

- ☐ Location map
- ☐ Proposed name of subdivision
- ☐ Legal description of property
- ☐ Name and address of record owner and any agent having control of the land, subdivider, land surveyor, engineer and designer of the plan
- ☐ Graphic scale (Not less than one inch to 100 feet)
- ☐ North point and key map of area showing well known geographical points for orientation within a one-half mile radius
- ☐ Date of preparation

Existing Conditions

- ☐ Boundary lines
- ☐ Existing zoning classifications for land in and abutting the subdivision
- ☐ Approximate total acreage
- ☐ Location, right-of-way width and names of existing or platted streets or other public ways, parks, and other public lands, permanent buildings and structures, easements, and section, corporate and school district lines within the platted territory and to a distance of 100 feet beyond
- ☐ Location and size of existing sewers, water mains, culverts, or other underground facilities within the preliminary plan area and to a distance of 100 feet beyond
- ☐ Boundary lines of adjoining land within 100 feet, identified by name and ownership
- ☐ Topographic data, including two-foot contours and significant features. U.S.G.S. datum shall be used for all topographic mapping where feasible. Slopes shall be identified using the following ranges: 0—12 percent; 12—24 percent; and 25+ percent
- ☐ Copy of all proposed private restrictions
- ☐ Soil borings test results

Proposed Subdivision Design Features

- ☐ Layout of proposed streets, showing right-of-way widths and proposed names of streets
- ☐ Location and widths of proposed alleys, pedestrian ways, utility easements, street landscape areas, and the location and size of required neighborhood parks and open space areas
- ☐ Layout numbers and preliminary dimensions of lots and blocks
- ☐ Proposed front and side street building setback lines
- ☐ Location and sizes of proposed sanitary sewer lines and water mains or proposed community sewer and water systems
- ☐ Gradients of proposed streets, sewer lines and water mains, if requested.
- ☐ Areas, other than streets, alleys, pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the size of such areas in acres