

## SKETCH PLAN PROCEDURE<sup>1</sup>

### All Subdivisions

This handout is intended to provide guidance on putting together and submitting a sketch plan for a subdivision in Minnetrista. The purpose of the sketch plan is to provide an opportunity for the City to review your proposal from the outset and to alert you to potential problems you might encounter by proceeding. As future applications (preliminary & final plat) require greater detail (which in turn means greater costs), this step can many times save you a great deal of time and money as it provides a guide for future submittals.

In order to have your sketch plan application be complete and reviewed in the timeliest fashion, there are a number of steps that must be followed:

1. Contact City staff to discuss your proposed sketch plan and obtain a land use application.
2. Put together an informational packet (described herein) that outlines your plans to subdivide the subject property. Providing detailed information and answers will greatly reduce the potential overall review time.
3. Submit your completed packet to staff by the applicable due date for review. Staff will examine your information to determine if the application is complete, and contact you if additional information is required or was omitted. It is to your advantage to submit your materials as early as possible so staff can assist you in meeting all requirements. Applications found to be incomplete as of the due date shall not be reviewed until the following month<sup>2</sup>.
4. Staff will process completed applications by requesting comments from partnering agencies, reviewing all information, and writing a report regarding the request.
5. The Parks Commission will review the application (2<sup>nd</sup> Tuesday of every month<sup>3</sup>); the Planning Commission will review the request (4<sup>th</sup> Monday of every month<sup>3</sup>); and some applications may also be forwarded to the City Council (1<sup>st</sup> Monday of the following month<sup>3</sup>). Applicants are advised to attend all scheduled meetings and be open to questions regarding the request.

Upon completion of the final review (by Planning Commission or City Council), you will have 90-days to submit an application for Preliminary Plat. Above all else, it is imperative that you begin your preparations as early as possible to insure your application is complete at least one month prior to the next planning commission meeting (**see city calendar for due dates**). Because of state mandated notification requirements, there may be NO exceptions to this deadline.

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<sup>1</sup> The information provided in this document is intended to be a correct statement of the law as set forth in the Minnetrista City Code and the laws of the State of Minnesota. However, the applicant should refer to the actual sources and consult with their own legal advisor regarding applicability to their application. In providing this information, the City makes no representations nor provides any legal advice or opinion.

<sup>2</sup> Minnesota State Statute 15.99 requires local governments to review an application within review the 15 days of its submission to determine if an application is complete and/or if additional information is needed to adequately review the subject request.

<sup>3</sup> Please note that meeting dates are subject to change due to holidays, lack of quorum, etc. Please contact City Hall to confirm all dates and times.



Per the City Fee Schedule Ordinance, the City Council has established the following fees<sup>4</sup> for a sketch plan:

- Expedited Subdivisions: **\$100 + \$300 Deposit**
- Class I & Class II subdivisions: **\$500 + \$1,000 Deposit**
- Class III & PUD subdivisions: **\$600 + \$1,000 Deposit**

At a minimum, the following materials must be submitted prior to deeming an application complete:

- | <u>Sub:</u>              | <u>Req:</u>              | <u>Item:</u>   |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>1. A completed land use application form</b> signed by <b>all</b> property owners along with payment of the proper filing fee.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>2. Written statements</b> providing information regarding your proposal. <u>Please provide a separate answer</u> for each of the lettered items listed below (answers must be submitted in both hard copy and electronic form--.txt files or MS Word format): <ul style="list-style-type: none"><li>a. A listing of contact information including name(s), address(es) and phone number(s) of: the owner of record, authorized agents or representatives, engineer, surveyor, and any other relevant associates;</li><li>b. A listing of the following site data: Address, current zoning, parcel size in acres and square feet, property identification number(s) (PID), and current legal description(s);</li><li>c. A listing of general information including: the proposed name of the subdivision, the number of proposed lots, acreage dedicated for open space or public use, acreage dedicated within rights of way;</li><li>d. A description of the land's current characteristics (i.e. rolling hills, streams, wetlands, beautiful views, mature woods, etc.);</li><li>e. A narrative explaining the intent of the project and/or your vision for the finished product;</li><li>f. A statement showing the proposed density of the project with the method of calculating said density shown;</li><li>g. A narrative addressing concerns/issues raised by neighboring properties (staff always suggests discussing your proposal with the neighboring land owners to get a sense of what issues may arise as your application is processed);</li><li>h. Discuss proposed infrastructure extensions (i.e. proposed roadways, sewer systems, water systems, sidewalks/trails, parking, etc);</li><li>i. A description of how conflicts with nearby land uses (livability, value, potential future development, etc.) and/or disturbances to wetlands or natural areas are being avoided or mitigated;</li></ul> |

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<sup>4</sup> Applicant is also responsible for any additional fees incurred by the City (i.e. engineering, postage, legal expenses, and et cetera).



- j. Provide justification that the proposal will not place an excessive burden on roads (traffic), sewage, water supply, parks, schools, fire, police, or other public facilities/services (including traffic flows) in the area;
- k. If applicable, provide a description of proposed lakeshore access (i.e. shared dock with multiple slips, individual docks for each lot, etc.);
- l. A description of proposed parks and/or open space. Please include a brief statement on the proposed ownership and maintenance of said areas; and
- m. A proposed development schedule indicating the approximate date when construction of the project, or stages of the same, can be expected to begin and be completed (including the proposed phasing of construction of public improvements and recreational and common space areas).

**Sub:   Req:   Item:**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>3. Verification of ownership</b> (a copy of a current title report, purchase agreement, etc.)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>4. Survey: Three (3) copies of a certified survey</b> depicting the lots or tracts involved with the requested use. Each document shall be at a consistent, readable, and measurable engineering scale, be composed of sheet(s) not smaller than 8½ x 11, and be pre-folded for distribution. Staff will assist you in determining what is required. The survey will not be considered complete unless all required elements are included. |

The following are required for inclusion on your survey:

- ☐..... Appropriate identification of a drawing as a “sketch plan”
- ☐..... Proposed future name of the subdivision
- ☐..... Location of the existing and proposed lot lines. Existing lot lines should be easily distinguishable from the proposed lot lines and not be a prominent feature on the plat
- ☐..... Denote dimensions of the proposed lot lines
- ☐..... Area calculations (in acres & square feet) for each of the proposed lots
- ☐..... Exact location of all buildings and structures showing setbacks to the existing and proposed lot lines
- ☐..... All Water Features: Floodplain, Floodway Delineations, Ordinary High Water Mark Elevations, Wetlands, Watercourses, Reservoirs, Ponds, & Other Bodies of Water
- ☐..... Lines establishing the buildable area on each lot (area unaffected by setbacks, easements, etc.)
- ☐..... Calculation (in acres & square feet) of the buildable area of each proposed parcel
- ☐..... General USGS topographical contours at 10’ intervals (2’ certified contours will be required for future submittals)
- ☐..... Location, width, and names of existing and proposed road rights-of-way abutting or within the subject parcel(s)



- ☐..... Location, width, and purpose of all existing and proposed easements abutting or within the subject parcel(s)
- ☐..... Location & width of proposed trails and sidewalks
- ☐..... Location of proposed sanitary sewer (or septic sites)
- ☐..... Location of proposed water service lines or well locations
- ☐..... Location of proposed storm water management facilities (ponds, rain gardens, etc.)
- ☐..... Extent of any proposed modifications to wetlands, land within the floodplain, or land within the shoreland district
- ☐..... Note all lots proposed for public use; the title of the proposed use (park, open space, community facility, parking areas, etc.); and planned improvements (playground equipment, ped bridges, docks, etc).
- ☐..... Reference the type of existing development (single family dwelling, agricultural, park, etc.) on all adjacent properties
- ☐..... Location of any unique natural and/or historic features (if any)
- ☐..... Location of adjacent Municipal boundaries
- ☐..... Zoning district(s) of the land being subdivided (if more than one zoning district, zoning boundary lines must be shown)
- ☐..... Administrative Information:
 

- Scale	- PID Number
- North Point	- Site Address
- Signature of Surveyor	- Legal Description
- Date of Preparation (the revision box must continually be updated)	- Subdivision Name (if applicable)
	- Zoning Classification

**Sub:   Req:   Item:**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>5. An electronic file of the certified survey and/or site plan.</b> Staff can generally work with most file formats (.jpg or .pdf files preferred).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>6. Any other information</b> required by city staff, commissioners, or council members necessary to provide a complete review of the sketch plan. Information deemed critical to the review process not listed in this handout may be requested. |

If you have any further questions that are not covered by this handout, please contact the planning staff at City Hall: (952) 446-1660. We look forward to assisting you.