

STAFF USE ONLY

Project Name \_\_\_\_\_ Submission Date \_\_\_\_\_

Planning Division Review \_\_\_\_\_ Review Letter Sent \_\_\_\_\_

COPIES SENT TO:

Engineering Division \_\_\_\_\_ Consulting Engineer \_\_\_\_\_

School District \_\_\_\_\_ Watershed District \_\_\_\_\_

MnDot \_\_\_\_\_ Washington County DOT \_\_\_\_\_

Adjacent Cities/Counties \_\_\_\_\_

**Subdivision**

**General Information**

An application for a subdivision can be processed in three separate review steps: CONCEPT PLAN, PRELIMINARY PLAT AND FINAL PLAT.

The checklist on the following pages contains the required information for each step in the review of the subdivision. It is provided for your convenience but the lists do not serve as a substitute for reading the Subdivision Code, Chapter 21. It is the responsibility of the applicant to KNOW THE APPLICABLE LAND USE REGULATIONS.

**I. Concept Plan**

**Required Information**

- \_\_\_\_ 1. Site location map showing adjacent streets, intersections and curb cuts (driveways)
- \_\_\_\_ 2. Tract boundaries/dimensions
- \_\_\_\_ 3. North point and engineering scale
- \_\_\_\_ 4. Pipeline and power line easements
- \_\_\_\_ 5. Significant topography and physical features
- \_\_\_\_ 6. Proposed general street and lot design and dimensions
- \_\_\_\_ 7. Proposed wetland, park land, and trail dedications
- \_\_\_\_ 8. Anticipated NURP pond location(s)

**II. Preliminary Plat**

**Required Information**

- \_\_\_\_ 1. A statement of the present ownership of all land included within the proposal and a list of property owners within five hundred (500) feet of the outer boundaries of the property, to be obtained from Washington County Surveyor's office, (651) 430-6875, or a title or abstract company. Two sets of mailing labels shall be provided.
- \_\_\_\_ 2. A complete application with all required signatures, six (6) sets of plans 24 inches by 36 inches and 25 sets of plans, 11 inches by 17 inches, fee and escrow deposit.

- \_\_\_\_3. Proposed name of subdivision. (Names shall not duplicate or be alike in pronunciation of the name of any plat theretofore recorded in the county.)
- \_\_\_\_4. Full legal description of property. (Not PID number)
- \_\_\_\_5. Names, addresses, phone & fax numbers of the owner and/or any agent having control of the land, applicant, surveyor, engineer and designer of the plan.
- \_\_\_\_6. North point and graphic engineering scale.
- \_\_\_\_7. Location map showing relationship to street system and surrounding developments.
- \_\_\_\_8. Date of preparation and revision date(s).
- \_\_\_\_9. Neighborhood meeting and notification shall be held ten (10) days prior to the scheduled Planning Commission meeting.
- \_\_\_\_10. Boundary line survey, including measured distances and angles which shall be tied to the nearest  $\frac{1}{4}$  corner or section corner by traverse.
- \_\_\_\_11. Existing zoning classifications for land in and abutting the subdivision. (Show on location map.)
- \_\_\_\_12. Site Statistics:
  - Total gross acreage
  - Total right-of-way acreage
  - Total outlot acreage
  - Wetland impact area
  - Wetland replacement area
  - Percent of open space
  - Gross and net site densities
  - Park land dedication acreage
  - Lot tabulations
  - Minimum width at front setback
  - Percent driveway coverage (if applicable)
- \_\_\_\_13. Parks and other public lands, permanent buildings and structures, easements, section and corporate lines, water courses, marshes, wooded areas, rock outcrops, power transmission poles and lines, and other significant features within the preliminary plat and to a distance two hundred (200) feet beyond.
- \_\_\_\_14. Boundary lines of adjoining un-subdivided or subdivided land, within two hundred (200) feet, including all contiguous land owned or controlled by the subdivision applicant. (Where the applicant owns property adjacent to that which is being proposed for the subdivision, the Planning Commission may require that the applicant submit a preliminary plan of the remainder of the property so as to show the possible relationships between the proposed subdivision and future subdivision. In any event, all subdivisions must be shown to relate well with existing or potential adjacent subdivisions.)
- \_\_\_\_15. Soil tests, if requested.
- \_\_\_\_16. All existing wetlands are to be delineated pursuant to Minnesota Wetland Conservation Act, 1991 and adopted rules thereto, with an explanation of efforts to minimize impacts on existing wetlands. All impact on existing wetlands are to be identified on the grading plan, including area in square feet and proposed mitigation plan.

- \_\_\_\_17. Proposed street names. (The name of any street heretofore used in the City of Woodbury or its environs shall not be used, unless the proposed street is an extension of an already named street, in which event the name shall be used. Refer to the Street Naming Policy).
- \_\_\_\_18. Locations and widths of proposed rights-of-way, bicycle, and pedestrian ways.
- \_\_\_\_19. Lot layout numbers and preliminary dimensions of lots and blocks and phasing plan.
- \_\_\_\_20. Minimum front, side and rear building setback lines.
- \_\_\_\_21. Tree inventory in accordance with Subdivision Code Section 21.
- \_\_\_\_22. Statement of the proposed use of lots showing 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 potential traffic impacts.
- \_\_\_\_23. Potential re-subdivision and use of excessively deep (over 200 feet) or large (over 24,000 square feet) lots must be indicated. Existing and proposed structures on these lots so as to permit satisfactory re-subdivision of the property.
- \_\_\_\_24. All typical lot easements: (Extra widths may be required, see design guidelines)
- |                       |   |                    |
|-----------------------|---|--------------------|
| ✓ Front and Rear yard | = | 10 feet            |
| ✓ Side yard           | = | 5 feet             |
| ✓ Commercial          | = | 10 feet all around |
- \_\_\_\_25. A utility plan showing all existing and proposed water, sanitary sewer, and storm sewer utilities to 200 feet beyond the plat boundary, as well as pipe diameters, rim and invert elevations, and pipe gradients for sanitary sewer and storm sewer remains.
- \_\_\_\_26. A grading plan with topographic data for 200 feet around the subject property or around major features with intervals not exceeding two feet except where the horizontal contour interval is 100 feet or more, in which case a one-foot vertical interval shall be shown. All proposed storm sewer improvements must also be shown on the grading plan.
- \_\_\_\_27. Gradients for all proposed roadways.
- \_\_\_\_28. Emergency Overflow elevations and locations for all street and rear yard catch basins, ponds, lakes, wetlands, swales, etc.
- \_\_\_\_29. The proposed Type and Elevation of all homes on the grading plan.
- \_\_\_\_30. All rear or side yard major drainage swales CLEARLY defined with contours and drainage arrows.
- \_\_\_\_31. A landscape plan may need to be provided for:
- ✓ Location of plantings
  - ✓ Size of plantings at planting
  - ✓ Mature heights and spread of planting
  - ✓ Root type

## **Design Guidelines/Information**

1. Intersections onto arterial roadways need to have a minimum spacing of 660 feet.
2. Intersections onto collector roadways need to have a minimum spacing of 330 feet.
3. All cul-de-sacs need to be less than 500 feet in street length.
4. Cul-de-sacs need to meet the City's minimum design standards:
  - ✓ No center island proposed, minimum radius = 60'
  - ✓ Center island proposed, minimum radius = 64' (Attch. 1)
5. All interior streets need to have a minimum intersection spacing of 150 feet. This also applies to intersections that are not aligned.
6. Collector and arterial roadways need to have a minimum right-of-way of 80 feet and up to 120 feet (case-by-case).
7. All interior streets need to have a 60-foot right-of-way. If pathways are proposed along interior streets, an additional five feet of right-of-way will be necessary.
8. If adequate intersection spacing can not be provided, then proposed roadways/driveways need to line up with the existing roadways/driveways of adjacent properties. If adjacent roadways/driveways do not exist, topography and adjacent lot lines need to be considered in regard to future intersection spacing.
9. All intersections of interior streets with collector/arterial roadways need to be identified as necessary stop sign locations.
10. All street signage on private streets needs to be designed and installed in accordance with the Manual for Uniform Traffic Control. No unique or special signs should be used for traffic control on private streets.
11. Unused wells on the site need to be identified and be sealed up by a licensed contractor. The applicant must notify the Washington County Public Health Department and certification that the well has been sealed needs to be provided to the City Building Inspection Department and the City Engineering Department.
12. On-site hazardous waste needs to be removed and the Washington County Hazardous Waste Disposal Unit needs to be contacted.
13. The proposed drainage easements around lakes, wetlands, and stormwater ponds need to be set one foot above the 100 year HWL and be shown on the preliminary grading plan and pond details.
14. Where public utilities run adjacent to side or rear lot lines, easements need to be a minimum of 10 feet wide on each side of the lot line. If the utilities are deeper than 10 feet, the easement width for each lot is calculated at a 1:1 depth to width ratio from the centerline of the utility. The easement width must then be adjusted to the next largest five-foot increment.
15. The full cross-section width of major drainage swales needs to be encompassed by an easement.
16. All exception parcels adjacent to the plat need to be provided with access and utilities. A possible lot layout for these exception parcels also needs to be provided.
17. All utilities need to be kept in the street right-of-way wherever possible in order to minimize size and rear lot utilities.

18. If PVC piping is being used, it must meet ASTM-2665 standards.
19. The City's Comprehensive Plan for water, sanitary sewer, and storm sewer should be reviewed. The proposed development needs to be compatible with the Comprehensive Plan.
20. U.S.G.S. datum needs to be used for all topographic mapping.
21. All NURP ponds need to meet the design cross-section as shown on the City standard detail. (Attachment 2).
22. Grades at all intersections where a vehicle must stop need to be 1 percent or less for at least 100 feet from the stop location.
23. All interior road grades need to be less than 8 percent, while of 6 percent is recommended.
24. The lowest ground elevation at any adjacent building/home lowest opening needs to be a minimum of three feet above any adjacent water body's 100 year HWL.
25. All Emergency Overflow elevations need to be a minimum of one foot lower than the ground elevations at any adjacent building/home lowest opening.
26. Perimeter roadway cross sections within the past area need to be graded.
27. No slope on the site can be greater than a 3:1 slope.
28. All homes need to have a 25-foot useable back yard area (flat for approximately 25 feet out from the house pad).
29. All major drainage swales MUST HAVE a minimum of 2 percent grade. A swale is considered "major" when more than three lots are contributing to the drainage swale.
30. All storm water ponds need to have road frontage wherever possible.
31. All proposed ponds need to be numbered in order to ease in reference.
32. A 1"=20 feet scale pond grading detail with one foot contours needs to be submitted for all proposed ponds.
33. All right-of-way needs to be kept free of plantings, retaining walls, signage, etc.
34. All pond accesses and maintenance benches need to be kept free of plantings, retaining walls, etc.
35. Plantings in outlots can not affect pathways, pond accesses, etc.
36. All intersections need to meet sight distance regulations and ordinances (Attachment 3).
37. All future right-of-way and utility improvement areas should be kept free of landscaping.
38. Easements that contain public structures and utilities should be kept free of landscaping.
39. Retaining walls greater than four feet in height must be engineered and detailed calculations should be submitted to the City.
40. Landscaping in medians needs to meet the City's minimum design standards.

41. A paved fire vehicle access to within 150 feet of any portion of a building needs to be provided.
42. Fire access roads need to be a minimum of 20 feet wide and able to accommodate a 45 foot long truck with a 45 feet inside turning radius.
43. Dead end fire access roads in excess of 150 feet need to be provided with an approved turn around.
44. Fire lanes need to be designated and marked with appropriate signage.
45. Fire hydrants need to be within 150 feet of any portion of the building or on-site hydrants must be provided to comply. Special attention should be given to hydrant location in relationship to fire department connection in a sprinklered building.
46. A six-foot clear area must be maintained around all fire hydrants.
47. Fire hydrants must not be obstructed from view by buildings, landscaping, etc.
48. Key access boxes are highly recommended. Contact the Fire Marshal for proper order forms.
49. A completed petition form needs to be provided for the necessary public improvements to serve the proposed project, such as streets and utilities.

### **III. Final Plat**

#### **Required Information – Following Preliminary Plat Approval**

- \_\_\_\_\_ 1. A complete application with all required signatures, six plats 24" x 36", 15 plats 11" x 17", fee and escrow deposit.
- \_\_\_\_\_ 2. An accurate angular and linear dimensions for all lines, angles and curvatures used to describe boundaries, streets, alley, easements, areas to be reserved for public use. Dimensions of lot lines shall be shown in feet and hundredths, no ditto marks will be permitted.
- \_\_\_\_\_ 3. A numbered identification system for all lots and blocks.
- \_\_\_\_\_ 4. A boundary line survey including the measured distances and angles and the true distance and bearing between a known point on the boundary and the nearest official monument which shall be accurately described on the plat.
- \_\_\_\_\_ 5. Municipal, township, county or section lines accurately ties to the lines of the subdivision by distances and angles.
- \_\_\_\_\_ 6. Radii, internal angles, points and curvatures, tangent bearings and lengths of all areas.
- \_\_\_\_\_ 7. Name and accurate location of all monuments.
- \_\_\_\_\_ 8. Graphic engineering scale and north point.
- \_\_\_\_\_ 9. The right-of-way widths and names of proposed streets need to be shown. (The name of any street used in the City needs to be unique unless it is an extension of an existing street.)
- \_\_\_\_\_ 10. Location of water bodies and wetland boundaries.

\_\_\_\_11. Form of approval of City of Woodbury as follows:

- Approved by the Council of the City of Woodbury, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
Clerk

**REQUIRED INFORMATION – Prior To Final Plat Recording & Construction Contract Award**

- \_\_\_\_1. Land or monetary dedication for park and open space.
- \_\_\_\_2. Financial guarantees in amount as specified in Developer’s Agreement.
- \_\_\_\_3. Fully executed Developer’s Agreement.
- \_\_\_\_4. Separate deed documents dedicating lands or easements to the City of Woodbury.

**Design Guidelines/Information**

- 1. Interior streets need to have a 60-foot right-of-way. If pathways are proposed along interior streets, an additional 5 feet of right-of-way will be necessary.
- 2. The corresponding approved preliminary plat and conditions of approval need to be checked for verification of exterior/adjacent roadway right-of-way requirements.
- 3. All standard lot easements need to be shown:
  - Front and rear yard = 10 feet
  - Side yard = 5 feet
  - Commercial = 10 feet all around
- 4. Where public utilities run adjacent to side or rear lot lines, easements need to be a minimum of 10 feet wide on each side of the lot line. If the utilities are deeper than 10 feet, the easement width for each lot is calculated at a 1:1 depth to width ratio from the centerline of the utility. The easement width then needs to be adjusted to the next largest five-foot increment.
- 5. The drainage and utility easements shown around lakes, wetlands, and storm water ponds need to be set one foot above the 100 year HWL.
- 6. Following the recording of the document, 25 prints of the final plat, showing evidence of recording.

\*\*\* NOTES \*\*\*

- A. Please be aware that there may be utility area charges and/or utility connection charges which can be applied at the time of division or development of land. The Engineering Department should be contacted to confirm this. These charges are not the same as assessments.

- B. A separate grading permit, associated fees and financial guarantees are required to commence grading prior to recording the final plat. Please contact the Engineering Department at (651) 714-3593 for grading information.