

City of Silver Bay
7 Davis Drive
Silver Bay, MN 55614
(218) 226-4408

**APPLICATION FOR
SUBDIVISION PRELIMINARY PLAT**

Application is hereby made for a Subdivision Preliminary Plat in order to divide the following property into _____ lots and _____ streets:

LEGAL DESCRIPTION OF PROPERTY: _____

Owner: _____

Address: _____

_____ Phone: _____

Applicant: _____

Address: _____

_____ Phone: _____

The following information is submitted in support of the application as described in the "Subdivision Procedures" and "Data Required for Preliminary Plat."

- 1) Completed application for Subdivision.
- 2) Complete Preliminary Plat check list.
- 3) Cash fee \$_____.
- 4) Legal description of the property to be divided

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making application for the described action by the City and that **I am responsible for complying with all City requirements** with regard to this request. This application should be processed in my name and **I am the party whom the City should contact** regarding any matter pertaining to this application.

I have read and understand the instructions supplies for processing this application. The documents and/or information I have submitted are true and **correct** to the best of my knowledge. I will keep myself informed of the deadlines for submission of material and of the progress of this application.

If this is an application for **underground tank installation**, I understand that I must notify the Fire Marshall immediately in writing upon any change in required resident agent information.

I further understand that additional information, such as a traffic analysis or expert testimony, may be required for analysis of this request, and that upon my authorization the fees for such will be my responsibility.

I agree to allow access by City authorized persons in, on, or to the property for purposes of review of this application and any necessary inspections.

Applicant's Signature

Date

Name of Applicant: _____

Address: _____

Phone: _____

Name and Address of Additional Contract(s): _____

Phone: _____

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that **I am the fee title owner** of the below described property or that I have written authorization from the owner to pursue the described action. Please attach proof of ownership.

Name of Applicant: _____

Phone: _____

Street address/legal description of subject project: _____

Signature

Date

If you are not the fee owner, attach another copy of this form which has been completed by the fee owner or a copy of your authorization to pursue this action.

If a corporation is fee title holder, attach copy of the resolution of the Board of Directors authorizing this action.

If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.

DATA REQUIRED FOR SUBDIVISION PRELIMINARY PLAT

CHECKLIST

The following information is required on the survey. This survey will include all information listed below for the specific property being divided and **all lands within one hundred (100) feet of the specified property**. All plans shall utilize an Engineer's scale. Please check each item when complied with.

Appl'ct City

A. Identification and Description

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Proposed name of subdivision, which shall not duplicate or be similar in pronunciation to the name of any plat recorded in the county. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Location by section, township, range, or by other legal descriptions. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Names, addresses, and phone number of the owner and any agent having control of the lands included in said preliminary plat, the surveyor, the designer of the engineering proposals, and the attorney. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Graphic scale not less than one (1) inch to one hundred (100) feet. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. North point designated as true north. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Date of preparation. |

B. Existing Conditions

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Legal descriptions of all property in the preliminary plat (subject property only) indicating if property is torrens or abstract. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Boundary lines of adjoining unsubdivided or subdivided land within one hundred feet (100') of proposed plat. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Existing zoning classification. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Total acreage in the plat. |

Application for Subdivision Preliminary Plat

- 5. Topographical data, including contours at vertical intervals of not more than two feet (2') (except that contour lines shall be no more than one hundred feet (100') apart horizontally), water courses, marshes, rock outcrops, and other significant features are also shown.
- 6. Location, size, and species of individual mature trees and location, size, and species of the clusters of mature trees.
- 7. Current easements in effect, including, but not limited to, drainage, utility, driveway, and right-of-way.
- 8. Current roadways, driveways, sidewalks, buildings, foundations, or other manmade features with appropriate dimensions, setbacks, and square footages.
- 9. Location, widths, and names of all existing or previously platted streets or other public ways, showing types of improvement, if any, railroad and utility rights-of-way, parks and other public open spaces, permanent buildings and structures, casements, and section and corporate lines within the tract and to a distance of one hundred feet (100') beyond the tract.
- 10. Location and size of existing sewers, watermains, culverts, or other underground facilities within the tract to a distance of one hundred feet (100') beyond the parcel. Such data as grades, invert elevations, and locations of catch basins, manholes, and hydrants are to be given also.
- 11. Water elevations of adjoining lakes, streams, and wetlands at the date of survey and approximate high and low water elevations.
- 12. If the proposed subdivision is a rearrangement or a replat of any former plat, the lot and block arrangement of the original plat, along with its original name, shall be indicated by dotted or dashed lines. Also, any revised or vacated roadways of the original plat shall be so indicated.
- 13. Buildings, roadways, or easements to be removed or vacated should be noted.

C. Proposed Conditions (Subject Property Only)

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Legal descriptions of all parcels to be created. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Boundary line dimensions and square footages of all parcels to be created. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Proposed easement: Drainage, utility, driveway, and right-of-way with appropriate dimensions noted. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Indication of the proposed storm water runoff through use of arrows or notes. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Layout of proposed streets and sidewalks showing right-of-way widths, centerline street grades, and approximate radii of all curbs and names of streets. Street names will be provided by the City and the City Zoning Administrator should be contacted for them. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Minimum front and side-street building setback lines, indicating dimensions of same. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Areas, other than streets and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Proposed lot and block numbers. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Proposed protective covenants. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Source of water supply. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Provisions for sewage disposal, drainage, and flood control. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Proposed zoning changes. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Plan for re-subdivision of large lots if necessary as required. |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Soil information as requested by the City. |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Typical cross-section of street improvements and approximate centerline gradients. |

16. Proof of review by the following agencies as necessary: DNR, Corps of Engineers, Lake County Highway Department, and the Silver Bay Park Board.

17. Rectangular street pattern preferred.

D. Grading/Drainage Plans

1. Seven (7) 2' x 3' and fifteen (15) 11" x 17" complete sets of prints showing location, size, and approximate gradient of sewer lines, drainage ditches, catch basins, and culverts, **as well as appropriate drainage computations including 100-year storm elevations.**

2. Topographical contours, at two foot intervals, of the site upon completion of the proposed project, including any drainage facilities, retaining walls, etc. to be created or constructed with appropriate dimensions, erosion control plans, and vegetation/natural areas to remain undisturbed.

E. Landscaping, Screening, and/or Erosion Control Plans

Complete landscaping, screening, and erosion control plans in the and all PUDs shall be prepared and submitted for approval.

1. Plans:

a. Detailed natural land analysis, including vegetation, soil types and slopes.

b. Manmade features.

c. Details of all proposed vegetative landscaping materials, including placement, Latin name, common name, caliper/height, quantity.

d. Details of all proposed non-vegetative landscaping and screening materials.

- e. Where landscape or manmade materials are used to provide required screening from adjacent and neighboring properties, a cross-section shall be provided at a legible scale illustrating the prospective of the site from the neighboring property and property line elevation.
- f. Planting and construction schedule for completion of landscaping and screening plans. The final landscaping and screening plan must be approved by the Planning Commission at the time of site plan review.
- 2. Copies: 22 prints (seven (7) 2' x 3' and fifteen (15) 11" x 17") of site plan.
- 3. Number of plant materials required.
- 4. In order to achieve an appropriate and complete quality landscaping of a site, the following minimum number of plant materials shall be provided as indicated below:
 - a. One (1) overstory deciduous shade tree for every one thousand (1,000) square feet of total building floor area, or one (1) tree for every one hundred (100) feet of site perimeter, whichever is greater.
 - b. One (1) coniferous tree for every one thousand (1,000) square feet of building or one (1) coniferous tree for every two hundred (200) feet of site perimeter, whichever is greater.
 - c. One (1) understory shrub for every three hundred (300) square feet of building or one (1) shrub for every thirty (30) feet of site perimeter, whichever is greater.
 - d. One (1) ornamental tree for every one thousand (1,000) square feet of building area or one (1) ornamental tree for every two hundred (200) feet of site perimeter, whichever is greater.
- 4. Minimum size of plantings:

- a. Overstory deciduous – 2 ½ inch caliper.
- b. Coniferous – 6 feet in height.
- c. Shrubs – 24-inch pot.
- d. Ornamental trees – 2 inch caliper.

5. Method of installation.

All deciduous and coniferous trees shall be ball and bur-lap and staked and guyed per National Nurseryman's Standards. All shrubs shall be potted.

6. Sodding and ground cover.

All open areas of any site not occupied by buildings, parking, or storage shall be sodded over four (4) inches of topsoil. Exceptions are as follows:

- a. Seeding over four (4) inches of topsoil of future expansion areas (areas to be built upon within eighteen (18) months as shown on approved plans).
- b. Undisturbed areas containing existing natural vegetation which can be maintained free of foreign and noxious materials.
- c. Areas designated as open space for future expansion area properly planted and maintained with grass.

7. Slopes and Berms:

- a. Final slope grade steeper than the ratio 3:1 will not be permitted without special approval of treatment, such as terracing or retaining walls.
- b. Berming used to provide required screening of parking lots and other open areas shall not have a slope to exceed 3:1.

8. Use of Landscaping for Screening.

Where natural materials, such as trees or hedges are approved in lieu of required screening by means of walls

or fences, density and species of planting shall be such to achieve ninety percent (90%) opacity year round.

- 9. Maintenance Policy: It is the responsibility of the property owner to ensure that the landscaping is maintained in an attractive condition. The owner shall replace any damaged or dead trees, shrubs, ground covers, and sodding.
- 10. Erosion Control: All open disturbed areas of any site shall be seeded as an erosion control measure.
- 11. Clear Cutting: No clear cutting of woodland areas shall be permitted. Shade trees of six inches (6") or more in caliper shall be saved unless it can be demonstrated that there is no other way to develop the site.
- 12. Wetland, shoreland, and marsh areas: Land and vegetation within one hundred feet (100') of any shoreland or marsh area shall be preserved and not altered in any way, shape, or form except seed or sod, except as otherwise noted within the Wild and Scenic Rum River Protection Area Ordinance.
- 13. Landscaping may be permitted in utility and drainage easements or road right-of-way with the approval of the Zoning Administrator.
- 14. No plantings that may interfere with traffic visibility shall be permitted within the intersection sight distance triangle.

F. Partial Portions of Property

If the subdivision includes only a portion of the applicant's property, a sketch plan is required showing possible development (streets, lots, grading) for that portion not included in the application.