

## 4.00 PRELIMINARY & FINAL PLAT DATA REQUIREMENTS

### 4.01 PRELIMINARY PLAT

The owner or applicant shall prepare and submit a preliminary plat, containing the following information:

A. Identification and Description:

1. Proposed name of subdivision, not similar to any existing subdivision.
2. Date and North Point.
3. Scale of plat not less than one inch to 200 feet. The plat shall utilize a bar scale (Standard Engineer Scale).
4. Indication of any proposed covenants.
5. Location of map indicating location of proposed subdivision in relationship to general known areas and streets.
6. Names and addresses of the subdivider and surveyor making plat and property owners of record within 350 feet of the proposed subdivision.
7. Legal description of proposed subdivision.
8. Title and opinion or title insurance policy indicating the fee ownership of land to be subdivided.

B. Existing Conditions and Proposed Design Features.

1. Boundary line of proposed subdivision to such a degree of accuracy that no major changes are necessary in preparing the plat.
2. Zoning of land within and abutting the subdivision within 350 feet.
3. Layout dimensions and acreage of proposed lots and blocks.
4. Name and location and right-of-way width of existing or proposed streets, highways, alleys, sidewalks, and pedestrian ways.
5. Ordinary high water mark of all lakes, rivers, streams, and wetlands.
6. Delineation of any wetlands.
7. Delineation of 100 year flood plain.
8. Location and dimensions of existing and proposed public sewer and water systems.
9. Preliminary grading plan showing existing and proposal contours at a

minimum of 2 feet contours and erosion control measures employed.

10. Existing and proposed storm water drainage system including holding ponds, drainage easements and drawings of water movements. Data should include grades, catch basin locations, manholes, hydrants, street pavement width and type.
11. Boundary lines of adjoining unsubdivided or subdivided land within 500 feet identified by name and ownership.
12. Open space, utility and pedestrian easements.
13. Park and trail locations proposed to be dedicated for public use.
14. Existing topography, including contour lines at two foot intervals. Natural water courses, wetlands, rock outcrops, power transmission poles and lines and other significant features shall also be shown.
15. Soil survey, grading plan, soil erosion and sediment control plan and landscaping plan.
16. Tree location map showing existing trees with a caliper of four (4) inches or greater (measured at breast height) and have a list of the species and size of tree. The trees shall be identified by a certified forester or other qualified person using aluminum nails and tags.
17. Statement of proposed use of development including type and number of structures and units.
18. Proposal building pad elevation, basement and first floor and S type style for housing development.
19. Statement of adequacy of existing or proposed utilities to accommodate or serve the proposed development.
20. Statement relative to the relationship of the proposed subdivision with existing or potential adjacent subdivisions.
21. Statement of estimated costs of proposed required improvements.
22. Other information deemed necessary by the City Administrator, Planning Commission or City Council.
23. A copy of all existing and proposed private restrictions (restrictive covenants) shall be submitted.

#### 4.02 FINAL PLAT

The final plat shall be prepared in accordance with provisions of Minnesota State Statutes and shall include as a minimum the following information:

- A. Name of subdivision.
- B. Scale, north arrow, and date of plat.
- C. All plats shall be drawn on Mylar measuring 20 inches by 20 inches or 30 inches by 40 inches from outer edge to outer edge. A border line shall be placed one-half inch inside the outer edges of the plat on the top, bottom and right hand side of the plat and two (2) inches inside the outer edge of the left hand side of the plat.
- D. Durable iron monuments shall be set at angle and curve points on the outside boundary lines of the plat at all block corners and at all intermediate points on the block lines indicating changes of direction in the lines. The outside boundary lines of the plat shall be correctly designated showing bearings on all straight lines, angles at all angle points and central angle and radii and are length for all curves. All distances shall be shown between monuments as measured to the nearest hundredths of a foot. If a curved line constitutes the line of more than one lot in any lot in a block, the central angle for that part of each lot on the curved line shall be shown. The outside boundary lines shall close by latitude and departure with an error not to exceed one foot in 7,500 feet.
- E. In any instance where a river, stream, creek, lake or pond constitutes a boundary line within bearings or angles and distances between all angle points and their relationship to a water line. All distances measured on the survey line between lot lines shall be shown. The survey line shall be shown as a dashed line.
- F. Locations, dimensions and name or number of all existing or proposed lots, blocks, streets, highways, alleys, parks, trail easements and public lands.
- G. All rivers, streams, creeks, lakes, ponds, swamps and wetlands shall be correctly

located and designated.

- H. Name and boundary lines of any adjoining platted lands.
- I. Location and width of all easements to be dedicated.
- J. Name and address of developer and surveyor making the plat.
- K. A written instrument of dedication signed and acknowledged by the owner of the land including a full and accurate description of the land platted, and set forth what part of the land is dedicated and also to whom and for what purpose the land portions are dedicated.
- L. A written surveyor's certificate certifying that the plat is a correct representation of the survey, that all distances are correctly shown on the plat, that all monuments have been correctly placed in the ground as shown and that all outside boundary lines are correctly designated on the plat. It should be stated whether there are no wetlands, streets, or highways to be designated he shall so state. The certificate shall be sworn to before any officer authorized to administer an oath.
- M. Delinquent tax certification as follows:  
No delinquent taxes and transfer entered this \_\_\_\_\_ day of \_\_\_\_\_.
- N. Certification of City approval as follows:  
Approved by the City of Chisago City, Minnesota this \_\_\_\_\_ day of \_\_\_\_\_.  
Signed: \_\_\_\_\_  
Mayor  
Attest: \_\_\_\_\_  
City Administrator
- O. Any additional certification as required by Minnesota State Statutes.

(Adopted: June 1997. Amended: July 2008. Amended: February 2023.)