



City of Apple Valley  
 Planning and Development Department

---

**PRELIMINARY SUBDIVISION/ PLAT SUBMITTAL CHECKLIST**

A plat is a map of land subject to a common development plan that shows the location and boundaries of streets, individual lots or parcels, and other site information. There are two stages to the platting process: (1) submission of the preliminary plat, and (2) the final plat, which is discussed on the *Final Plat Submittal Checklist*. The preliminary plat is a tentative drawing or map of a proposed subdivision or lots; the new subdivision will require a new plat number and legal description. The preliminary plat is reviewed by the Planning Commission at a public hearing, and, if the preliminary plat conforms to all applicable zoning and subdivision requirements, the Commission recommends approval to the City Council. The City Council will review and approve the preliminary plat.

\_\_\_\_\_ **Complete Application form and fees**

- proposed subdivision name
  - names, addresses, telephone numbers of owner, developer, surveyor and/or engineer
  - contact person
  - preliminary plat drawings, including:
    - \_\_\_\_\_ Three (3) sets of full size sheets (22"x 34" or 24" x 36")
    - \_\_\_\_\_ Two (2) sets of 11" x 17" reductions\*
    - \_\_\_\_\_ One (1) set of 8 ½" x 11" reductions\*
- \*An electronic PDF version on CD or flashdrive accepted in lieu of reduced drawings

\_\_\_\_\_ **Abstractor's certificate** of property ownership of all parcels within 350 feet including subject parcel. Mailing labels are also required.

\_\_\_\_\_ **Exact legal description** and Dakota County property identification number of all properties within 350 feet of the subject parcel, INCLUDING THE SUBJECT PARCEL.

\_\_\_\_\_ **Signed Deposit Agreement** and required escrow

\_\_\_\_\_ **If the site is adjacent to a State highway, the applicant must submit three (3) complete copies of plats to the Minnesota Department of Transportation. Mn/DOT also requires the submittal two (2) copies of other review documents, such as site plans and grading plans.**

**NOTE: ALL APPLICATIONS ARE DUE BY 9:00 A.M. ON DAY OF APPLICATION DEADLINE.**

**COMPONENTS OF PRELIMINARY PLAT DRAWINGS**

\_\_\_\_\_ **Preliminary Subdivision Plans:**

- Proposed name of subdivision.
- Legal description.
- Names and addresses of owner, subdivider, surveyor, and designer of plan.
- North point.
- Date of preparation.

- Graphic scale.
- Certificate of boundary survey by a registered engineer, if necessary.
- Boundary lines of property with dimensions and areas computed in acres and square feet.
- On-site easements.
- Adjacent and on-site streets (name and width).
- Parking areas (dimensions, setbacks, number of spaces).
- Sidewalks/trails (location, width, surface materials).

\_\_\_\_\_ **Existing Conditions:**

- location of existing lot boundaries
- total acreage
- streets (location, names, widths)
- public easements (location, width, purpose)
- existing structures (location, indication of demolition or relocation)
- existing trees (type, size, quantity)
- water bodies (streams, lakes, ponds, marshes, wetlands)
- existing sanitary sewer, water or storm sewer, trunks, laterals, or services on or adjacent to the site

\_\_\_\_\_ **Preliminary Grading Plan and Erosion Control Measures:**

- existing and proposed contours at two (2) foot intervals to 1929 sea level datum
- existing and proposed building footprints
- water bodies
- erosion and sediment control measures
- existing trees to remain
- delineated edge of all wetlands and location of boundary markers

## TIMETABLE

\* Staff reviews preliminary plat application material within 10 days of receipt of application. **Only a complete application will be reviewed.** If application is incomplete, staff notifies applicant within 10 days of receipt of partial application. If application is complete, the proposal is scheduled for public hearing approximately three weeks after application deadline.

\* All questions and issues raised by Planning Commission and members of the public must be satisfactorily answered by the applicant before Commission will make a recommendation to the City Council. Typically, the Planning Commission does not take action on an item the night of its public hearing. At its next meeting, unless significant issues remain unresolved, the Planning Commission will likely vote on approval of the project. The item will continue to be placed on Planning Commission agendas until a recommendation for approval or denial of the petition can be forwarded to the City Council. Once recommendation is made, the petition goes to City Council at its next regularly scheduled meeting.

\* The City Council has 120 days from receipt of complete application to either approve or deny the application, or to submit an extension letter stating when it intends to take action. The City Council hears and votes on the project at the same meeting.