



**Environmental & Economic
Development Department**
1902 County Road B East
Maplewood, MN 55109
(651) 249-2300 (651) 249-2319 fax
www.MaplewoodMN.gov

Fee: \$2,250

PRELIMINARY PLAT APPLICATION

Plat name: _____

Applicant/Business Name:	
Contact person:	
Address:	Zip:
Telephone (work):	(home):
Email address:	
Interest in property:	

Property owner(s) of record:	
Address:	
Address:	Zip:
Telephone (work):	(home):
Email address:	

Surveyor or Engineer:	
Address:	
Address:	Zip:
Telephone (work):	(home):
Email address:	

The applicant hereby grants permission for the City's employees, officials and agents to enter onto the property that is subject to this application for the purposes of viewing the property and reviewing this request.

Applicant Signature

Date

Owner Signature (if different from applicant)

Date

OFFICE USE ONLY

Date Received _____

By _____

Receipt # _____

FILING REQUIREMENTS

You must provide all of the following items with your application. Provide sixteen 11" x 17" or larger plans drawn to scale and one 8½" x 11" plan. All plans must include the name of the plat, the scale of the drawing, a north arrow and the date of preparation or revision.

- A preliminary plat showing:
 - The legal description of the land you want to plat.
 - Existing street rights-of-way, railroad and utility rights-of-way, parks and other public open space, permanent buildings and easements within the plat and within 100 feet of the plat.
 - The layout, numbers, area and dimensions of new lots. State the average lot size.
 - The proposed use of all the lots.
 - New streets, including right-of-way widths and street names.
 - The location, type, dimensions and bearings of proposed easements.
 - The gross and net acreages for each type of land use. Net acreage is the gross acreage, less public street rights-of-way.
 - The location of any City-designated shoreland boundaries. Contact a City planner for locations and development restrictions.
- A utility plan showing:
 - The location and size of existing and proposed sanitary and storm sewers, sedimentation or rate control ponds, water pipes, culverts or other underground facilities within the plat and within 100 feet of the plat.
 - Stormwater management modeling information.
 - The grades, invert elevations and location of catch basins, manholes and hydrants.
- A grading plan that covers the entire site, showing:
 - Existing and proposed topography using contour lines at vertical intervals of not more than two feet. Contour lines must not be more than 100 feet apart. In areas where runoff direction is not apparent, flow direction arrows should be used.
 - A proposed building pad elevation and contour information for each home site. The developer shall plan for housing styles which minimize grading on sites that contain trees to be preserved.
 - Street grades.
 - All wetlands. The wetlands must be delineated on the site and within 110 feet of the site and shown on the project plans. The delineation must be done by a trained and certified wetland person. This person shall prepare a wetland delineation report. **The City will verify this information with the Ramsey-Washington Metro Watershed District after receiving an application. The Watershed District must approve the delineation.**

- A tree inventory plan:
 - Shall be drawn at the same scale as the other site plan submittals and shall coincide with required engineering documents such as topography maps, wetland information, grading plans, road locations, and building locations.
 - Shall include trees growing in clump form. These trees will be considered individual trees and each stem/trunk is measured as individual trees.
 - Include the location of groups of standing dead or diseased significant and specimen trees.
 - Include the outer boundaries of all contiguous wooded areas, with a general description of trees not meeting the significant and specimen tree size threshold and any indication of the presence of epidemic tree diseases.
 - Include significant and specimen trees (species and diameter) identified in both graphic and tabular form.
 - Include locations of the proposed buildings, structures, or impervious surfaces.
 - Include delineation of all limits of land disturbance, clearing, grading, and trenching.
- A list of total diameter inches of all healthy significant and specimen trees inventoried.
- The total diameter inches of healthy significant and specimen trees removed.
- Location of trees protected and the proposed measures for protection including delineation of tree protection fencing, tree protection signs, location for material storage, parking, debris storage, and wash out area for redi-mix trucks.
- Protection measures for replacement trees being planted in areas with high deer population.
- The name(s), telephone number(s), and address(es) of the person(s) responsible for tree preservation during the course of the development project.
- Size, species, number, and location of all replacement trees and woody shrubs proposed to be planted on the property, planted on city property, or amounts to be paid into the city's tree fund in accordance with the tree removal, mitigation, and replacement section of the tree ordinance.
- All tree preservation plans shall be prepared by a forestry or horticultural professional whose qualifications are approved by the EEDD Director.
- Tree removal, mitigation, and replacement.
 - Tree removal calculation: If less than twenty percent (20%) of the total significant or specimen tree diameter inches on the property is removed, the applicant shall replace one (1) tree per significant and specimen tree removed. Tree replacement shall be a minimum of two (2.0) caliper inches in size.
 - If twenty percent (20%) or more total significant and specimen tree diameter inches are removed, applicant shall mitigate all significant and specimen diameter inches using the tree mitigation/replacement schedule in accordance with the following formulas:

A = Total diameter inches of significant trees lost as a result of the land alteration (includes significant and specimen trees)

B = Total diameter inches of significant trees situated on the property

(includes significant and specimen trees)

C = Tree replacement constant (1.5)

D = Total diameter inches of specimen trees saved*

E = Replacement trees (number of caliper inches)

$$[((A/B - 0.2) \times C) \times A] - [D/2] = E$$

*Applicant receives credit for each one (1) diameter inch of specimen tree saved at a rate of ½ (.5) diameter inches.

Example

A = 94

B = 234

C = 1.5

D = 28

E = 14 caliper inches

$$[((94 / 234 - 0.2) \times 1.5) \times 94] - [28/2] = 14 \text{ caliper inches}$$

- A list of property owners and their addresses for your site and for all properties within 500 feet. The city can provide this list upon request.
- An Adobe.pdf file of all project plans (in 8 ½" x 11" size).
- Electronic copies of any written project statements or narratives.
- An application fee of \$2,250 (\$2,050 application fee and \$200 for a city-installed site notification sign). **This fee is nonrefundable.** Make out all checks to the City of Maplewood.
- An engineering escrow will be required for projects that alter the existing site characteristics. The escrow will pay for time spent reviewing plans by engineering staff. If the project proceeds to construction the escrow will also pay for staff time spent on construction issues related to fulfilling city requirements. The amount of the engineering escrow shall be at least \$1,000, with the total amount determined by the City's engineering department. This escrow must be a separate check and must be payable to the City of Maplewood. Any unused escrow will be returned at project completion. The Engineering Department may waive the engineering escrow if the project does not warrant a review by engineering staff. To determine if an engineering escrow is needed and the amount of the escrow, contact the Assistant City Engineer at 651-249-2400.

ADDITIONAL FILING REQUIREMENTS FOR A VARIATION FROM THE SUBDIVISION ORDINANCE

If you need a variation from the subdivision ordinance, include the following additional items with your application:

- City Code states that the City Council may approve a variation of the subdivision regulations where such variation would not adversely affect the plan and spirit of the subdivision regulations. Please include a statement as to how your application meets this finding.
- Provide an additional application fee of \$1,385 for variances to the subdivision regulations. In addition, you must include \$46 to pay the County for recording a City resolution. Make check to the City of Maplewood. **The application fee is nonrefundable.** The recording fee is refundable if the City Council denies your request for a code variation.

NOTES

- Try to discuss your proposal with adjacent property owners before a formal application is made. Any conflicts that you can resolve ahead of time will make it easier and faster for the City to process your application.
- The Ramsey-Washington Metro Watershed District requires approval of all plats within their jurisdiction. Applications are available from the District Administrator at **651-704-2089**.
- Filling or excavating a wetland may require a permit from the Watershed District, Minnesota Department of Natural Resources or the U.S. Corps of Engineers. These permits are your responsibility.
- Contact the Building Department at 651-249-2300 for building permit fees. Contact the Engineering Department at 651-249-2400 for sewer, water and park availability charges and for pending or deferred assessments or cash connection charges. You must pay these fees before a building permit will be issued.
- Refer to the City subdivision ordinances for lot standards. (Copies are available from the Environmental and Economic Development Department.)
- The Environmental and Economic Development Director may require a consultant, such as a landscape architect, forester or appraiser, to review your application. If the Director requires a consultant's review, you must provide a cash escrow to pay this fee. One of the planners will notify you if the Director requires a consultant.

PROCEDURE

- Return this application to: Environmental and Economic Development Department
1902 County Road B East
Maplewood, MN 55109
- The Director will schedule a public hearing with the Planning Commission after preparing a report and recommendation.
- The Planning Commission will make a recommendation to the City Council.
- The Director will schedule a public meeting with the City Council. The City Council will make the final decision.
- Maplewood's review of and City Council action on your application(s), once the City considers your application(s) complete, will take 60 to 120 days.
- City staff will notify you of all meetings.