

13.1.03 Preliminary Plat.

Subd. 1 Advisory Meeting Required with City Planning Staff. Before preparing a Preliminary Plat and submitting it to the Planning Commission for approval, the subdivider shall meet and consult informally with the City Planning Staff for the purpose of ascertaining the locations of proposed major streets, parks, playgrounds, school sites and other planned projects which may affect the property being considered for subdivision. At the same meeting, the subdivider shall review with the City Planning Staff the minimum standards of subdivision design set forth in *Section 13.1.06* of these Regulations. This informal review should prevent unnecessary and costly revisions in the layout and development of the subdivision. Formal application or filing of a plat with the City of Cloquet is not required for this informal advisory meeting.

Subd. 2 Preliminary Plat Required. Before submission of a Final Plat the subdivider shall prepare and submit to the City Clerk Preliminary Plats of the land he proposes to develop as described in *Subd. 4, B below*. The Preliminary Plats shall be submitted only after the Advisory Meeting with the City Planning Staff and prior to the making of any street improvements or the installation of any utilities.

Subd. 3 Preliminary Plat Data. The Preliminary Plat shall meet the standards of design as set forth in *Section 13.05* and shall show the following information:

- A. Scale of one hundred (100) feet to one (1) inch or larger.
- B. Name of subdivision, name and address of the Owner(s), the engineer or surveyor, and the owners of the adjacent property
- C. Location of subdivision by section, town, range or other legal description together with small scale sketch showing location within the section.
- D. Date, approximate north point, and graphic scale.
- E. Acreage of land to be subdivided.
- F. Zoning classification of lands to be subdivided and all adjacent lands.
- G. Contours at an interval of two (2) feet.
- H. Boundary lines of area to be subdivided and their bearings and distances.
- I. Existing and proposed easements and their locations, widths and distances.
- J. Streets on and adjacent to the tract and their name, widths, proposed approximate grades and proposed relative ground elevations at the intersections of all streets and every 100 feet along such streets and at the corners or extremities of the plat, and other dimensions as may be required. Elevations shall be to the city datum or if unavailable a bench mark for the plat shall be shown.
- K. Utilities on and adjacent to the tract showing proposed connections to existing utility systems. Rear easements for utility poles and wires shall be provided wherever possible. Data to be provided includes type of utility, location of manholes, catch basins, hydrants, etc.; approximate depth of pipe constructions and size of pipe and direction of flow.

- L. Lot lines, lot numbers, and approximate lot dimensions.
- M. Sites and their acreages, if any, to be reserved or dedicated for parks, recreation areas, open spaces, schools, or other public uses. Sites, if any, for semi-public, commercial, or multi-family uses.
- N. Minimum building setback lines.
- O. Location of railroads, streams, natural and proposed drainage courses, permanent buildings, or other structures.
- P. Other reasonable information, such as percolation and other soil tests, if so requested by the Commission in order to make a proper review of the site.
- Q. Copies of proposed deed restrictions, if any, shall be attached to the Preliminary Plat.
- R. An informal written statement as to the general plan of improvements, drainage and development shall be submitted by the applicant with the preliminary plat.

Subd. 4 Preliminary Plat Procedures.

- A. Prior to submittal of the Preliminary Plat, in the case of any proposed plat which includes lands abutting upon any existing or established trunk highway or proposed highway which has been designated by a center line order found in the office of the Register of Deeds, the plat shall first be presented to the State Commissioner of Highways for his written comments and recommendations.

Where any plat includes land abutting upon an existing or established County or County State Aid Highway the plat shall be submitted to the County Engineer for his written comments and recommendations. The Commissioner of Highways or the County Engineer shall submit written comments to the City in accordance with State Law. In requesting the comments of the Commissioner of Highways and the County Engineer the subdivider shall include a written statement describing the outlet for the means of disposal of surface waters in the proposed platted area.
- B. Four (4) copies of the Preliminary Plat and supplementary material specified shall be submitted to the City Clerk for filing, along with a written application for conditional approval.
- C. The City Clerk shall, upon receipt of a Preliminary Plat, retain one copy, refer one copy to the Zoning Administrator, and refer two copies to the Planner and Engineer for review as to completeness of information. If found to be incomplete, the application will be returned to the developer. If found to be complete, the plat will be referred to other City Department heads for review, as necessary.
- D. Upon review by City Department heads, the copy of the plat together with all comments and suggested revisions shall be referred to the Planning Commission for a public hearing. The Preliminary Plat shall receive the approval of the Planner and Engineer as to their respective technical considerations prior to consideration by the Planning Commission. A statement of approval by the Planner and Engineer shall be attached to the Preliminary Plat.

- E. Within sixty (60) days after the hearing on the Preliminary Plat, the Planning Commission shall recommend approval, disapproval, or approval subject to modifications of the said plat to the City Council. Failure of the Planning Commission to act on this Preliminary Plat within sixty (60) days shall be deemed a recommendation of approval of the plat. If a plat is recommended for disapproval, reasons for such disapproval must be stated in writing. If approval subject to modifications is recommended, the nature of the required modifications shall be indicated in writing. The Planning Commission shall then forward the Preliminary Plat together with its recommendations to the City Council for final action. The final action of the City Council shall be noted on two (2) copies of the Preliminary Plat with any notations made at the time of approval or disapproval of the specific changes required. One (1) copy shall be returned to the subdivider and the other placed on file in the office of the City Clerk.
- F. Approval of the Preliminary Plat shall not constitute acceptance of the Final Plat. The approval of the Preliminary Plat shall lapse unless a Final Plat based thereon is submitted within six (6) months from the date of such approval. An extension of time may be applied for by the subdivider and granted by the City Council.

Subd. 5 Subdivision of a Portion of a Larger Tract. Whenever part of a tract is proposed to be subdivided and it is intended to subdivide additional parts of the tract in the future, a sketch plan for the entire tract showing the proposed general platting arrangement shall be submitted to the Planning Commission at the time the Preliminary Plat for the first part of the tract to be platted is submitted.

Subd. 6 Plat Review Charge. A filing fee will be charged at the time of filing the Preliminary Plat, to offset administrative costs in processing the application. This fee will be assessed once for each preliminary plat application submitted; no additional fee will be charged for filing a final plat. Such fee will be established by the City Council by resolution from time to time.