

PLANNING ESSENTIALS: MAJOR SUBDIVISIONS

HOW TO APPLY

Submit the following information:

Preliminary plat

- Major subdivision application
- Applications for other approvals needed (comprehensive plan amendment, planned unit development, etc.)
- A current certified Abstract of Title or an Owner's Duplicate Certificate of Title and copies of all unrecorded documents necessary to establish a legal or equitable interest by the applicant in the property involved
- A statement describing:
 - Number of proposed parcels
 - Intended use of each parcel
 - Reason/need for the development
- Statement of outstanding assessments
 - Full payment may be a condition of approval
- Plans:
 - One 8 1/2" x 11" and one 11" x 17" half-scale reproducible print for each required sketch, drawing, or plan
 - Two 24"x36" copies of each plan sheet (if required by staff)
 - Digital Copies of plans can be submitted at shoreviewmn.gov
 - See Exhibit A for what information is required on the plans

Final plat

- Major subdivision application
- List of preliminary plat conditions showing that each has been completed
- Mylars
 - Three 4-mil transparent mylar copies (hard shells) of the plat
 - One copy should be labeled "City copy"
 - Two mylar reductions at scales of 1 inch = 200 feet, 1 inch = 600 feet
- Appraisal
 - Used to determine public use dedication fee
- Plans:
 - One 8 1/2" x 11" and one 11" x 17" half-scale reproducible print for each required sketch, drawing, or plan
 - Two 24"x36" copies of each plan sheet (if required by staff)
 - Digital Copies of plans can be submitted at shoreviewmn.gov



APPLICATION FEES

Preliminary plat

- Filing fee: \$600 plus \$25 per lot
 - Non-refundable

Final plat

- Filing fee: \$400 plus \$20 per lot
 - Non-refundable

PROCESSING YOUR APPLICATION

Preliminary plat

Staff review

- Pre-application meeting encourage
 - Staff and developer will review proposed plat at a pre-application meeting
 - Staff may bring it to the planning commission if proposal involves a major policy issue
- Staff will review the application according to sections 203.020(A), 204 and 402 of the city code
 - Includes city engineer making a recommendation to the environmental quality committee
- Staff will schedule a public hearing after reviewing the preliminary plat application

Public hearing and review

- Notice:
 - Newspaper publication:
 - Staff will provide published notice 10 days before the public hearing
 - Notice will include the purpose, time, date, and location of the public hearing
 - Affidavits of publication will be part of the meeting's record
 - Mailed notice:
 - Staff will provide written notice to property owners within 350 feet of the property 10 days before the public hearing
 - Notice will include the purpose, time, date, and location of the public hearing
 - An affidavit with the names and addresses of the property owners will be part of the meeting's records
 - The process will not be invalidated if:
 - Mailed notice did not occur
 - Defects in the notice occurred despite staff's attempt
- Planning commission will:
 - Hold a public hearing and review the request according to the city code



- Make a recommendation for approval or denial to the city council and provide the reasons for it
 - The request can also be tabled for further review
- City council will:
 - Consider the request based on the planning commission's recommendation
 - The city council can also hold a public hearing instead of the planning commission
 - Table, approve, or deny the request based on recommendations and the city code
- Issuance and conditions:
 - If approved, the city council may impose conditions and safeguards that ensure the use:
 - It will not be detrimental to the health, safety or general welfare of the community
 - Is in harmony with the general purpose and intent of the development ordinance and the comprehensive guide plan
 - If denied, the city council will provide reasons for it
- Decision:
 - Decisions are final
 - Preliminary plat approval is acceptance of the design
 - Other jurisdictions/departments need to approve proposals before final plat approval
 - Applicant has one year from approval date to meet all conditions or apply for improvements

Final plat

Staff review

- Staff will
 - Review in accordance to preliminary plat approval
 - Prepare development and erosion control agreements
 - Calculate public recreation use dedication fee and other required fees

City council approval

- City council will review final plat for approval
- Decisions are final

DEVELOPMENT CODE REQUIREMENTS

- Minimum lot dimensions
 - Single dwellings
 - Area - 10,000 square feet
 - Interior lot width - 75 feet at building setback line and 30 feet at street



- Lot depth – 125 feet
- Corner lot width – 90 feet at front yard setback
- Buildings with two to six residential units
 - Area - 10,000 square feet plus and extra 1,000 square feet for each dwelling unit
 - Interior lot width - 80 feet
 - Corner lot width – 95 feet at front yard setback
- Buildings with seven or more residential units
 - Area - 25,000 square feet
 - Interior lot width - 175 feet
 - Corner lot width – 190 feet
- Minimum setbacks
 - Single dwellings and buildings with two to six residential units
 - Either
 - Front and rear yards 30 feet or
 - Front yard 25 feet and rear yard 35 feet
 - Buildings with seven or more residential units
 - Either
 - Front and rear yards 30 feet or
 - Front yard 25 feet and rear yard 35 feet
 - Front yard from arterial roadways – 40 feet
 - Side yard – 30 feet

MISCELLANEOUS INFORMATION

The city will not accept an application until everything is submitted. An incomplete application may delay scheduling the public hearing and planning commission review.

Your application is considered public. If the city receives a request, they will need to provide it.

Staff recommends that you discuss your proposal with your neighbors before you submit it. This can help address any concerns they may have.

The applicant and property owner are responsible for paying any out-of-pocket expenses. This includes:

- Administrative, engineering, or legal expenses for processing your application
- Staff time for enforcing any conditions(s) of the approval

Before site grading or installing improvements, the applicant must:

- Get preliminary plat approval,
- Execute agreements and
- Get approval from city engineer

Before filling or excavating a wetland, the applicant may need approval form:



- Minnesota Department of Natural Resources,
- U.S. Corps of Engineers, or
- Watershed district

Applicant must get approval from watershed district on their own.

QUESTIONS?

Shoreview Community Development Department
651-490-4680 | shoreviewmn.gov



Exhibit A

The following must be included with the application unless staff approves a waiver. This information must be provided for the property that will be divided and any properties within 100 feet of the boundary. Use a standard engineering scale to draw all plan sheets. The scale needs to be on each plan sheet and approved by staff.

1. Site identification and description sheet
 - a. Proposed subdivision name
 - i. Cannot be the same or similar to other subdivisions in the county
 - b. Legal description of the property being subdivided
 - i. Include section, township and range
 - c. Name and contact information of the person who prepared the plan sheets
 - d. North arrow
 - e. Prepared date
 - f. Gross site acreage, by type or proposed land use
2. Existing conditions
 - a. Site boundary including
 - i. Proposed exceptions
 - ii. Measured distances and angles ties to nearest quarter section
 - b. Boundary dimensions
 - c. Tract square footage
 - d. Owners of adjoining properties
 - e. Existing topography,
 - i. Contour interval - no more than two feet
 1. Contours should not be farther apart than 100 feet.
 - ii. Lakes, rivers, creeks, marshes, rock outcrops and other significant features
 1. Show 100-year flood elevation and the Ordinary High Water mark (OHW) where known
 - f. Existing street, alley and railroad right-of-way, utility, and drainage easements
 - g. Existing park or other public open space and city boundaries
 - h. Designation of the boundary of any environmental overlay district.
 - i. Show acreage of the site that lies within any of these areas
 - i. Location and size of existing utilities
 - i. Sanitary sewers, water mains, storm sewer ponding facilities or other above or below ground utilities.
 - ii. Include
 1. Edge of pavement and/or entire pavement area
 2. grades
 3. invert elevations



- 4. location of catch basins, manholes and fire hydrants
- j. If proposed subdivision is a rearrangement or a replat of any former plat, auditor's subdivision or registered land survey:
 - i. Show lot/parcel, block arrangement and original subdivision name with dotted or dashed lines
 - ii. Show any roadways or easements that will be revised or abandoned
 - 1. Additional application needed
- k. The location and dimensions of any existing structure, utilities, driveways or parking lots
 - i. Mark if any will be removed
- 3. Proposed development
 - a. Streets
 - i. Show layout with right-of-way width, names, and location of bikeways and sidewalks
 - ii. Street names must be consistent with existing public street names, wherever possible
 - 1. Names that could be confused with any existing street names will not be permitted.
 - b. Layout of all lots and blocks with dimensions to the nearest one foot
 - c. Location and dimensions of all proposed drainage and utility easements
 - d. Areas other than street and utility easements to be dedicated or deeded to the public.
 - e. Include total acreage
 - f. Percent of the site to be covered by impervious surfaces
 - g. If site includes a part of the applicant's site, include a sketch plan showing how the proposed streets, lots and grading will be tied into the future development.
- 4. Grading, drainage and erosion control plans
 - a. Show proposed finished grades with a contour interval of no more than two feet.
 - b. Show direction of all drainage
 - c. Show location of any significant stand(s) of healthy, mature trees
 - i. Identify trees that will be saved
 - d. Submit calculations used to determine the 100-year storm design elevation for all ponds
 - e. Show location and type of erosion control methods
- 5. Utility plan
 - a. Show proposed location, size and depth of all sanitary sewer, water and storm sewer or drainage facilities.

