



P.O. Box 447
Lake Elmo, Minnesota 55042-0447
651-436-4773

Office Use Only	
Permit # Issued	_____
Date of Issue	_____
Yearly Inspection	<input type="checkbox"/> Yes <input type="checkbox"/> No

MAJOR SUBDIVISION APPLICATION

(Creation of more than three parcels)

- Concept Review Preliminary/Final Plat

Applicant/s: _____

Address: _____

Telephone: Work: _____ Home: _____ Cell: _____

Email Address: _____

If applicant is different from owner:

Owner/s: _____

Address: _____

Telephone: Work: _____ Home: _____ Cell: _____

Email Address: _____

Description of Request: _____

<p>In connection with your request for a Major Subdivision, your signature constitutes permission for representatives of West Lakeland Township to enter upon your property, during normal business hours, for the purpose of evaluating your request. This may involve minor excavation and soil borings. If you wish to be present during such inspection, please contact the Township Clerk.</p>

Signature of Applicant: _____

Signature of Applicant: _____

Signature of Owner: _____

MAJOR SUBDIVISION APPLICATION CHECKLIST

The Township must receive the following items to process your application. Your application will not be processed until all of these items are received. During the review of your application by staff, additional information may be requested.

- Application Form
- Application Fee/Escrow for Preliminary/Final (See Fee Schedule)
- Two full-sized (If larger than 11X17) prints and eight 11" X 17" Prints for Planning Commission and two full-sized and five 11" X 17" prints for Town Board Meeting.
- Exhibits as detailed following

MAJOR SUBDIVISION EXHIBITS

CONCEPT REVIEW

- Tract Boundaries and approximate dimensions. Total extent of the property under the present ownership, if more than proposed plat.
- Significant topographic and physical features on the property to subdivided and within 200 feet of all property lines (Aerial photography to scale from Washington County Surveyor's Office or other government agency would fulfill this requirement)
- Proposed general street layout with lot sizes of individual lots shown.
- General drainage plan.
- Current Zoning of Property.
- A narrative explaining the subdivision and its purpose.

PRELIMINARY PLAT

- All maps do not exceed a scale of 1" = 100'
- Legal description of the property to be subdivided.
- Proposed name of plat (Check with Washington County Surveyor's Office)
- Name and address of owner and any agent having control of the land.
- Name and address of subdivider, land surveyor, engineer and designer of plat.
- North point and graphic scale bar.
- Vicinity Map with well-known geographic features within 1/2 mile of project
- Date of preparation.

Existing Conditions

- Boundary survey of the entire tract to be subdivided.
- Total area
- Location, right-of-way width, and names of existing or platted streets or public ways, easements and section lines, municipal and school district lines, parks and other public lands within 300 feet of the boundary of the plat.
- Location of significant physical features – existing sewers, catch basins, manholes, hydrants, street pavements width and type, wells, culverts, septic systems, drain tile, or other underground facilities within the plat and for 100 feet beyond.
- Boundary line of all adjoining unsubdivided and subdivided land within 100 feet of the plat with names of owners.
- All wetlands shall be field delineated by a qualified and experienced wetlands delineator. The surveyed location of all wetland boundary markers must be shown on the Preliminary Plat. A copy of the wetland delineation report shall be submitted.
- Topographic data, including contours at vertical intervals of not more than two (2) feet, except in those areas where the slope is less than one percent (1%) a one (1) foot vertical interval shall be shown. Water courses, marshes, wooded areas, rock outcrops, power transmission poles and lines, and other significant features shall also be shown. National Geodetic Vertical Datum 1929 Adjustment or North American Vertical Datum of 1988 shall be used for all topographic mapping, except where benchmarks are not available within 1/2 mile of site. Benchmarks shall be established on-site and shown on map. At the discretion of the Zoning Administrator, spot elevations may substitute for the one-foot contour intervals.
- Two soil borings shall be completed on each lot with results being submitted to the Washington County Department of Health, Environment and Land Management. If it appears that soil may not be suitable on any lot for the installation of an on-site septic system, additional borings and percolation tests may be required at the discretion of the Department. Borings and septic sites are to be shown on Preliminary Plat.
- Soil types and location of limits of each soil type as shown in the Soil Survey of Washington County.
- On all lakes, ponds and wetlands, all water surface elevations, ordinary high water elevation and 100-year flood elevations shall be denoted.

- The applicant shall document the path of each drainage way from the proposed development to the first DNR Protected Water within one mile of the project.

Proposed Design

- Layout of proposed streets showing right-of-way widths and proposed names of streets. The name of any street shall conform to the Washington County Uniform Street Naming and Property Numbering System as applicable.
- Locations and widths of proposed drainage and utility easements.
- Lot and block numbers, preliminary dimensions of lots and blocks and area of each lot. The buildable area of each lot, excluding slopes over twenty-five percent (25%), required setbacks and drainage easements shall be noted.
- Proposed front, side and rear building setbacks as well as setbacks from water bodies.
- Gradients of proposed streets and sewer lines. Plans and profiles showing locations and typical cross-sections of street pavement including curbs, gutters, sidewalks, drainage easements, servitude right-of-ways, manholes and catch basins.
- Grading and drainage plan for entire subdivision prepared by a qualified professional. If any fill or excavation is proposed in a wetland or lake, approval may be required from the Minnesota Department of Natural Resources, Army Corps of Engineers, Local Governmental Unit and/or Watershed Management Organization.
- Erosion and sediment control plan prepared by a qualified professional.

Additional Information

- Statement of the proposed use of lots stating type of residential buildings with number of proposed dwelling units; type of business or industry so as to reveal the affect of the development on traffic, fire hazards and congestion of population.
- Source of water supply.
- Provisions for sewage disposal, surface water drainage, and flood control.
- Storm Water Calculations prepared by a licensed professional engineer.

FINAL PLAT

- The final plat shall be prepared by a land surveyor who is licensed in the State of Minnesota and shall comply with the provisions of Minnesota State Statutes Chapter 505, these regulations, and the manual of Standard Procedures for Platting in Washington County.
- The subdivider shall submit, with the final plat, an Opinion of Title prepared by the subdivider's attorney or a current title insurance policy or commitment certified to within 30 days of submission of the final plat

NOTE: Refer to "Township Code" for Zoning and performance standards