



# PRELIMINARY PLAT APPLICATION

APPLICATION DATE: \_\_\_\_\_

FEE: **\$1,200.00**

## PROJECT SITE INFORMATION

Project / Development Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Property Identification No. (PID): \_\_\_\_\_

Legal Description of Property: *(attach a separate document, if necessary)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## OWNER INFORMATION

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## APPLICANT / AGENT INFORMATION

Applicant / Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## PROCEDURE & SUBMITTAL INFORMATION

A complete application must be made thirty (30) days prior to the Planning Commission meeting for which you wish to be heard. To fully understand all of the information required for submittal, the City of Winsted requires an initial meeting with review of a concept plan prior to submitting an application and documents for review.

The plat request shall be filed with the City on this official application form, along with the established fee, if applicable. Such application shall also be accompanied by one (1) large-scale copy, and an electronic copy of a preliminary plat and supportive information in conformity with the City's Ordinances. The scale of such materials shall be the minimum necessary to ensure legibility. If you have any questions on the necessary materials please contact City Hall at (320) 485-2366.

The final plat for the first phase of the development shall be submitted within one (1) year after said approval or approval of the preliminary plat shall be considered void. For plats with multiple phases, a final plat application for a subsequent phase must be submitted within two (2) years after approval of the previous phase final plat or the preliminary plat shall be considered void.

Prior to the expiration of the final plat deadline, the Planning Commission may extend the approval for an additional two (2) years. The extension request shall be in writing specifically designating the expiration date. Only one (1) extension may be granted per phase of the preliminary plat.

The following information is to be submitted in support of the application:

- Proposed name of subdivision, not similar to any recorded plat with McLeod County.
- Date of preparation and North point.
- Scale of plat, not less than one (1) inch to one hundred (100) feet.
- Proposed covenants and private restrictions.
- Location map indicating location of proposed subdivision in relationship to general known area.
- Names and addresses of the applicant, land surveyor and engineer making plat and property owners of record within three hundred fifty (350) feet of the proposed subdivision.
- Legal description of proposed subdivision.
- Boundary line of proposed subdivision.
- Zoning of land within and abutting the subdivision.
- Layout, dimensions and acreage of proposed lots and blocks.
- Name, location and right-of-way width of existing or proposed streets, highways, alleys, sidewalks, and pedestrian ways.
- High water level of all lakes, rivers, streams and wetlands. Floodplain boundaries and elevations established locally or by the Federal Emergency Management Agency (FEMA).
- Location, dimensions, and purpose of existing and proposed utilities and utility easements.
- Location, dimensions of existing and proposed public sewer and water systems.
- Existing and proposed storm water drainage systems including drainage ponds, outlots, and easements.
- Boundary lines of adjoining un-subdivided or subdivided land within three hundred and fifty (350) feet, identifying by name and ownership.
- Proposed zoning changes, if necessary.
- Minimum front, side, and rear yard setbacks as required by the Zoning Chapter of the Winsted Municipal Code.
- Location, dimensions, and size of areas, other than streets, alleys, pedestrian ways, and utility easements, proposed to be dedicated or reserved for public uses.
- The type of structure and driveway location proposed based on drainage, grading, and sewer elevations must be shown for each lot in the subdivision.
- Soil survey, grading plan, soil erosion and sediment control plan, and landscaping plan.
- A list of any liens or encumbrances.
- Other information deemed necessary by the City of Winsted.

I HAVE READ AND AGREE TO COMPLY WITH ALL APPLICABLE ORDINANCES AND RULES ASSOCIATED WITH THIS APPLICATION. I CERTIFY THAT I HAVE READ THE ABOVE AND THAT THE ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT ALL OF THE REQUIRED INFORMATION MUST BE SUBMITTED TO BE REVIEWED BY THE PLANNING COMMISSION AND CITY COUNCIL.

**A SIGNATURE IS REQUIRED TO COMPLETE THIS APPLICATION.**

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Signature of Applicant

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Date

FOR OFFICE USE ONLY

Date App. Received: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Method of Payment: \_\_\_\_\_

Application Reviewed:  City Administrator/Zoning Date Reviewed/Initials: \_\_\_\_\_  
 Public Works Date Reviewed/Initials: \_\_\_\_\_  
 City Engineer Date Reviewed/Initials: \_\_\_\_\_  
 Other Department Date Reviewed/Initials: \_\_\_\_\_

Application Approved/Denied:  Approved (*Date Issued:* \_\_\_\_\_)  Denied (*Reason:* \_\_\_\_\_)

Decision by: \_\_\_\_\_ Signature: \_\_\_\_\_