



City of Chaska

Preliminary
Plat/R.L.S.
Requirements

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FILING REQUIREMENTS

Unless waived by the Planning Department, you must provide all of the following items with the Preliminary Plat/R.L.S. application. An incomplete application will not be accepted.

Six large sets (24"x36" preferred) and 25 reduced copies (11"x17") of the following drawings:

- ___ Preliminary plat with lot dimensions and acreages.
- ___ Grading/Drainage Plan, including: existing and proposed two-foot contours any slopes 18% or greater.
- ___ Tree Plan. Identify groups of trees as clusters on the plan. Within clusters, identify significant trees individually by size and species. Significant trees are hardwood deciduous trees of at least 12" caliper or coniferous trees of at least 15' in height.
- ___ Map of existing conditions, including wetland delineations per Wetland Conservation Act and City standards, if applicable.
- ___ Utility Plan, including: location and size of all water lines, sanitary sewer lines and storm sewer lines plus all subsequent manholes, catchbasins, clean-outs, valves, etc. location of all fire hydrants.
- ___ If proposing a stub street to an adjacent site, show a concept plan for that site. The concept plan should be complete enough to verify that the stub street will allow reasonable use of the adjacent street.
- ___ A written statement describing the intended use of the property and why the City should approve your request.
- ___ Delineation of all wetlands on property prior to submittal for preliminary city approval. Acceptance of delineation and mitigation plan by Technical Evaluation Committee and City prior to submittal for final city approval.

PROCEDURE

1. The developer and consultants shall meet with Planning Staff to explain proposed project and to receive information from staff relative to the site, prior to commencing project design.
2. Consult with the Community Development Department to determine the ordinances and procedures that apply to your application. Request application packet from Staff.
3. The completed application and required development fees, along with all supporting documentation requested herein must be returned on or before the established submittal date and time.

Late and/or incomplete submittals will not be placed on the Planning Commission agenda.

4. The Planning Director will schedule a public hearing with the Planning Commission after preparing a report and recommendation. Allow at least 30-60 days from the application date to the Planning Commission hearing. The Director will mail a notice to property owners within 400 feet of the property you plat to divide. A copy of the staff report will be mailed to the applicant on the Friday before the Planning Commission Meeting.
5. Appear before the City Planning Commission. The Planning Commission meets on the second Wednesday of each month. Depending on the Planning Commission recommendation, the proposal will either go on to the City Council or come back to the Planning Commission for further review.
6. Following Planning Commission approval, the proposal will be presented to the City Council. The City Council meets on the first, third and fifth Mondays of each month.
7. Applicant applies for a final plat after meeting applicable conditions.

NOTES

1. Try to discuss your proposal with adjacent property owners before you submit a formal application. Any conflicts that you can resolve ahead of time will make it easier and faster for the City to process your application.
2. The Planning Director may require a consultant, such as a traffic engineer, landscape architect, forester or appraiser, to review your application. If the Director requires a consultant's review, you must provide cash escrow to pay this fee. City staff will notify you if the Director requires a consultant.
3. Once the City Council has approved the preliminary plat, your project is eligible to apply to the Planning Department for Final Plat approval. You must complete all applicable preliminary plat conditions before final plat approval.