



MAJOR PLAT APPLICATION AND REVIEW PROCESS FOR PRELIMINARY APPROVAL

Timeline Overview: Applications will be reviewed by City staff and discussed in a public hearing by the Planning Commission, before action is taken by the City Council. If necessary, applications will be reviewed by the Parks and Recreation Commission prior to the public hearing for a recommendation regarding whether required park dedication should be satisfied by contribution of land, cash in lieu of land, or combination of land and cash. City or Roseville has 120 days from the date a complete application is received to deny or preliminarily approve a proposed Major Plat.

Application Deadline: Applications for preliminary approval of a Major Plat must be received by the close-of-business on the **first Friday of each month**. Applications received after this date may not be heard at an advisory commission meeting of the following month.

Submission Requirements: A completed application form must be submitted with all required materials. Failure to submit all application materials may delay the review process described below.

Escrow Deposit: Because plats involve a significant amount of research and analysis by staff and/or outside consultants, the applicant must deposit \$2,500 in escrow in addition to the application fee for a Preliminary Plat. If the escrow is drawn down to \$500, the applicant will be required to replenish the account; unused escrow funds will be returned to the applicant at the conclusion of the Final Plat process.

Initial Review: Applications will be reviewed for completeness by City staff, and a determination of completeness will be provided to the applicant in the form of a letter within about 10 days of the application submittal date. A letter in response to an *incomplete* application will identify the materials that are needed in order to complete the application; once all of the outstanding application materials are received, the 120-day action timeline will restart. A letter in response to a complete application will outline the following schedule for the formal review and approval process.

Formal Review: Plat applications will be discussed by a panel of City staff representing various departments. The members of this panel will address points of concern based on their respective professional experience; a summary of these comments will be provided to the applicant and will be reflected in the staff report presented to the Planning Commission.

Staff Reports: Community Development staff will prepare a report summarizing the application, reviewing it against the City's Codes, Ordinances, and policies, and providing a recommendation for the Planning Commission and/or City Council. This report will be provided to the applicant prior to the public hearing at the Planning Commission meeting.

Preliminary Plats: A Preliminary Plat application requires the Planning Commission to review the application in an open meeting at which the public is invited to comment on the proposal; this is a public hearing. Minnesota State Law requires a published notice in a City's legal newspaper a minimum of ten days prior to a public hearing. City policy further requires that notices be mailed directly to property owners within 500 feet of the affected property. Both of these notices are prepared and sent by the City of Roseville.

Parks and Recreation Commission Meeting: Applications that elicit the park dedication requirement will be reviewed by the Parks and Recreation Commission for its recommendation about whether a dedication of land or cash in lieu of land is appropriate. Applicants are encouraged to attend and participate in this meeting in order to respond to questions from the Parks and Recreation Commission. The meeting will be held in the City Hall Council Chambers, which is equipped to display drawings, photographs, video, or other materials. Because the meeting will be televised and recorded, applicants should be prepared to speak into the microphone at the presentation table.

Planning Commission Meeting: Applicants are encouraged to attend and participate in the public hearing in order to respond to questions from the Planning Commission and/or members of the public. The public hearing will be held in the City Hall Council Chambers, which is equipped to display drawings, photographs, video, or other materials. Because the hearing will be televised and recorded, applicants should be prepared to speak into the microphone at the presentation table.

Planning Commission Action: The Planning Commission does not approve or deny a Preliminary Plat application; instead, it makes a recommendation of approval or denial to the City Council and provides the rationale for its recommendation. The application, along with the recommendation of the Planning Commission, is then brought to the City Council which has authority to approve or deny the application.

City Council: Based on the recommendation from the Planning Commission in addition to its own review, the City Council will approve or deny the proposed plat as an item on the "Consent Agenda". At its discretion, however, the City Council may choose to review the application in greater detail and take public comment before ultimately approving or denying the request. If a Preliminary Plat is approved, the applicant must apply for Final Plat approval within 6 months; failure to adhere to this timeline will nullify the approval unless an extension is requested by the applicant and approved by the City Council.

Please keep this sheet for your reference after you have submitted the attached application.



COMMUNITY DEVELOPMENT

2660 Civic Center Drive ❖ Roseville, MN 55113
Phone: (651) 792-7005 ❖ planning@cityofroseville.com

MAJOR PLAT: APPLICATION FOR PRELIMINARY APPROVAL

CITY CODE CHAPTER 1102
www.cityofroseville.com

- Application fee: \$1,375
Escrow deposit: \$2,500

Application fee and escrow deposit should be made payable to City of Roseville upon submittal of completed application. Escrow funds will be drawn to cover project-related costs. Additional funds may be required; surplus funds will be returned.

Please complete the application by typing or printing in ink. Use additional paper if necessary.

- 1. Property Owner: If multiple property owners are involved, complete and submit additional application forms to identify each owner on separate forms.

Company name:
Last name: First name:
Address: City/State/Zip:
Phone number: Email address:

- 2. Authorized Applicant: If different from above, identify the party designated by the owner(s) of all property subject to the proposed plat to facilitate the application for preliminary approval of the plat.

Company name:
Last name: First name:
Address: City/State/Zip:
Phone number: Email address:

- 3. Subject Property Address(es): List the address(es) of all property owned by the Owner identified above and subject to the proposed plat.

- 4. Statement of Intent: Briefly describe the intended development of the lot or lots resulting from the proposed plat.

5. **Additional Required Information:** Please provide one full-size copy of all plans in both electronic format (preferably PDF) and printed format.
 - a. **Legal Description(s) and PIN(s):** complete legal description(s) and the existing Parcel Identification Number(s) of all property subject to the proposed plat
 - b. **Written Narrative:** detailed description of the intended development facilitated by the proposed plat
 - c. **Preliminary Plat Document:** pursuant to the standards of Minnesota Statutes Chapter 505, and where appropriate, including existing improvements, distance of existing improvements from proposed lot boundaries, and the footprint area of existing improvements
 - d. **Park Dedication Study:** for proposals that qualify for park dedication pursuant to City Code Section 1103.06, an illustration of the applicant's suggestion of where park land could be incorporated in the event that the plat approval requires a dedication of land
 - e. **Topographic Survey and Grading Plan:** including contours at vertical intervals of not more than two feet, except that contour lines shall be no more than 100 feet apart
 - f. **Storm Water Management Plan:** pursuant to the standards of the governing Watershed District(s) and City of Roseville Storm Water Management Standards
 - g. **Tree Preservation Plan:** pursuant to the requirements of City Code Section 1011.04
 - h. **Developer Open House Meeting Summary:** only if the proposal requires a Developer Open House Meeting to be held prior to application for preliminary plat approval
 - i. **Other Information:** In addition to the required documentation listed above, a subdivision variance application, traffic analyses, exterior building elevation drawings, and other information may also be required, if deemed necessary for adequate review of the proposed plat by the Community Development Department.

6. **Escrow:** The escrow deposit will be used to cover the costs incurred in legal review of the proposed plat by the City Attorney and engineering review by City engineering staff and, if necessary, consulting engineers. In the event the amount of the escrow deposit is less than the actual costs incurred by the City in connection with this work, the applicant shall pay the City the amount of the deficiency within 10 days after being notified by the City of the deficit. Alternatively, in the event that the amount of the escrow deposit exceeds the actual costs incurred by the City after completing all of the work, any excess funds shall be returned to the applicant.

7. **Signature(s):** By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: _____

Date: _____

Authorized Applicant: _____

Date: _____

Major Plat applications must be received by the close-of-business on the first Friday of a month.