



City of Litchfield  
 126 North Marshall Avenue  
 Litchfield, Minnesota 55355  
 Tel (320) 693-7201 Fax (320) 693-9134  
[www.ci.litchfield.mn.us](http://www.ci.litchfield.mn.us)

**APPLICATION FOR MAJOR SUBDIVISION**

Preliminary Plat          Final Plat

Name of Plat \_\_\_\_\_

Property Address \_\_\_\_\_

Legal Description \_\_\_\_\_

**APPLICANT: (If different than property owner, attach Owner's information and signature to application)**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Property is commonly referred to as \_\_\_\_\_

**RESIDENTIAL DISTRICT**

R-1    R-2    R-3  
 Single Residence    Multi-  
 Family                      Family

**BUSINESS DISTRICT**

B-1    B-2    B-3    B-4  
 Limited Retail    Roadside General  
                     Shopping

**INDUSTRIAL DISTRICT**

I-1    I-2  
 Limited    General

A-1    A-2  
 Agricultural    General  
 Preservation    Agricultural

**COUNTY ZONING**

R-1    R-2    C-1    C-2    I-1  
 Suburban    Rural    Commercial    Neighborhood    General  
 Residential                      Commercial    Commercial    Industry

Other: \_\_\_\_\_

Present Use \_\_\_\_\_

Planned Future Use \_\_\_\_\_

**Applicant shall submit five (5) copies of the Plat, drawn by a registered surveyor, to City Hall, along with this application.**

Sub-divider pays fees as follows:

1. Tax parcel split – \$300.00
2. 3-5 lots – \$400.00
3. 6-100 lots – \$500.00
4. More than 100 lots – \$500.00

\_\_\_\_\_ Signature of Applicant

Date of Application: \_\_\_\_\_

**NOTE:** Unless an extension of time is requested and granted, the Final Plat must be submitted within six months of the date of the Preliminary Plat's approval.

Fee \$ \_\_\_\_\_ Rec # \_\_\_\_\_ Date \_\_\_\_\_

## Preliminary Plat Submittal Checklist

1. Scale Requirement:
  - a. 1 to 50 feet
  - OR
  - b. 1 to 100 feet
2. Identification and Description:
  - a. Legal description of the existing property
  - b. Property identification number of the existing property
  - c. Proposed name of the subdivision (shall not duplicate or be alike in pronunciation of the name of any plat theretofore recorded in the county)
  - d. Names and addresses of the owner, or subdivider having control of the lands included in the plan, the designer of the plan and the surveyor
  - e. North point (designated as true north)
  - f. Date of preparation
  - g. Proposed use of all parcels, and if zoning change is contemplated, proposed rezoning
  - h. Small-scale key map of the area surrounding the subject property, to show general location
  - i. Certification showing that all taxes currently due on the property to be subdivided have been paid in full
3. Existing Conditions (on property and in surrounding area to a distance of 100 feet)
  - a. Boundary line of proposed subdivision, clearly indicated
  - b. Existing zoning classification
  - c. Total acreage in the plan
  - d. Location, widths and names of all existing or previously platted streets or other public ways, showing types of improvement, if any, railroad and utility rights-of-way, parks and other public open spaces, permanent buildings and structures, easements, and section and corporate lines within the tract and to a distance of 100 feet beyond the tract
  - e. Location and size of existing sewers water mains, culverts or other underground facilities within the tract and to a distance of 100 feet beyond the tract. Such data as grades, invert elevations, and locations of catch basins, manholes and hydrants
  - f. Boundary lines of adjoining unsubdivided or subdivided land within 100 feet of proposed plat
  - g. Topography data, including contour lines at vertical intervals of not more than 2 feet, except the contour lines shall be no more than 100 feet apart horizontally; watercourses, marshes, rock outcrops and other significant features shall also be shown
4. Subdivision Design Features
  - a. Layout of proposed streets, showing right-of-way widths and names of streets. The names of any street heretofore used in the city or its environs shall not be used unless the proposed street is an extension of an already named street, in which event the name shall be used. The street layout shall cover the whole ownership tract
  - b. Each preliminary plan which includes proposed new streets shall in all cases show proposed grades in the street, together with the drainage arrows indicating direction of slope and elevation of intersections

- c. Location and widths of proposed pedestrian ways and utility easements
- d. Layout, numbers, and typical dimensions of lots
- e. Minimum front and side street building setback lines, including dimensions
- f. Areas, other than streets, pedestrian ways, and utility easements, intended to be dedicated or reserved for public use, including the size of the area or areas in acres

### **Final Plat Submittal Checklist**

1. All information, except topographic data and zoning classifications required on the Preliminary Plat shall be accurately shown.

2. Additional Data Required:

- a. Plans for water supply, sewage disposal, drainage and flood control
- b. Soil borings if private sewage disposal systems are proposed. There shall be a minimum of one boring per five lots and in addition, one boring for each low area
- c. Evidence that groundwater level is below the basement floor plans for solving groundwater problems
- d. Data required under regulation of county surveyors, accurate angular and lineal dimensions for all lines, angles and curvature used to describe boundaries, streets, easements, areas to be reserved for public use and other important features. Dimensions of lot lines shall be shown in feet and hundredths
- e. Any supplementary engineering data requested by the City Engineer or City Planner
- f. When lots are located on a curve or when side lot lines are at angles other than 90 degrees, the width of the building setback line shall be shown
- g. An identification system for all lots and blocks
- h. True angles and distances tied to the nearest established street lines or official monuments (not less than two) which shall be accurately described in the plat
- i. Municipal or township, county or section lines accurately tied to the lines of the subdivision by distances and angles
- j. Complete curve data, including radii, internal angles, points and curvatures, tangent bearing and length of all arcs
- k. Accurate location of all monuments
- l. Certification by a registered land surveyor to the effect that the plat represents a survey made by him and that monuments and markers shown thereon exist as located and that all dimensions and geodetic details are correct
- m. Notarized certification by owner, and by any mortgage holder of record, of the adoption of the plat and the dedication of streets and other public areas
- n. Approval by signature of city and county officials concerned with the approval of the plat