

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

CITY OF LITCHFIELD  
126 NORTH MARSHALL AVENUE  
LITCHFIELD, MN 55355

**APPLICATION FOR PRELIMINARY PLAT SUBMISSION**

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  
Agricultural  
Preservation

A-2  
General  
Agricultural

**COUNTY ZONING**

R-1 R-2  
Suburban Rural  
Residential

C-1  
Commercial

C-2  
Neighborhood  
Commercial

I-1  
General  
Industry

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

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

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

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

Sub-divider pays fees as follows:

1. Splitting lots – No Charge
2. Five lots or less - \$50.00
3. Six to 100 lots - \$100.00
4. More than 100 lots - \$100.00 +\$3.00 for each extra lot

\_\_\_\_\_  
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.

Planning Commission      Approved \_\_\_\_\_      Disapproved \_\_\_\_\_      Date \_\_\_\_\_

City Council      Approved \_\_\_\_\_      Disapproved \_\_\_\_\_      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