

**CITY OF PEQUOT LAKES**  
**PRELIMINARY PLAT CHECKLIST**

\_\_\_\_\_ Pre-Application Meeting with Design Review Team (DRT). \$150 \*

**\*\*\* The following information must be received by the City at least thirty (30) days prior to the next Planning Commission meeting.** The City then has ten (10) days to determine if the application is complete or not. If the application is determined incomplete, applicant will be notified.

\_\_\_\_\_ Completed application.

\_\_\_\_\_ Fee (less than 14 lots: \$600.00; 14 lots or more: \$3,000.00 deposit) \*\*

**The Preliminary Plat shall include the following:**

\_\_\_\_\_ Existing Conditions:

1. Boundary lines, legal description, total acreage, name of owner, developer and surveyor, north arrow and scale.
2. Topo with 2-foot contours, floodplains, wetlands, slopes and OHW. Near shore conditions.
3. Tree cover limits with specimen tree locations.
4. Soils.
5. Location of adjoining streets, wetlands, structures and property lines within 200 feet, including acreage not in plat.
6. Significant historical sites.
7. Significant wildlife habitat areas.
8. Endangered or rare species.
9. Date of survey, topo and proposed plat.
10. Layout of existing streets, walkways, driveways, blocks, lots and structures to scale.
11. Existing wells and ISTS.
12. Small scale sketch showing location within city.
13. Zoning classifications, including neighboring parcels.

\_\_\_\_\_ Proposed Design:

1. Proposed streets, walkways, driveways, blocks, lots, buildings if known.
2. Dimensions of lots lines, street widths, easement widths & lakeshore lengths.
3. Buildable areas of proposed lots.
4. Setback lines from streets, lot lines & OHW & designation of buildable area.
5. Proposed green space.
6. Proposed public dedication areas (not streets or walkways).
7. Proposed City sewer & water connections & extensions (existing & proposed).
8. Proposed location of ISTS with estimated depth to water table (2 ISTS/lot).
9. Domestic water supply.
10. Proposed storm drainage & erosion control (during & after construction).

11. Proposed street standards & profiles.
12. Principal & accessory structure locations & elevations.
13. Vegetation & topo alterations.
14. Proposed covenants.
15. Name of subdivision & proposed streets (check with County Surveyor).
16. Stages of development proposed.

\_\_\_\_\_ Fee Owner.

**Additional submittals or considerations:**

\_\_\_\_\_ Cost Benefit Analysis.

\_\_\_\_\_ Variance, CUP or Rezone required?

\_\_\_\_\_ All City charges paid.

**The following takes place once the application has been determined complete:**

\_\_\_\_\_ City publishes Public Hearing Notice in newspaper

\_\_\_\_\_ City mails Public Hearing Notices to neighboring parcel owners within 350 feet of subject property.

\_\_\_\_\_ One week prior to Planning Commission meeting, Staff Report will be available at City Hall or on the website.

\_\_\_\_\_ Planning Commission meeting: Planning Commission holds a public hearing and may continue the hearing as it deems necessary to allow all factual input it deems necessary to allow a decision.

\_\_\_\_\_ The Planning Commission shall recommend the approval, where applicable, of the Preliminary Plat to the City Council within the required timeframe and the findings shall be sent to the subdivider.

\_\_\_\_\_ The City Council shall review the findings and recommendations of the Planning Commission at their next regular meeting and make the final determination.

**\* The Design Review Team (DRT) was established to provide an advanced approach for handling complex development applications. The DRT meets outside of any of the established meetings with the expressed purpose of providing review and feedback on the application so as to coordinate the City's approach and "fast-track" the internal portion of the review process.**

**\*\* When costs associated with processing or reviewing an application exceed the original application fee, the applicant shall reimburse the City for any additional costs.**