

**SECTION 2. PROCEDURES FOR FILING AND REVIEW**

Subdivision

- 2.01 Sketch Plan
- 2.02 Preliminary Plat
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- 2.04 Certification Required
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**2.01 SKETCH PLAN:**

A. Procedure: In order to insure that all applicants are informed of the procedural requirements and minimum standards of this Ordinance, and the requirements and limitations imposed by other City ordinances, plans and/or policies prior to the preparation of a preliminary plat, all applicants shall present a sketch plan to the Zoning Administrator prior to filing a preliminary plat. Approval of a sketch plan shall not be considered binding in regard to subsequent plat review. The Zoning Administrator, notably in the case of multi-phased projects, shall have the authority to refer the sketch plan to the Planning Commission and/or City Council for review and comment.

B. Submission Requirements:

1. Formal request for subdivision.
2. Five (5) copies of the plat sketch including the following minimum information:
  - a. Plat boundary.
  - b. North arrow.
  - c. Scale.
  - d. General location of proposed streets, easements, alleys, pedestrian ways, ponds, water detention areas, etc.
  - e. Designation of land use and current and proposed zoning.
  - f. Significant topographical or physical features.
  - g. General lot locations and layout.
3. An eight and one-half by eleven (8½ X 11) inch reduction of the sketch plan.
4. Payment of application fee as established by City Council resolution.
5. Escrow deposit to pay review costs of City staff and consultants.
6. In cases of multi-phased subdivisions, applicable preliminary plat submission

information as outlined in Section 2.02 of this Ordinance.

## **2.02 PRELIMINARY PLAT:**

### **A. Procedure:**

1. Pursuant to Minnesota Statutes 15.99, as may be amended, an application for a preliminary plat shall be approved or denied by the City Council within sixty (60) days from the date of its official and complete submission unless notice of extension is provided by the City or a time waiver is granted by the applicant. If applicable, processing of the application through required state or federal agencies shall extend the review and decision-making period an additional sixty (60) days unless this limitation is waived by the applicant.
2. After the pre-application meeting and following City review of the sketch plan, the applicant shall prepare a request for subdivision, as provided within this Ordinance, and shall be filed with the City on an official application form. Such application shall be accompanied by a fee as provided for by City Council Resolution. Such application shall also be accompanied by fifteen (15) copies of the preliminary plat and supportive information in conformity with requirements of this Ordinance. The scale of such materials shall be the minimum necessary to ensure legibility. The request for subdivision shall be placed on the agenda of the first possible Planning Commission meeting.
3. The applicant shall supply proof of title and the legal description of the property for which the subdivision is requested, consisting of an abstract of title or registered property abstract currently certified together with any unrecorded documents whereby the petitioners acquire a legal ownership or equitable ownership interest and as applicable, supply documented authorization from the owner(s) of the property in question to proceed with the requested subdivision.
4. The applicant shall submit any necessary applications for variances from the provisions of this Ordinance, as set out in Section 6.02. The preliminary plat shall be considered as being officially submitted only when all of the information requirements are complied with and the appropriate fees paid.
5. Upon receipt of the completed application as outlined in 2, 3, and 4 above, the Zoning Administrator shall set a public hearing for public review of the preliminary plat by the Planning Commission. The hearing shall be within forty-five (45) days of the completed filing of the application. Notice of the hearing may be a legal or display advertisement and shall consist of a legal property description, description of request and shall be published in the official newspaper at least ten (10) days prior to the hearing. Written notification of the hearing shall be mailed at least ten (10) days prior to the hearing to all owners of land within one-quarter (1/4) mile of the boundary of

the property in question. A copy of the notice and a list of the property owners and addresses to which the notice was sent shall be attested and made a part of the records of the proceeding.

6. Failure of a property owner to receive said notice shall not invalidate any such proceedings as set forth within this Section provided a bona fide attempt has been made to comply with the notice requirements of this Section.
7. The Zoning Administrator shall instruct the staff as appropriate to prepare technical reports and provide general assistance in preparing a recommendation on the action to the City Council. This may include the City Planner, City Engineer, City Building Official, the City Attorney, or public or private utility departments, among others.
8. The City shall refer copies of the preliminary plat to County, State or other public jurisdictions for their review and comment, where appropriate and when required.
9. The City Council, Planning Commission and Zoning Administrator shall have the authority to request additional information from the applicant concerning the proposed subdivision and its operational factors or impact, or to retain expert testimony with the consent and at the expense of the applicant concerning operational factors or impacts, when said information is to be declared necessary to establish performance conditions in relation to all pertinent sections of this Ordinance. Failure on the part of the applicant to supply all necessary supportive information may be grounds for denial of the request.
10. The applicant or a designated representative thereof shall appear before the Planning Commission at the public hearing in order to answer questions concerning the proposed request.
11. The Planning Commission shall report its findings and make its recommendation in writing to the City Council no later than thirty (30) days after the close of public hearing described in 5 above. If the Planning Commission has not acted upon the preliminary plat within thirty (30) days following the close of public hearing, the City Council may act on the preliminary plat without the Planning Commission's recommendation.
12. City Council Action:
  - a. Upon completion of the report and recommendation of the Planning Commission, the request shall be placed on the agenda of the City Council. Such reports and recommendations shall be entered in and made part of the permanent written record of the City Council meeting.

- b. Upon receiving the report and recommendation of the Planning Commission and Zoning Administrator, the City Council shall have the option to set and hold a public hearing if deemed necessary and shall make a recorded finding of fact and may impose any condition it considers necessary to protect the public health, safety and welfare.
- c. If, upon receiving said reports and recommendations of the Planning Commission and Zoning Administrator, the City Council finds that specific inconsistencies exist in the review process and thus the final decision of the City Council will differ from the recommendation of the Planning Commission, the City Council may before taking final action, refer the matter back to the Planning Commission for further consideration. The City Council shall provide the Planning Commission with a written statement detailing the specific reasons for referral. This procedure shall be followed only one time on a singular action.
- d. Approval of the preliminary plat by the City Council shall require passage by a majority vote of the entire City Council. If the preliminary plat is approved, such approval shall not constitute final acceptance of the design and layout. Subsequent approval will be required of the engineering proposals and other features and requirements as specified by this Ordinance to be indicated on the final plat. The City Council may impose such conditions and restrictions as it deems appropriate or require such revisions or modifications in the preliminary plat or final plat as it deems necessary to protect the health, safety, comfort, general welfare and convenience of the City.
- e. If the preliminary plat is not approved by the City Council, the reasons for such action shall be recorded in the proceedings of the City Council and shall be transmitted to the applicant.
- f. The City Council reserves the right to decline approval of a preliminary plat if due regard is not shown for the preservation of all natural features, such as topography, trees, water courses, scenic points, prehistoric and historical spots, and similar community assets which, if preserved, will add attractiveness and stability to the proposed development of the property.
- g. Following City Council approval of a preliminary plat, the applicant must submit a final plat to the City within one hundred (100) days of preliminary approval unless otherwise specified as part of a Development Agreement. If this procedure is not followed, then approval of the preliminary plat shall be considered void, unless a request for time extension is submitted in writing by the applicant thirty

(30) days prior to the lapse of approval and subsequently approved by the City Council.

- h. Should the applicant desire to amend a preliminary plat as approved, an amended preliminary plat may be submitted. The City may require the applicant to follow the same procedure as a new preliminary plat. No public hearing will be required unless the amendment, in the opinion of the City, is of such scope as to constitute a new preliminary plat. A filing fee as established by the City shall be charged for the amendment processing.

B. Submission Requirements: The applicant shall submit a preliminary plat together with any necessary supplementary information. The preliminary plat shall contain the information set forth in the subsections that follow (upon specific request, the City may exempt an applicant from the submission of data that is not considered relevant to the application):

1. General Requirements:

- a. The proposed name of the subdivision; names shall not duplicate or be alike in pronunciation to the name of any plat theretofore recorded in the County.
- b. Location of boundary lines in relation to a known section, quarter section or quarter-quarter section lines comprising a legal description of the property.
- c. Name, address and phone number of the record owner(s), any agent having control of the land, the applicant, land surveyor, engineer and designer of the plan.
- d. Graphic scale of one (1) inch to one hundred (100) feet, except as specifically approved by the Zoning Administrator.
- e. North point and key map of the area, showing well-known geographical points for orientation within a one-half (½) mile radius.
- f. Date of preparation.

2. Existing Conditions:

- a. Boundary lines to include bearings, distances, curve data, and total acreage of proposed plat, clearly indicated.
- b. Existing zoning classifications for land in and abutting the subdivision.

- c. Total area of the proposed plat.
  - d. Location, right-of-way width and names of existing or platted streets or other public ways, parks and other public lands, permanent buildings and structures, easements and section, corporate and school district lines within the plan, to a distance one hundred fifty (150) feet beyond the plat.
  - e. Boundary lines of adjoining unsubdivided or subdivided land, within one hundred fifty (150) feet of the plat, identified by name and ownership, including all contiguous land owned or controlled by the applicant.
  - f. A statement certifying the environmental condition of the site including the presence of any hazardous substance as defined by Minnesota Statutes 115B.02, Subd. 8., as may be amended. Such statement may be required to be based upon an environmental assessment of the site by an environmental engineering firm acceptable to the City.
  - g. For plats where public sanitary sewer and water service are not to be utilized, the applicant shall provide geotechnical data prepared by a qualified soils engineer, showing the location and results of tests to ascertain subsurface soil, rock and ground water conditions and availability, including soil percolation tests.
3. Proposed Design Features:
- a. Layout of proposed streets showing the right-of-way widths, centerline gradients, roadway widths, typical cross-sections, and proposed names of streets in conformance with City street identification policies. The name of any street heretofore used in the City or its environs shall not be used unless the proposed street is a logical extension of an already named street, in which event the same name shall be used.
  - b. Locations and widths of proposed alleys and pedestrian ways.
  - c. Location, dimension and purpose of all easements.
  - d. Layout, numbers, lot areas and preliminary dimensions of lots and blocks, and outlots.
  - e. Minimum front and side street building setback line.
  - f. When lots are located on a curve, the width of the lot at the building setback line, as defined by the City Zoning Ordinance, as amended.

- g. Building pads intended for construction.
  - h. Areas, other than streets, alleys, bikeways, pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.
4. Supplementary Information: Any or all of the supplementary information requirements set forth in this subsection shall be submitted when deemed necessary by the Zoning Administrator, consultants, advisory bodies and/or City Council to adequately address the application and site in question.
- a. Proposed protective covenants or private restrictions.
  - b. A tree preservation and protection plan that shows those trees proposed to be removed, those to remain, the types and locations of trees and other vegetation that are to be planted may also be required.
  - c. Statement revealing the effect of the development on traffic, fire hazards, and congestion of population. The applicant may be required to have formal studies performed to the City's satisfaction which show the effect of the proposed development on traffic, fire hazards, or other matters of public concern.
  - d. If any zoning changes are contemplated, the proposed zoning plan for the areas, including dimensions, shall be shown. Such proposed zoning plan shall be for information only and shall not vest any rights in the applicant.
  - e. Where the applicant owns property adjacent to that which is being proposed for the subdivision, it shall be required that the applicant submit a sketch plan of the remainder of the property so as to show the possible relationships between the proposed subdivision and the future subdivision. In any event, all subdivisions shall be required to relate well with existing or potential adjacent subdivisions and land uses and the provisions of the City's adopted Comprehensive Plan.
  - f. Where structures are to be placed on large or excessively deep lots which are subject to potential replat, the preliminary plat shall indicate a logical way in which the lots could possibly be re-subdivided in the future.
  - g. An environmental assessment worksheet (EAW) shall be submitted if the City Council, Minnesota Environmental Quality Board or other groups or agencies determine that one is required by law. Whenever

- a project that does not require an environmental assessment worksheet is suspected to have the potential for environmental effects, the State, County, or City may require the preparation of a discretionary environmental assessment worksheet in order to determine whether an environmental impact statement is needed.
- h. Applications, statements and supporting documentation and plans for rezoning, variances or conditional use permits approvals being sought for the subdivision.
  - i. Where irregular shaped lots have been proposed, house plans shall be submitted which demonstrate such lots to be buildable and the resulting structure compatible in size and character to the surrounding area.
  - j. Identification of outlots for the purpose of locating area identification signs, as may be allowed by Section 31 of the Zoning Ordinance.
  - k. Such other applicable information as may be required by the City.
5. Preliminary Grading Plan: The applicant shall submit a preliminary grading, drainage, and erosion control plan which shall include the following information:
- a. North arrow.
  - b. Graphic scale of one (1) inch to one hundred (100) feet, except as specifically approved by the Zoning Administrator.
  - c. Lot and block numbers.
  - d. Building pad locations, proposed building types and proposed elevations.
  - e. Topography in two (2) foot contour intervals with existing contours shown as dashed lines and proposed contours as solid lines. Existing topography shall extend one hundred (100) feet outside of the tract or a distance necessary to demonstrate the impact of surface drainage upon surrounding properties.
  - f. Location, size and elevation of all existing natural features, including but not limited to, wooded areas, marshes, water courses, water bodies, areas of steep slope and other significant features.
  - g. Location of all existing storm drainage facilities including, but not limited to, pipes, manholes, catch basins, ponding areas, swales and drainage channels within one hundred (100) feet of the parcel.

Existing pipe grades, rim and invert elevations, and ordinary high water mark shall be shown. Also, spot elevations at drainage break points and direction arrows indicating site, swale and lot drainage.

- h. The delineation of all wetlands in accordance with criteria established by the Army Corps of Engineers and/or Minnesota Department of Natural Resources. Such wetland delineations shall be performed by a party certified as qualified by the Army Corps of Engineers and/or Minnesota Department of Natural Resources.
  - i. One hundred (100) year floodplain elevations and the regulatory flood protection elevation taking into consideration the Flood Insurance Study and Flood Insurance Rate Map.
  - j. Location and elevations of all street high and low points.
  - k. All street design grades and typical street sections.
  - l. Phasing of grading.
  - m. The location of all oversize non-typical easements.
  - n. A plan for soil erosion and sediment control both during construction and after development has been completed. The plan shall include gradients of waterways, design of velocity and erosion control measures, design of sediment control measures, and landscaping of the erosion and sediment control system. Locations and standard detail plates for each measure shall be included on the plan.
  - o. All re-vegetation measures proposed for the subdivision, including seed and mulch types and application rates shall be included on the plan.
6. Preliminary Utility Plan:
- a. Location, dimension, and purpose of all easements.
  - b. Location and size of existing sewers, water mains, culverts, or other underground facilities within and extending one hundred (100) feet beyond the proposed subdivision boundary. Such data as grades, invert elevations, and location of catch basins, manholes, and hydrants shall also be shown.
  - c. Water Supply, Public: Water mains shall be provided to serve the subdivision by extension of an existing community system wherever feasible. Service connections shall be stubbed into the property line and all necessary fire hydrants shall also be provided. Extensions of

the public water supply system shall be designed to provide service in accordance with design standards approved by the City Engineer.

- d. Water Supply, Private: In areas where public water service is unavailable or not proposed, individuals wells shall be provided on each lot, properly placed in relationship to the individual sewage disposal facilities on the same and adjoining lots. Private water wells designs shall be installed in accordance with the Minnesota Well Code.
- e. Sewage Disposal, Public: Sanitary sewer mains and service connections shall be installed in accordance with the design standards of the City as approved by the City Engineer.
- f. Sewage Disposal, Private: All on-site private septic systems shall be installed in accordance with all applicable Minnesota Pollution Control Agency and Minnesota Individual Sewage Treatment Systems Standards (Minnesota Rules, Chapter 7080), as may be amended, including provision of a second alternative location for an on-site private septic system.
- g. Locations, grades, rim and invert elevations, and sizes of all sanitary sewer facilities to serve the proposed subdivision.
- h. Location of all proposed hydrants and valves for all proposed water mains.

## **2.03 FINAL PLAT:**

### **A. Procedure:**

- 1. After the preliminary plat has been approved, a final plat shall be submitted for review as set forth in the subsections which follow. The City may agree to review the preliminary and final plat simultaneously. The final plat shall incorporate all changes, modifications and revisions required by the City. Otherwise, it shall strictly conform to the approved preliminary plat.
- 2. All final plats shall comply with the provisions of Minnesota State Statutes and requirements of this Ordinance.
- 3. Review of a Final Plat:
  - a. Pursuant to Minnesota Statutes 15.99, as may be amended, an application for a final plat shall be approved or denied by the City Council within sixty (60) days from the date of its official and complete submission unless notice of extension is provided by the City or a time

waiver is granted by the applicant. If applicable, processing of the application through required state or federal agencies shall extend the review and decision-making period an additional sixty (60) days unless this limitation is waived by the applicant. If the final plat is not approved, the reasons for such action shall be recorded in the official proceedings of the City and shall be transmitted to the applicant.

- b. Ten (10) copies of the final plat shall be submitted by the applicant. The scale of such materials shall be the minimum necessary to ensure legibility. In the event that the final plat is referred to the Planning Commission for recommendation, additional large scale copies of the plat may be required. Upon receipt of a final plat, copies shall be referred to the City Council, Zoning Administrator, and to all applicable utility companies, County, and State agencies. One (1) copy, with Abstract of Title or Registered Property Certificate and opinion title shall be referred to the City Attorney.
- c. The City Council may refer the final plat to the Planning Commission for recommendation if they find the proposed final plat is substantially different from the approved preliminary plat or the requirements of the preliminary plat are not resolved. In such cases, the Planning Commission shall submit a report thereon to the City Council within thirty (30) days.
- d. The Zoning Administrator receiving final plat copies shall as appropriate submit reports to the City Council within ten (10) working days, documenting and expressing their recommendation on the final plat.
- e. Prior to approval of a final plat, the applicant shall have executed a Development Agreement with the City, which controls the installation of all required improvements and assures compliance with all conditions of approval. Said agreement will require all improvements and approval conditions to comply with approved engineering standards and applicable regulations.
- f. Approval of a final plat by the City Council shall be by a majority vote of the entire City Council.
- g. Upon receiving an approved final plat in conformance with the requirements of the City, the designated representatives of the City shall sign the plat, and the applicant, as a condition of approval, shall record the approved and signed final plat with the County Registrar of Deeds within sixty (60) days, or the approved final plat shall be considered void.
- h. The applicant shall, within thirty (30) days of recording, furnish the

City with three (3) blue or black line prints, one (1) mylar of the final plat showing evidence of the recording and one (1) reduced scale (11 inch by 17 inch) copy of the plat. Failure to furnish such copies shall be grounds for refusal to issue building permits for lots within a plat.

- i. Upon receiving approval of a final plat for a portion of an approved preliminary plat, a continuation of the recognition of the preliminary plat is not required to maintain its approval. In the event a Zoning Ordinance amendment is adopted which requires a larger minimum lot size for land not yet platted and recorded, the larger minimum lot size may be required for any additional platting. If the applicant is unable to file a final plat application within the required one hundred (100) days, such person shall file a written request for an extension of the preliminary plat approval with the Zoning Administrator and receive City Council approval prior to the end of the one hundred (100) days. Said applicant's request shall specify and the City Council shall, if approved, determine the length of time for filing and for the preliminary plat to remain in full force and effect.

B. Submission Requirements: The applicant shall submit a final plat together with any necessary supplementary information. The final plat, prepared for recording purposes, shall be prepared in accordance with provisions of Minnesota State Statutes and Stearns County regulations, and such final plat or accompanying submittals shall contain the following information:

1. Name of the subdivision, which shall not duplicate or too closely approximate the name of any existing plat theretofore recorded in the County and which shall be subject to City Council approval.
2. Location by section, City, range, county and state, and including descriptive boundaries of the subdivision, based on an accurate traverse, giving angular and linear dimensions.
3. The location of monuments shall be shown and described on the final plat. Locations of such monuments shall be shown in reference to existing official monuments on the nearest established street lines, including true angles and distances to such reference points or monuments. The applicant shall provide coordinating data on all subdivision monumentation in a format approved by the City Engineer.
4. Location of lots, outlots, streets, public highways, alleys, and parks and other features, with accurate dimensions in feet and decimals of feet, with the length of radii and/or arcs of all curves, and with all other information necessary to reproduce the plat on the ground shall be shown. Dimensions shall be shown from all angle points of curve to lot lines.
5. Lots and outlots shall be numbered clearly, blocks are to be numbered, with

numbers shown clearly in the center of the block.

6. A drawing or listing of total square footage per lot, acreage per block and total acres in the plat.
7. The exact locations, widths and names of all streets to be dedicated.
8. Location, purpose and width of all easements to be dedicated.
9. Name, registration, address and phone number of surveyor making the plat.
10. Scale of the plat to be one (1) inch to one hundred (100) feet to be shown graphically on a bar scale, date and north arrow.
11. A current abstract of title or a registered property certificate along with any unrecorded documents and an opinion of title to be reviewed by the City Attorney.
12. The applicant shall submit with the final plat certification to the City that there are no delinquent property taxes, special assessments, interest, or utility fees due upon the parcel of land to which the subdivision application relates.
13. Deed restrictions and protective covenants which involve a matter of public concern.
14. Statement dedicating all easements as follows: Easements for installation and maintenance of utilities and drainage facilities are reserved over, under and along the designated areas marked "drainage and utility easements."
15. Statement dedicating all streets, alleys and other public areas not previously dedicated as follows: Streets, alleys and other public areas shown on this plat and not heretofore dedicated to public use hereby so dedicated.
16. Final grading, utility and development plans shall be prepared in accordance with current federal, state, county and City specifications.
17. Other Data: Such other information that may be required by the City.

#### **2.04 CERTIFICATION REQUIRED:**

- A. Certification by registered surveyor in the form required by Section 505.03, Minnesota Statutes, as amended.
- B. Execution of all owners of any interest in the land and holders of a mortgage thereon of the certificates required by Section 505.03, Minnesota Statutes, as amended, and which certificate shall include a dedication of the utility easements and other public areas in such form as approved by the City Council.

- C. Space for certificates of approval and review to be filled in by the signatures of the Mayor and City Clerk in the form:

For Approval of the City:

This plat of (name of plat) was approved and accepted by the City of St. Augusta, Minnesota, at a regular meeting thereof held this \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_.

CITY COUNCIL OF ST. AUGUSTA, MINNESOTA

BY: \_\_\_\_\_ Mayor

BY: \_\_\_\_\_ City Clerk

**2.05 DENIAL OF PLAT:** The Planning Commission may recommend denial and the City Council may deny the subdivision if it makes any one (1) or more of the following findings:

- A. That the proposed subdivision is in direct conflict with adopted applicable general and specific comprehensive plans of the City, County, region, or State of Minnesota.
- B. That the physical characteristics of this site, including but not limited to topography, percolation rate, soil conditions, susceptibility to erosion and siltation, susceptibility to flooding, water storage, drainage and retention, are such that the site is not suitable for the type of development, design, or use contemplated.
- C. That the design of the subdivision or the proposed improvements are likely to cause substantial environmental damage.
- D. That the design of the subdivision or the type of improvements are likely to cause serious public health problems.
- E. That the design of the subdivision or the type of improvements will conflict with easements of record or with easements established by judgment of a court.
- F. That the proposed subdivision is inconsistent with the policies and standards of the State defined Shoreland Districts and Wetland Districts.
- G. That the proposed subdivision adversely affects the flood carrying capacity of the floodway, increases flood stages and velocities, or increases flood hazards within the City.
- H. That any lot or block in the proposed subdivision is exceptionally narrow or shallow, or is otherwise of any irregular or unusual shape.

- I. That the subdivision is inconsistent with the provisions of this Ordinance.

## **2.06 ADMINISTRATIVE SUBDIVISION**

- A. Qualification: This Section applies the following subdivision applications:

1. The division of a lot to permit the adding of a parcel of land to an abutting lots such that no additional lots are created and both new lots conform to the minimum lot size requirements of the respective Zoning District.
2. The combination of two (2) existing platted lots.
3. A division of one (1) lot from a larger tract of land resulting in no more than two (2) lots that both conform to the minimum lot requirements of the respective zoning district. The parcel of land from which the new lot is to be divided is not to have been part of an administrative subdivision within the past five (5) years.
4. The division of a platted lot on which a two-family dwelling, townhouse, or quadraminium has been constructed to permit individual private ownership of a single dwelling unit of such a structure, where the unit lot conforms to requirements of the Subdivision Ordinance, Zoning Ordinance and Uniform Building Code.

- B. Submission Requirements:

1. Application form and fee as established by the City Council.
2. Certificate of survey. Applications for administrative subdivision is to be in the form of a certificate of survey prepared and signed by a Minnesota licensed land surveyor, depicting the following:
  - a. Scale (engineering scale only at 1-inch equals 50-feet or less).
  - b. North direction indication.
  - c. Existing boundaries with lot dimensions and area.
  - d. Existing site improvements.
  - e. All encroachments.
  - f. All easements of record.
  - g. Existing and proposed legal descriptions of the property (ies).
  - h. Ponds, lakes, springs, rivers, or other waterways bordering on or

running through the property.

- i. The boundary and legal description of any proposed easements on the property.

C. Design Standards:

1. The lot(s) must comply with all applicable provisions of the Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance.
2. The lots must have direct access onto an improved public street.
3. Dedication of roadway easements or right-of-way consistent with the Comprehensive Plan and design standards of this Ordinance may be required.
4. A drainage and utility easement at least ten (10) feet wide must be provided along all property lines. A drainage and utility easement must be provided over wetlands, ponds, lakes, drainage channels, and tributaries.
5. The subdivision comply with applicable dedication requirements of this Ordinance, including Park Land Dedication.
6. All basic improvements required by this Ordinance must be installed in accordance with Section 3 of this Ordinance.

D Processing:

1. The Zoning Administrator may approve the following requests, provided that the application complies with all provisions of this Ordinance:
  - a. Requests involving property that has been previously platted, or the total property area included is greater than ten (10) acres,
  - b. Requests involving property lying within the Agriculture Preserve-Rural Service Area or Urban Service Reserve Area (defined by the Comprehensive Plan) that has not been previously platted and is less than ten (10) acres in total area.
2. Administrative subdivisions involving property lying within the Urban Service Area or Long Range Urban Service Area (defined by the Comprehensive Plan) that has not been previously platted and is less than ten (10) acres in total area, the request will be processed as a preliminary plat subject to the provisions of Section 2.02 of this Ordinance.