



City of Coon Rapids
Department of Community Development

Preliminary Plat Review Submittal Checklist

- Application form and fee
- The following number of copies of project plans:
 - Three (3) sets of full sized copies of the preliminary plat (minimum scale 1"=100' and no larger than 24" x 36")
 - Three (3) sets of full sized copies of the grading, drainage and erosion control plan (minimum scale 1"=100' and no larger than 24" x 36")
 - Three (3) sets of full sized copies of the utility plan (minimum scale 1"=100' and no larger than 24" x 36")
 - Three (3) sets of full sized copies of the landscape plan (minimum scale 1"=100' and no larger than 24" x 36")
 - One (1) set of 11" x 17" reductions
 - All submitted hardcopy plans and graphics shall be provided on a CD in .pdf format

PROJECT PLANS

Preliminary Subdivision Plan

- proposed subdivision name: vicinity map; names, addresses, telephone numbers of owner, developer, surveyor and/or engineer, contact person; preparation date
- legal description of the property
- subdivision boundary line survey
- lot boundaries; lot areas, dimensions and number
- block boundaries and numbers
- streets (name and right-of-way width)
- public easements (location, dimensions and purpose)
- park dedications
- minimum building setback lines
- lot width at minimum front setback line
- subdivision data summary: total number of lots; total area of plat; public right-of-way area; ponding easement area; parkland area
- existing conditions
 - property lines and the proposed property lines with dimensions
 - contours at 2' intervals
 - property lines within 50 feet of the property
 - wetlands and water bodies

- buildings and other improvements on the property
- street right-of-ways
- zoning
- vegetation and tree cover
- utilities
- area calculations for the lots to be created
- proposed easements (public and private)
- minimum setback lines
- sidewalks and trails

Grading, drainage and erosion control plan to include:

- existing and proposed elevations with two (2) foot contours intervals and spot elevations within paved areas
- limits of grading
- SWPP including the location of erosion/sediment control structures
- existing trees (species and caliper if needed), existing trees to remain and existing trees to be removed
- building footprints
- existing trees and trees to remain

Utility Plan to include:

- streets (name and width)
- location of existing utilities
- location of proposed utilities

Landscape Plan to include:

- basic site plan and grading information
- location and type of existing trees and shrubbery
- planting schedule including type and quantity of proposed plant materials (common and botanical names), root specifications and size at time of planting
- landscaping calculations

Wetland delineation (if wetlands are present)

Petition for installation of any public sewer, water, street and /or storm drain necessary to serve the development (petition may be obtained from the Engineering Department)

Other information as required by the Community Development Director to process the application.