

**TOWN OF MAY**  
**PRELIMINARY PLAT CHECKLIST – MAJOR SUBDIVISION**

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- \_\_\_\_\_ Completed and signed application form, including full legal name (first, middle, and last) and address of the applicant, fee owner, and any other persons having a legal interest in the property.
- \_\_\_\_\_ Fee, escrow and deposits as set forth in Chapter 13 of the May Town Code.
- \_\_\_\_\_ Narrative describing the purpose, scope, and intent of the project including the conformance with the Concept Plan approval.
- \_\_\_\_\_ Sixteen (16) assembled sets of drawings on 22” x 34” sheets (plus one copy reduced to 8 ½” x 11” or 11” x 17”) including the following information:
1. Certified Survey (current within 6 months) at standard scale, illustrating:
    - Boundaries of property
    - Legal description of property
    - Existing conditions of property, including total area, existing structures, and existing roads (within or abutting property) and all easements
    - Name of surveyor, date of survey and drawing
  2. Resource Inventory Survey at standard scale, illustrating
    - Total resource area acres
      - Acres below ordinary high water level of any lake, river or stream
      - Protected wetland acres, including field delineation (name of delineator, date of delineation, copy of delineation report)
      - Steep slope acres (25% and over)
      - Woodland acres
      - Prairie acres
      - Agricultural acres
    - Soil types and locations
    - Scenic views
    - Historic sites and structures
    - Areas within St. Croix River District
    - Areas within Shoreland Management District
  3. Preliminary Plat @ 1” = 100’ scale, including:
    - Proposed subdivision name, north arrow, name and address of record owner, subdivider, engineer and/or designer, date of plat preparation
    - Topography at two-foot contours (unless on Grading/Drainage Plan)
    - Layout of proposed lots, including lot and block numbers, consistent with yield plan calculation
    - Lot area (acres), dimensions, and buildable area (minimum 2.5 contiguous acres) for each lot
    - Delineated wetland boundaries
    - Minimum building setback lines
    - Existing and proposed easements

- Proposed building sites
  - Lowest floor elevation for each lot
  - Septic sites (primary and alternate drainfields), including soil boring area(s) and letter of approval/recommendation from a certified professional and size of each septic area
  - Location of proposed wells
  - Existing and proposed roads, including additional right-of-way needs
  - Existing and proposed open space and trails (if Open Space Design)
  - For lands proposed to be platted in the Saint Croix River District, the bluff line and all slopes over twelve percent (12%), with a horizontal distance of 50 feet or greater, shall be delineated
  - In Shoreland Districts, all slopes over eighteen percent (18%), with a horizontal distance of 50 feet or greater, shall be delineated
  - Slopes in excess of twenty-five percent (25%) shall be delineated on all properties
  - Areas (other than streets, alleys, pedestrian ways and utility easements) intended to be dedicated or reserved for public use including the size of such area(s) in acres
4. Grading and Drainage Plan @ 1" = 100' scale, including:
- Existing and proposed topography at two-foot contours
  - Existing and proposed flood plains, wetlands, or ponds, indicating 100-year storm event flood elevation
  - Existing water bodies (lakes, rivers and streams), including information on: ordinary high water level, 100-year storm event flood elevation, highest known water level
  - Outlet elevation of all wetlands and water bodies
  - Erosion control plan (Ref: Minnesota Erosion Control Plan/MPCA Guidelines)
  - Existing and proposed utilities and drainage ways
  - Soil boring for each proposed building pad
  - Approval from the Watershed Management Organization
5. Yield Plan Calculation to determine the "net" number of available lots (per Sec. 901.12 of the May Town Code), including sufficient information to verify:
- "Dry" parcel size (total land area minus land below the ordinary high water level of any lake, river, or stream)
  - Buildable land per lot ("dry" area minus wetlands, floodplains, and steep slopes of 25% or more)

\_\_\_\_\_ Copies of all proposed private restrictions, easements, covenants, and association documents.

\_\_\_\_\_ Preliminary construction plans for all proposed public improvements including storm water facilities, roads, trails, and other such features.

\_\_\_\_\_ Wetland delineation report and decision including exhibits, maps

\_\_\_\_\_ Storm water management plan meeting the requirements of the Watershed District and Section 810 of the Town Code

\_\_\_\_\_ For Open Space Subdivisions, a preliminary open space plan

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***NOTE: The Town may waive or modify some of these submittal requirements if appropriate to the specific situation. Call the Town Planner Nate Sparks at (651) 726-7297 with questions regarding submittal requirements.***