

TOWN OF MAY
MINOR SUBDIVISION CHECKLIST

_____ Completed 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

_____ 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) prepared by a licensed land surveyor at standard scale, illustrating:
 - Boundaries, dimensions, and size of original parcel and proposed new lots
 - Legal description of property (including separate descriptions of all lots)
 - Dedication of road easements and right-of-way
 - Drainage easements to 100-year high water level of all wetlands
2. 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 ("dry" area minus wetlands, floodplains, and steep slopes of 25% and over)
3. Resource Inventory Survey, including:
 - Water and wetland delineation report and map
 - Woodlands
 - Scenic views
 - Historic points
4. Development Plan illustrating:
 - Buildable area (minimum 2.5 contiguous acres) and low floor elevations of all lots
 - Driveway access points
5. Existing topographic data at ten (10) foot contour intervals. Data at two (2) foot contour intervals and flood plain information may be required if any part of the original parcel is in a flood plain or is otherwise deemed necessary by the Zoning Administrator due to other characteristics, such as an abundance of wetlands.

6. Proposed drainage, grading and erosion control plans if a road, driveway, or other common construction is specified or required.

_____ Soil boring information to verify soils are suitable to support a primary and secondary on-site sewage disposal system (not percolation tests).

_____ Aerial photo of site and surrounding areas.

_____ Prior to subdivision approval, access letter of intent approved by Washington County and/or MnDOT.

NOTE: The Town may waive or modify some of these submittal requirements if appropriate to the specific situation. Please contact the Town Planner, Nate Sparks, at 763/231-2555 or nsparks@nacplanning.com if you have questions about specific submittal requirements.