

**COMMUNITY DEVELOPMENT DEPARTMENT**

Planning Division – 7700 Market Boulevard  
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**SUBDIVISION  
APPLICATION CHECKLIST**  
*Per Chanhassen City Code Section 18-40*

**Applications will be processed only if all requested items are submitted**

**Prior to filing an application for a subdivision, the applicant shall attend a conference with city staff. The application shall include the following:**

- (1) Completed Application Form.
- (2) Evidence of ownership or an interest in the property and recent copy of title commitment (within the last six months).
- (3) Application fee (to be calculated as follows):

Type	Fee	Calculation
Create three (3) lots or less	\$300	\$300
Create over three (3) lots	\$600 plus \$15 per lot	\$600 + (\$15 x _____ = _____) = _____
Metes & Bounds	\$300 plus \$50 per lot	\$300 + (\$50 x _____ = _____) = _____
Consolidate Lots	\$150	\$150
Lot Line Adjustment	\$150	\$150
Notification Sign	\$200	\$200
Property Owners' List within 500' of subject property (City to generate, fee determined at pre-application meeting)	\$3 per address	\$3 x _____ addresses = _____
Final Plat*	\$250	*Requires additional \$450 escrow for attorney costs. Escrow will be required for other applications through the development contract.

**(4) Seven (7) full-size folded copies, including an 8½” x 11” reduced copy for each plan sheet along with a digital copy in TIFF-Group 4 (\*.tif) format of the following:**

- (1) *Identification and description:*
  - a. Proposed name of subdivision, which shall not duplicate or be similar in pronunciation or spelling to the name of any other plat in the county.
  - b. Legal description.
  - c. Names and addresses of the record owner, subdivider, land surveyor, engineer, designer of the plat, and any agent having control of the land.
  - d. Graphic scale not less than one inch to 100 feet.
  - e. North arrow.
  - f. Key map including area within one mile radius of plat.
  - g. Date of preparation.
- (2) *Existing conditions:*
  - a. Boundary lines of proposed subdivision.
  - b. Existing zoning classifications for land within and abutting the subdivision.
  - c. Acreage and lot dimensions.
  - d. Location, right-of-way width, and names of existing or platted streets; locations of parks, buildings and structures, railroad right-of-way, easements, section lines and corporate boundaries within the proposed subdivision and to a distance 150 feet beyond.
  - e. Boundary lines of adjoining platted or subdivided land, within 150 feet, identified by name and ownership including all contiguous land owned or controlled by the subdivider.

- f. Topographic data within the property to be subdivided and 100 feet beyond the property boundary, showing contours as follows: two-foot intervals where slope is ten percent or less; five-foot intervals where slope is ten to 15 percent; ten-foot intervals where slope is greater than 15 percent. All areas of the subdivision to be platted with a slope greater than 25 percent must be clearly indicated. However, on undevelopable sections or larger acre lots topographic data may be reduced to significant physical characteristics, such as top and toe of slope, if in the opinion of the city the area is viewed as unsuitable for future subdivision. Location and elevations of on-site and abutting water courses, lakes, wetlands, rivers, streams, and marshes at date of survey and their ordinary high water mark plus approximate high and normal water elevations shall also be shown. A wetland delineation report and surveyed wetland line for all jurisdictional wetlands on or within 100 feet of the property boundary shall be submitted. The delineation shall be no more than three years old, unless accompanied by documentation demonstrating the delineation has been reviewed in the past three years and is accurate or revised to reflect changes on-site. Floodplain areas, location of wooded areas, rocky outcrops, power transmission poles and lines and other significant physical features shall also be shown.
- g. Location, size and approximate grade of proposed public sewer and water mains. If public sewer is not available, the developer shall provide community sewage treatment system (CSTS) for subdivisions in excess of two lots. If public sewer and water are not available, the developer shall provide site evaluation data required by "Minnesota Rules Chapter 7080 Individual Sewage Treatment Systems Standards" and Chapter 19, Article IV, of the Chanhassen City Code, to determine the suitability of the site for individual sewage systems. The following data is required for review:
  - 1. Location of two drainfield sites per lot or per CSTS site.
  - 2. Two soil borings on each drainfield site for a total of four soil borings per lot or per CSTS site and two percolation tests per drainfield site for a total of four percolation tests per lot or CSTS site.
  - 3. The infiltration area shall be based on the anticipated wastewater generated from all sources that could use the CSTS.
  - 4. All plans for a CSTS shall be prepared by a licensed designer and qualified Minnesota Professional Engineer.
- h. An accurate soil report indicating soil conditions, permeability and slope.
- i. Utilities on or adjacent to the property, including location, size and invert elevation of public sanitary and storm sewers, catch basins and manholes; location and size of water mains and hydrants; location of gas mains, high pressure lines, fire hydrants, electric and telephone lines, and street lights. The direction, distance to, and size of such facilities shall be indicated.
- j. Location of any wetlands.
- k. Within the Bluff Creek Overlay (BCO) District, the application shall also include:
  - 1. Identified boundaries of the primary zone and secondary zone on a drawing depicting existing conditions and on a site plan depicting the proposed development pattern.
  - 2. Calculations and/or drawings that identify the allowable density (number of units or building coverage) under this Code, including lands lying in the primary and secondary zone. Calculation of allowable density shall specifically exclude lands classified as bluffs, floodplains and designated wetlands. Calculation of allowable impervious cover may include bluffs and floodplains but shall specifically exclude designated wetlands.

(3) *Proposed design features:*

- a. Layout of proposed streets showing the proposed names, the right-of-way widths, centerline gradients and typical cross-sections. Street names shall be assigned or approved by the city.
- b. Location and width of proposed trails, sidewalks and utility easements.

(4) *Supplementary information:*

- a. Statement of the proposed use of lots stating type of buildings with number of proposed dwelling units or type of business or industry to reveal the effect of the proposed development on traffic, fire hazards and density of population.
- b. Any proposed protective covenants.
- c. A drainage plan for the area indicating the direction and rate of natural stormwater runoff and those unaltered areas where stormwater collects and percolates into the ground. A proposed drainage plan for the developed site indicating the direction and rate of runoff, the path of all stormwater discharge to the public stormwater infrastructure and those areas where stormwater will collect and percolate into the ground shall also be included. Stormwater management shall be consistent with the city's surface water management plan.

- d. A proposed grading plan shown at contour intervals appropriate to the topography or spot elevations indicating the relationship of proposed changes to existing topography and remaining features.
  1. All proposed retaining walls must be shown on the plan. The top and bottom elevations of the wall must be noted.
    - (a) The design shall comply with the Minnesota Department of Transportation (MnDOT) standards for retaining walls.
    - (b) Retaining walls over six feet in height located within ten feet of any public way (sidewalk, street, trail, alley, etc.) shall have a fence or other barrier, such as a berm or landscaping, to impede access to the retaining wall when the public way is adjacent to the top of the retaining wall.
    - (c) Fences or berms shall be installed no closer than 18 inches from a sidewalk or trail.
    - (d) Landscaping between staged retaining walls should be low or no maintenance.
    - (e) The following materials are prohibited: Smooth face concrete (poured in place), however, stamped or patterned concrete face may be acceptable, masonry (mortared), railroad ties and timber.
    - (f) Maintenance and repair of retaining walls, which cross lot lines, built in conjunction with the subdivision shall be the responsibility of the developer, and upon completion of the project, the homeowners association.
  2. The preliminary and final grading plans must be 50 scale or larger. The grading plan must comply with the following design standards as well as the requirement of chapter 7 of the Chanhassen City Code:
    - (a) The lowest floor elevation must be minimum three feet above the highest known groundwater elevation and must meet the minimum requirements set forth in subsection 20-481(e)(1).
    - (b) If an emergency overflow route is adjacent to the property, the lowest building opening must be minimum one foot above the emergency overflow.
    - (c) The style of home (e.g., slab on grade, split entry, lookout, walkout, full basement) must be noted on the plan.
    - (d) The standard lot benching detail for each proposed style of home must be shown.
    - (e) Drain tile service must be provided to all properties where runoff will flow from the back to the front of the lot.
    - (f) Identify proposed soil stockpile areas and note stabilization measures that will be taken.
    - (g) Custom graded lots may be allowed subject to the city engineer's approval.
    - (h) If any zoning changes are contemplated, the proposed zoning shall be specified.
    - (i) Where the subdivider owns property adjacent to that proposed for the subdivision, a general development plan of the remaining property depicting the possible relationships between the proposed subdivision and the future subdivision. The plan shall address the overall land use, traffic circulation, utility easement configurations, and general lot layouts.
    - (j) A soil erosion and sediment control plan, as well as a copy of the stormwater pollution prevention plan (SWPPP), as required by the Minnesota Pollution Control Agency (MPCA) as part of the National Pollutant Discharge Elimination System (NPDES) permitting process. The plan shall include a timing schedule and sequence of operation indicating the anticipated starting and completion dates of the particular development segment and the estimated time of exposure of each area prior to completion of effective erosion and sediment control measures. Gradients of waterways, design of velocity and erosion control measures, and landscaping of the erosion and sediment control system shall also be shown.
    - (k) A vegetation preservation and protection plan to provide stabilization of erosion or sediment-producing areas.
    - (l) Required variances.
    - (m) Water distribution system.
    - (n) Proposals for street lighting, curb and gutters, sidewalks and boulevard improvements.
    - (o) Such other information as may be requested by the city.
    - (p) Photocomposite images, artistic renderings, or site elevations which depict the visual impact of the proposed development's design, landscaping, street layout, signage, pedestrian ways, lighting, buildings, or other details that affect land use within the city shall be submitted. Such images and renderings shall be from key vantage points and provide an undistorted perspective of the proposed development from abutting properties, less intensive land uses, and/or from entryway locations. Appropriate levels of resolution for the visualization shall be used from flat shading for massing studies and preliminary design to photorealistic imaging for final design.
- e. A tree survey of the site shall be prepared by a registered landscape architect, licensed forester, or other professional approved by the city. This survey shall include the species, DBH size, condition, location of all trees over ten inches in diameter and any damaged or diseased trees on site. All significant special, damaged

or diseased trees shall be tagged and identified by number on the survey. A delineation of the existing canopy coverage area(s) which outlines all areas covered by tree canopy shall be included as part of the survey. Additionally, all damaged and diseased trees shall be cataloged with the nature and extent of any damage or disease specified. Based on this survey and either site observation and measurement or a current aerial photograph (taken within one year of the date of plan submittal) interpretation, the following shall be calculated:

1. Base line canopy coverage.
2. Minimum canopy coverage requirements.