

# CITY OF AFTON

## SKETCH AND PRELIMINARY PLAT FOR MAJOR SUBDIVISION APPLICATION

| <u>LAND</u>  | <u>FEE</u>              | <u>DEPOSIT*</u> |
|--------------|-------------------------|-----------------|
| 0 – 5 acres  | \$500 + \$100 per lot   | \$2,500         |
| 6 – 40 acres | \$1,000 + \$100 per lot | \$5,000         |
| 41– 80 acres | \$2,000 + \$100 per lot | \$7,500         |
| 81+ acres    | \$5,000 + \$100 per lot | \$10,000        |

**\*FEES ARE DEDUCTED FOR  
PROFESSIONAL PLANNING,  
ENGINEERING, AND ATTORNEY FEES**

**CITY OF AFTON  
MAJOR SUBDIVISION CHECKLIST**

**(All Items Are Required Unless Marked 'If Applicable')**

| Applicant   | City  |
|---|-------|
| _____ 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 as set forth in the current Fee Schedule as adopted by the City Council   | _____ |
| _____ Proof of Ownership (Copy of Property Tax Statement or Deed)   | _____ |
| _____ Location map showing the general location within the City   | _____ |
| _____ List of property owners within 500 feet and mailing labels for same (Available from Washington County Survey & Land Mgmt at 651-430-4300)   | _____ |
| _____ A narrative from the applicant as to the rationale behind the proposed layout   | _____ |
| _____ Zoning classification of land in and abutting the subdivision   | _____ |
| _____ Twenty five (25) sets of maps including the following information:<br>(at least one set in 11" x 17" size)  | _____ |
| _____ <b><u>Survey by a registered land surveyor</u></b> at a standard scale, illustrating:   | _____ |
| • Boundaries, dimensions, and size of original parcels and proposed new lots  |       |
| • Legal description of property (including separate descriptions of all lots)   |       |
| • Dedication of road easements and right-of-way   |       |
| • Drainage easements  |       |
| • Water and wetland delineation   |       |
| • Woodlands   |       |
| • Existing topography at 2 foot intervals (illustrate the locations of slopes between 13 and 18 percent and 18 and greater)   |       |
| • Buildable area (minimum 2.5. contiguous acres)  |       |
| • Driveway access points  |       |
| _____ Proposed grading, drainage, and erosion control plans   | _____ |
| _____ Soil boring and percolation tests (include letter from Washington County)   | _____ |
| _____ Copy of proposed private restrictions (if applicable)   | _____ |
| _____ Park development fees (see fee schedule)  | _____ |
| _____ Illustration and narrative of the type of open space proposed (Refer to Sec.2375)   | _____ |
| _____ A letter of acknowledgement by either the Minnesota Land Trust or Belwin to the city stating either organization is willing to accept a conservation easement of the property and the property in the conservation easement complies with Article XII, of Chapter 12, of the Afton City Code. | _____ |
| _____ Completion of the calculation (for PLCD refer to Sec. 12-2376) used to determine the total number of dwelling units permitted in the subdivision  | _____ |

- \_\_\_\_\_ Resources Inventory (for PLCD see requirements in Sec. 12-2379) \_\_\_\_\_
- \_\_\_\_\_ Landscaping Plan (for PLCD see requirements in Sec. 12-2378) \_\_\_\_\_
- \_\_\_\_\_ Yield Plan (for PLCD see requirements in Sec. 12-2379) \_\_\_\_\_
- \_\_\_\_\_ Copy of all HOA documents (for PLCD refer to Sec. 12-2377) \_\_\_\_\_
- \_\_\_\_\_ Any and all documents, including but not limited to, agreements and/or easements in relationship to the conservation easement (for the open space), the number of size of lots, utility and road right-of-way easements, and the establishment and maintenance of any proposed storm water, water and sewage treatment areas. \_\_\_\_\_
- \_\_\_\_\_ An acknowledgement that marketing materials must include disclosure that the approved CUP-PUD is within an Agricultural zoning district and activities compliant with zoning may be evident on surrounding properties (if applicable) \_\_\_\_\_
- \_\_\_\_\_ EAW (if applicable) \_\_\_\_\_
- \_\_\_\_\_ Valley Branch Watershed District Permit ([www.vbwd.org](http://www.vbwd.org)) \_\_\_\_\_

**Note: The City may waive or modify some of these submittal requirements if appropriate to the specific situation. Call Sara Irvine at (651) 436-3674 if you have questions about specific submittal requirements.**

**MAJOR SUBDIVISION PROCESS**  
(For Office Use Only)

Project Name: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Application Fee Paid: \_\_\_\_\_

Date Received: \_\_\_\_\_ 15 days to notice of completion \_\_\_\_\_

120 days from submittal (unless deemed incomplete): \_\_\_\_\_

Extension: Y/N \_\_\_\_\_ Final Date For Council Decision: \_\_\_\_\_

Noticed For Public Hearing: \_\_\_\_\_

Planning Commission Date: \_\_\_\_\_ Recommendation (Vote): \_\_\_\_\_

Planning Commission Date: \_\_\_\_\_ Recommendation (Vote): \_\_\_\_\_

City Council Date: \_\_\_\_\_ Decision (Vote): \_\_\_\_\_

City Council Date: \_\_\_\_\_ Decision (Vote): \_\_\_\_\_

# CITY OF AFTON SUPPLEMENTAL SUBDIVISION CHECKLIST

**STEP #1 Is this in the Agricultural or Agricultural Preserve Zoning District?**

If YES, then see additional subdivision requirements in 12-139(k) or 12-140 (l)

If NO, proceed to Step #2

**STEP #2 Are you in the Shoreline District and/or Lower St. Croix Riverway District?**

If YES, Use the following Flowcharts

If NO, proceed to Step #4

Shoreline District

Floodplain District

Lower St. Croix River District

↓  
See Article III for additional Requirements

↓  
See Article V(Uses may require SUP or may not be valid at all)

↓  
See Article IV For additional requirements

**STEP #4 WMO/WSD Requirements: Are you in the Valley Creek Watershed District?**  
(If not in VCWSD skip this step and proceed to step #5)

If YES, follow these requirements.

If NO, proceed to Step #5

- A. Land alterations, such as grading or filling, which remove or cover surface vegetation of 1 acre or more (Section VI., Subd. 2.A).
- B. All projects which create a new impervious surface area of 6,000 square feet or more (Section VIII., Subd. 2.B).
- C. All work within the waters and floodplain of the District (Section V., Subd. 2.B).
- D. All projects which result in a discharge of municipal or industrial water or wastewater to a surface water drainage system (Section VIII., Subd. 2.A).
- E. All subdivisions, plats, and developments (Section V., Subd. 2.A).
- F. All projects which result in lake augmentation.
- G. All projects which result in a wetland impact.

**Step #5 NDPEs Permitting Requirements**

→ Are you disturbing one acre or more?  
  
If yes, contact MPCA for a MPCA NPDES Permit

→ If YES to any of the above conditions then contact the VCWMO

**CITY OF AFTON  
MAJOR SUBDIVISION APPLICATION  
SKETCH PLAN AND PRELIMINARY PLAT**

|   |                          |                           |       |                          |       |
|---|--------------------------|---------------------------|-------|--------------------------|-------|
| Owner   | Address                  | City                      | State | Zip                      | Phone |
| <hr/>   |                          |                           |       |                          |       |
| Applicant<br>(if different than owner)  | Address                  | City                      | State | Zip                      | Phone |
| <hr/>   |                          |                           |       |                          |       |
| Project Address   |                          | AFTON                     | MN    | 55001                    |       |
| <hr/>   |                          |                           |       |                          |       |
| Zoning Classification   | Existing Use of Property | PID# or Legal Description |       |                          |       |
| <hr/>   |                          |                           |       |                          |       |
| Description of Request  |                          |                           |       |                          |       |
| <hr/>   |                          |                           |       |                          |       |
| <hr/>   |                          |                           |       |                          |       |
| <hr/>   |                          |                           |       |                          |       |
| <b><u>By signing this application, the applicant agrees to pay all expenses incurred by the City of Afton.</u></b>  |                          |                           |       |                          |       |
| In connection with this request, your signature constitutes permission for a representative of the City of Afton to enter your property, during business hours, to evaluate this request. This may involve minor excavating or soil borings. If you would like to be present during this evaluation, please contact the City. |                          |                           |       |                          |       |
| <hr/>   |                          |                           |       |                          |       |
| Signature of Owner/Applicant  |                          |                           |       |                          | Date  |
| <hr/>   |                          |                           |       |                          |       |
| Email Address: _____  |                          |                           |       |                          |       |
| <br>Make checks payable to: <b>City of Afton</b>  |                          |                           |       |                          |       |
| <b><u>FEES: (Major Subdivision)</u></b>   |                          | <b><u>ESCROW:</u></b>     |       | <b><u>SUB TOTAL:</u></b> |       |
| 0-5ac   | \$500 + \$100/lot        | \$2,500                   |       | _____                    |       |
| 6-40ac  | \$1,000 + \$100/lot      | \$5,000                   |       | _____                    |       |
| 41-80ac   | \$2,000 + \$100/lot      | \$7,500                   |       | _____                    |       |
| 81+acres  | \$5,000 + \$100/lot      | \$10,000                  |       | _____                    |       |
| Other   | _____                    | _____                     |       | _____                    |       |
|   |                          |                           |       | TOTAL:                   | _____ |
|   |                          |                           |       | DATE PAID:               | _____ |
|   |                          |                           |       | CHECK #:                 | _____ |
|   |                          |                           |       | RECVD. BY:               | _____ |
| <b>ATTACH COPY OF DEED OR PROOF OF OWNERSHIP TO APPLICATION</b>   |                          |                           |       |                          |       |

**CITY OF AFTON**  
**MAJOR SUBDIVISION FLOW CHART**

APPLICATIONS MUST BE RECEIVED NO LATER THEN **21** DAYS PRIOR TO THE NEXT REGULARLY SCHEDULED PLANNING COMMISSION MEETING

