

# APPLICATION FOR PRELIMINARY PLAT

## OTTER TAIL COUNTY, MINNESOTA

www.co.otter-tail.mn.us

The Preliminary Plat is to be filed with Land & Resource Management, Government Services Center, 540 West Fir, Fergus Falls, MN 56537 (218-998-8095). See Planning Commission Meeting & Cut/Off List for meeting dates and filing dates & time.

Name of Subdivision: \_\_\_\_\_

Number of Lots: \_\_\_\_\_ Number of Blocks: \_\_\_\_\_

Conditional Use Permit Required: Yes \_\_\_ (Application is Required) No \_\_\_

Property Owner / Name, Address & Phone: \_\_\_\_\_ Developer / Name, Address & Phone: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Shoreland Area: \_\_\_\_\_ Non-Shoreland Area: \_\_\_\_\_ E-911 Address: \_\_\_\_\_

Lake No.: \_\_\_\_\_ Lake Name: \_\_\_\_\_ Lake Class: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Legal Description: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Township Name: \_\_\_\_\_

Surveyor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Signature of Owner / Agent for Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only

Subdivision Filing Fee: \_\_\_\_\_ Digital Mapping Fee: \_\_\_\_\_

Conditional Use Permit Application Fee: \_\_\_\_\_ TOTAL: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Preliminary Plat Received by Land & Resource Management: \_\_\_\_\_ Added to Plat Log: \_\_\_\_\_  
L&R Official/Date

Planning Commission Will Consider on: \_\_\_\_\_ At: \_\_\_\_\_  
Date Time

Mailed Letter of Motion to Applicant: \_\_\_\_\_  
L&R Official/Date

**PRELIMINARY PLAT PRESENTATION REQUIREMENTS MUST BE MET PRIOR TO  
ACCEPTANCE OF APPLICATION**

**(To Be Completed By a Land & Resource Official)**

Name of Proposed Subdivision	Proposed Lotlines Have Been Staked <b>(receive verbal verification)</b>
Prepared, Signed, & Dated by a MN Registered Land Surveyor, Civil Engineer or Architect	Existing Public & Private Road Right-of-Ways & Easements
Proposed Use of All Lots	Existing Sewers, Water Mains or Wells, or Other Underground Facilities (identify)
Name, Address & Phone # of Owner(s), Subdivider(s) & Surveyor, Civil Eng or Arch	Existing Structures (identify)
Lake Name & Lake Number	Existing Impervious Surface
Copy of Deed's Legal Description for Meets & Bounds Tracts (if CUP is required)	Summary of Soil & Vegetation Types (Terrestrial & Aquatic)
Location by: Parcel Number, Section, Township, Range & Township Name	Proposed Vegetative Strip (20' with 30' maximum width for recreational access)
E-911 Address	OHWL (or highest known water elevation)
Copy of Deed for CUP (metes & bounds tracts)	Evidence that the ground water level is at least 3' below the finished grade or plans for resolving any ground water problems
Graphic Scale 1" = 100' But not smaller than 1" = 200'	Contours at Vertical Intervals of Not More than 10' or at 5' in Bluff Impact Zones & Steep Slopes
North Point	Bluffs
Boundary Lines, & Ownership of Adjoining Land (within 300' of proposal)	Wetlands (Signature & Date Required on Delineation Report)
Boundary Line of Proposed Subdivision	Layout & Width of Proposed Utility Easements
Total Area (square footage / acreage)	Layout & Width of Proposed Road Right-of-Ways
Area Retained (Total area, lot area, lot width, buildable area, sewage treatment area.)	Preliminary Road Grades (center line profile) & Drainage Plans
Lot Area (Excluding public road right-of-ways, wetlands, bluffs &/or land below OHWL.)	Proposed Road Center Line Has Been Staked <b>(receive verbal verification)</b>
Buildable Area - 8,400 ft <sup>2</sup> (continuous)	Statement of Proposed Source of Water Supply
Sewage Treatment Area - 2,500 ft <sup>2</sup> & Designer's Statement	Bylaws, Property Owner's Agreements, Covenants, or Other Restrictions that Explain How the project is Designed & Will Function
Structure Setback Area	Dedications (If Local Governments Require... & Provisions for Surface Water Drainage/Flood /Control
Total Water Frontage - Feet	Preliminary Title Opinion (Original with Attorney's Signature)
Lot Width - Feet (Shoreline & Building Line)	23 Copies of Plat Map(s)
<b>Accepted By:</b>	<b>Date:</b>