

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: _____

Proposed Use(s): _____

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 Are Staked (receive verbal verification)
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 Per Lot
Copy of Deed's Legal Description for Metes & 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)
Graphic Scale 1" = 100' But not smaller than 1" = 200'	Evidence that the ground water level is at least 3' below the finished grade or plans for resolving any ground water problems
North Point	Contours at Vertical Intervals of Not More than 10' or at 5' in Bluff Impact Zones & Steep Slopes
Boundary Lines, & Ownership of Adjoining Land (within 300' of proposal)	Bluffs
Boundary Line of Proposed Subdivision	Wetlands (Current Delineation Report, including Updates & Supplements; Signed & Dated)
Total Area (square footage / acreage)	Layout & Width of Proposed Utility Easements
Area Retained (Total area, lot area, lot width, buildable area, sewage treatment area.)	Layout & Width of Proposed Road Right-of-Ways
Lot Area (Excluding public road right-of-ways, wetlands, bluffs &/or land below OHWL.)	Preliminary Road Grades (center line profile) & Drainage Plans
Buildable Area - 8,400 ft ² (continuous)	Proposed Road Center Line Is Staked (receive verbal verification)
Sewage Treatment Area - 2,500 ft ² & Designer's Statement (Signed & Dated; and staked onsite)	Statement of Proposed Source of Water Supply
Structure Setback Area	Bylaws, Property Owner's Agreements, Covenants, or Other Restrictions that Explain How the project is Designed & Will Function
Total Water Frontage - Feet	Preliminary Title Opinion (Original Dated & with Attorney's Signature)
Lot Width - Feet (Shoreline & Building Line)	23 Copies of Plat Map(s)
Accepted By:	Date: