



**COMMUNITY DEVELOPMENT DEPARTMENT**

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## **PRELIMINARY PLAT REVIEW**

### ***Summary of Preliminary Plat Review Process***

1. The applicant obtains a copy of the preliminary plat application and a list of all other items required to accompany the application. Applicants are advised to schedule a pre-application conference or phone conference with City staff.

If appropriate, the applicant will also be directed to contact other pertinent governmental agencies, such as Carlton County, Minnesota Department of Transportation, Minnesota Pollution Control Agency, etc.

2. The applicant prepares the necessary information and plans for a formal submittal to the City Planner. All submittals must be complete and accurate. Failure to provide a complete and accurate package may result in delays. The complete preliminary plat design and associated information must be filed with the City Planner. Staff will review the preliminary plat and respond within two weeks. Once it is determined that an application is complete it will be scheduled for a Planning Commission and City Council meeting.
3. Once the applicant has submitted the necessary information and prepared the required plans, the City Planner will conduct formal review of the proposal. The City Planner will distribute copies to staff members. The staff will review the preliminary plat for completeness. Should alterations or additions be required, the applicant will be contacted and informed as to the nature of the requested changes and the reasons that have led to them.
4. Items needed for submittal:
  - (1) A completed application on a form provided by the Planning and Zoning Office, and documents demonstrating the subdivider has sufficient interest in the property to apply for a subdivision.
  - (2) Four (4) copies of the preliminary plan including an 11" x 17" reproducible copy, PDF copy and AutoCAD copy, and supporting documentation of the proposed subdivision containing information required in Subdivision 3 of this Section, together with protective covenants or restrictions, if any.
  - A. Identification and Description.
    - (1) The proposed name of the subdivision, which shall not duplicate or be similar in pronunciation or spelling to the name of any other plat recorded in the County.
    - (2) Legal description of the property.

- (3) Names and addresses of the property owners, the subdivider, and surveyor, engineer or designer of the plat.
- (4) A north arrow and a graphic scale that is not less than 1" to 100', except that a smaller scale for large subdivisions may be permitted, if authorized by the City Planner/Zoning Administrator.
- (5) Vicinity map of area showing geographical points for orientation within a ¼ mile radius of the property.
- (6) Date of preliminary plat preparation.

B. Existing Features and Conditions.

- (1) The outside boundary line survey and legal description of the property to be subdivided.
- (2) Existing zoning classification and land use for the property and abutting properties including floodplain districts.
- (3) The total acreage of the property to be subdivided.
- (4) Location, right of way width and names of existing or platted streets or other public roadways; parks and other public lands; permanent buildings and structures including utility poles; public and private easements or other encumbrances and their purpose; and property boundaries including the names and addresses of the owners, section lines and municipal or township boundaries within the property to be subdivided and adjacent properties up to 100' beyond the outside boundary of the property to be subdivided.
- (5) All contiguous land owned or controlled by the owner of the property to be subdivided.
- (6) Topographic data showing contour intervals of not more than two (2) feet within the boundaries of the property to be subdivided.
- (7) Water courses, drainage ways, lakes and wetlands delineated in accordance with the Wetland Conservation Act, the ordinary high water level and 100 year flood elevations (if available or required by the City Planner/Zoning Administrator); the toe and top of any bluffs; wooded areas and significant features.
- (8) Location, size and capacity of existing and abandoned drainage, stormwater and agricultural tiles; ISTS, wells and utilities including poles and corridors located on the property to a distance 100' beyond the outside boundary of the property to be subdivided.
- (9) Soils map showing soil types, rock outcrops, and other information from the Natural Resource Conservation Service. Soil test results demonstrating the adequacy of the property for the intended development in terms of ground water level, load bearing capacity and ability to meet *Carlton County Ordinance No. 25 – Individual Sewage Treatment Systems*.
- (10) Other information as required by the City Planner/Zoning Administrator.

C. Proposed Features and Conditions.

- (1) Proposed lot and block layout, lot lines and dimensions including acreage or square footage, and lot and block numbers of all new lots.
- (2) Proposed uses and densities of all lots within the subdivision including public areas, drainage areas and common open space.

- (3) The minimum setbacks, including any floodplain setbacks, from the exterior lot lines, public right of way, ordinary high water levels or bluff areas.
- (4) The location and general design of individual access from lots within the subdivision to public roads.
- (5) Location, right of way, grade and width of all proposed roads and pedestrian/bicycle trails. A description of planned short and long-term road maintenance responsibility.
- (6) Location, right of way and width of road extensions to adjacent properties, as required by the City Planner/Zoning Administrator or City Engineer.
- (7) Location and width of proposed easements.
- (8) Street profiles (may be on separate map) including drainage facilities when required by the City Engineer.
- (9) Grading plans showing how the site will be graded and showing the final contours of the property, drainage facilities, and erosion control measures to prevent erosion and sedimentation both during and after development.
- (10) Location and provisions for individual water supply and sewage disposal (if applicable) including the location of two suitable sites for ISTS for each lot that meets the requirements of *Carlton County Ordinance 25 – Individual Sewage Treatment Systems* if applicable.
- (11) Location and design of any public sanitary sewer and water lines, if applicable, and drainage facilities.
- (12) If the entire property will not be developed, a sketch showing how the remaining property can be subdivided and how access will be provided.
- (13) The City Planner/Zoning Administrator or the Planning Commission may require the applicant to submit a sketch plan demonstrating how the proposed subdivision will relate to the layout, land use and access of the existing and potential subdivisions of adjacent properties.
- (14) A copy of all proposed private restrictions or covenants, and establishment of homeowners associations for the proposed subdivision.
- (15) Other information as required by the City Planner/Zoning Administrator or Planning Commission.

D. Stormwater Pollution Prevention Plan (SWPPP) Requirements. Any person, firm, sole proprietorship, partnership, corporation, state agency, or political subdivision proposing a subdivision of land, a subdivision plat, or any type of construction project that results in a land disturbing activity involving 1 acre or more within the City, must submit to the City a Storm Water Pollution Prevention Plan (SWPPP) for review and approval, unless an exemption waiver is provided in accordance with this Section.

- (1) The SWPPP shall contain and be prepared in accordance with the City of Cloquet's "Storm Water Pollution Prevention Plan Criteria and Requirements" document on file with the City Engineer's office. In addition, any further requirements of the MPCA's NPDES permit program must be followed. These requirements shall include a drawing

or drawings delineating the features incorporated into the SWPPP, including details of perimeter protection, construction phasing, storm drain inlet protection, erosion control measures, temporary and final stabilization measures, drainage easements and storm water management facilities, including all BMP's to be utilized. In addition any construction specifications for the project shall contain technical provisions describing erosion, sedimentation, and water control measures to be utilized during and after construction as well as to define the entities responsible for the installation and maintenance of the BMP's. The project SWPPP must be incorporated into the construction project's specification documents.

- (2) The SWPPP developed for all projects, including all plans, drawings, specifications, and computations for storm water management facilities, shall be prepared, reviewed and signed by a Professional Engineer registered in the State of Minnesota, except in the following cases:
  - a. All residential or non-commercial/industrial projects that include less than five acres of impervious surface.
  - b. All residential development projects with an ultimate planned density of less than one-half (0.5) units per acre.
- (3) The provisions of this Section shall also apply to any project site that is part of a larger Common Plan of Development or Sale that will disturb greater than or equal to one acre.
- (4) Subdivision Plat Approval and Subdivision Registration Process. No subdivision approval, plat approval or building permit shall be issued, nor shall any land be disturbed until the SWPPP has been approved by the City and a copy of a State issued NPDES permit for the project has been provided to the City. Upon the sale of individual lots, the new owners shall be required to file a Subdivision Registration Form with the MPCA, which allows the original permittee to transfer the responsibilities of the project NPDES permit for a portion of the site to another party without reapplying for permit coverage. Each new owner must complete this form and submit it to the MPCA and provide the assigned registration number to the City.
- (5) For sites or projects that are less than one acre, but are within 100 feet of Special Waters or Protected Waters such as Otter Creek, Fond du Lac Creek, any protected wetlands, or are within an existing subdivision or development with documented flooding problems associated with storm water runoff, a SWPPP shall be provided to the City in compliance with the provisions of this Section to preserve or protect the water quality of downstream resources. In addition, a Grading permit must be obtained for all grading projects in accordance with the Minnesota State Building Code, as adopted by the City of Cloquet.
- (6) Erosion and Sediment Control. Erosion and sediment control, at a minimum, shall meet the requirements and provisions defined in the most current MPCA NPDES General Storm Water Permit for Construction Activities, also referred to as the NPDES Construction Permit.

- (7) Storm Water Detention/Retention/Treatment Facilities. Storm Water Detention, Retention or Treatment facilities proposed to be constructed in the Storm Water Management Plan shall be designed and maintained according to the most current practices as reflected in the Nationwide Urban Runoff Program study and in accordance with the MPCA's NPDES Permit requirements. All above ground Storm Water Detention, Retention or Treatment Facilities shall have a minimum setback from all property lines as established by the Cloquet Zoning Ordinance.
- (8) Regional Ponds. Regional ponds may be used provided they are constructed ponds, (not a natural wetland or water body) and designed in accordance with the NPDES permit program requirements for all water from impervious surfaces that reach the pond. Permittees shall not construct regional ponds in wetlands, regardless of their condition, quality or designation, unless such wetlands are mitigated in accordance with applicable rules. The owner must obtain written authorization from the City or private entity that owns and maintains the regional pond. If the City is the owner of the regional pond, the City may apply a System Charge or Assessment that would cover a prorated share of the pond's construction and operation and maintenance costs.
- (9) Adequacy of Outlets. The adequacy of any Outlet used as a discharge point for proposed Storm Water Management Systems must be assessed and documented to the satisfaction of the City Engineer. To the extent practicable, hydraulic capacities of downstream natural channels, storm sewer systems, or streets shall be evaluated to determine if they have sufficient conveyance capacity to receive and accommodate post-development runoff discharges and volumes. In addition, projected velocities in downstream natural or manmade channels shall not exceed that which is reasonably anticipated to cause erosion.
- (10) Storm Water Discharges to Trunk Highway Right-of-Way. For development projects which lie adjacent to trunk highway right-of-ways and include Storm Water Management Systems that will discharge storm water onto highway right-of-way, a drainage permit must first be obtained from the Minnesota Department of Transportation (Mn/DOT) prior to the City approving any SWPPP for the project.
- (11) Drainage Easements and Discharges to Adjacent Property. No constructed Storm Water Management Systems or Permanent Facilities, proposed as part of the SWPPP for a development, may discharge storm water onto adjacent property unless a drainage easement is in place or the peak design flow rate for the Permanent Facilities maintains the pre-development existing flow rates and hydrologic conditions for the 2-year, 10-year, and 100-year rainfall events.
- (12) Maintenance Agreements for Privately Owned Storm Water Management Facilities. For storm water management facilities that are on private property or owned by an entity other than the City and

discharge within the City, a plan for maintenance and inspections of the system must be submitted to and approved by the City as part of any SWPPP.

(13) Exemptions. Exemptions to the SWPPP requirements of this section include:

- a. An individual SWPPP is generally not required for individual lots or properties located within a subdivision or plat for which a SWPPP has already been approved. All construction, however, must be in accordance with the previously permitted SWPPP for the subdivision, including the NPDES Permit requirements and Subdivision Agreement. (See No. 4 above)
- b. A parcel for which a building permit has been approved on/or before the effective date of this Chapter and an NPDES permit was not required.
- c. Any land disturbance activity not associated with building construction that will affect less than 1 acre of undeveloped land.
- d. Emergency work to protect life, limb, or property.

**E. Application Fee - \$400.00 and \$1,500.00 plus actual cost for engineer, attorney and misc. cost. Contact the Cloquet Zoning Administrator for more information.**