

In an effort to promote housing affordability, applicants for residential proposals are strongly encouraged to explore all possible means by which affordability may be realized in their projects. To that end and, as a means to promote knowledge on the issues and factors involved in affordable housing, any and all narrative, graphic, statistical and/or financial information relative to those efforts in the proposal should be submitted with the application.

I fully understand that all of the above required information must be submitted at least 28 days prior to a Planning Commission meeting to ensure review by the Planning Commission on that date.

Applicant's Signature

Printed Name

Date

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application.

I have read and understand the instructions supplied for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I will keep myself informed of the deadlines for submission of material and of the progress of this application.

I understand that this application may be reviewed by City staff and consultants. I further understand that additional information, including, but not limited to, traffic analysis and expert testimony may be required for review of this application. I agree to pay to the City upon demand, expenses, determined by the City, that the City incurs in reviewing this application and shall provide an escrow deposit to the City in an amount to be determined by the City. Said expenses shall include, but are not limited to, staff time, engineering, legal expenses and other consultant expenses.

I agree to allow access by City personnel to the property for purposed of review of my application and to erect a temporary sign indicating the application proposed.

Signature of applicant _____ Date _____

Name of applicant _____ Phone _____
(Please Print)

Name and address of Contact (if other than applicant) _____

Phone Number

Date

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that **I am the fee title owner** of the below described property or that I have written authorization from the owner to pursue the described action.

Name of applicant _____
(Please Print)

Street address/legal description of subject property _____

Signature

Date

If you are not the fee owner, attach another copy of this form which has been completed by the fee owner or a copy of your authorization to pursue this action.

If a corporation is fee title holder, attach a copy of the resolution of the Board of Directors authorizing this action.

If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.

APPLICANT - To receive names & addresses of property owners within 500' of the applicant address, please mail a copy of this letter to the Hennepin County Government Center or you may order by phone by calling 612-348-5910.

Date: _____

Property Id and Platting Unit
A-500 Government Center
300 South 6th Street
Minneapolis, MN 55478-0055

Dear Property ID/Platting:

Please prepare a certified list of the names and addresses of the owners of all properties located within **500 feet** of the following property:

Street Address _____

Legal Description _____

I understand the fee will be \$1.25 per parcel/\$25.00 minimum/\$250.00 maximum. Please notify me when the list is complete and what the total fee is at:

(Applicant's Name & Daytime Phone Number)

Hennepin County: After receiving payment for the list, please mail labels to:

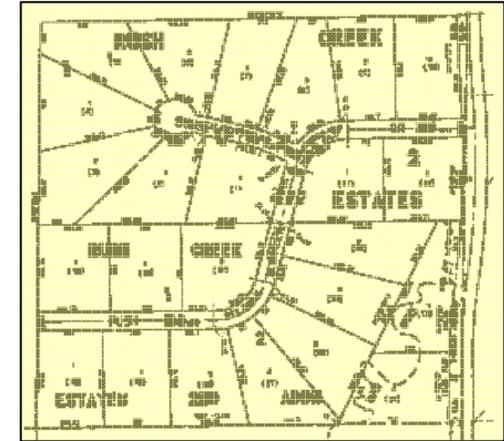
Sincerely,

(Name of Applicant)

Key Steps in the County Plat Review Process

- Preliminary Plat is submitted to the county by the city
- County acknowledges receipt and notes any missing items via mail-back card
- Once the submittal is deemed complete – the 30-day review period begins.
- The county Plat Review Committee meets to discuss the plat. Follow-up meetings may occur if further information or analysis is needed.
- The county submits a comment letter to the city noting any issues, concerns or requirements.
- The city responds back to the county via letter regarding how the county comments will be addressed. If any unresolved issues remain – the city schedules a meeting with county staff to discuss.
- The city council approves the preliminary and final plats.
- The property owner / developer submits the plat to the county surveyor's office for registration. *Submittal items must include:*
 - *Evidence of the submission of the preliminary plat to the county.*
 - *Copy of the county comment letter on the preliminary plat.*
 - *Copy of the city response to the county comment letter and evidence of any follow-up meetings held with the county to resolve remaining issues.*

Information on the Hennepin County Preliminary Plat / Development Review Process



January 2010



Hennepin County

Transportation Planning

Purpose of this Brochure

This brochure was developed to clarify how the county plat review process works, who is responsible for submittals to the county, and what type of response schedule can be anticipated.

Minnesota State Statutes MS 505.02, 505.03 and 462.358 stipulate that cities need to submit plats to the county for review and comments. These statutes also specify what items of information must be submitted and what time schedules apply.

Who Should Submit Plats ?

For formal plat reviews, the county does not accept plat submissions from third parties – the submissions must come from the city directly. City submission is important to ensure completeness of the submission, provide consistency in the process, and to assure good communication.

Prior to a formal submittal, county staff is very willing to examine concept layouts, preliminary site plans, or sketch plans. Cities, developers, project consultants, or property owners can submit this type of draft information. The benefit of an early review is that many issues can be identified and possibly resolved prior to the formal plat review process (often speeding up all subsequent reviews).

Where to Submit Plats

Preliminary Plats should be submitted to:

**Hennepin County
Transportation Planning Division
1600 Prairie Drive
Medina, MN 55340-5421**

Questions or comments can be directed to:

Bob Byers, P.E., Senior Professional Engineer
(612) 596-0354

Plat Submittal Checklist

Plat submittals to the county should include a transmittal letter and a set of legible plans that include the following information:

- The transmittal letter should include the city contact person, the dates of upcoming city actions such as Planning Commission or City Council meetings, and when a response is needed from the county.
- A location map of the site relative to area roadways and local streets.
- A site plan map with scaled dimensions authenticated by a registered engineer or land surveyor showing:
 - Date, title, scale, and north arrow
 - All existing and proposed property lines
 - Lot dimensions, right-of-ways, & easements
 - Existing centerline and paved area of the county roadway (which is not always centered in the right-of-way)
 - Proposed development building footprints
 - Parking lot layouts, aisle configuration
 - Locations of ingress and egress to the proposed platted area including existing and proposed driveway locations.
 - Locations of other nearby driveways, street intersections and access points on the county roadway in the vicinity of the proposed plat. This would include driveways immediately adjacent to or across from the proposed plat.
 - The outlet for and means of disposal of surface waters from the proposed platted area
- A written description of the current and proposed use of the property including land use type (commercial, industrial, residential, etc.) and specific uses (discount store, convenience center, etc.) if known.
- If the plat is for non-residential uses, include an estimate of the amount of daily traffic the development is expected to generate.

How are Plats Evaluated ?

County staff evaluates proposed plats for a number of items that affect county roadways. Some examples of review items include;

Safety Issues

- Conformance with entering sight distance guidelines
- Unusual weaving & merging maneuver conflicts
- Turn lane / auxiliary lane needs

Access Management

- Proposed driveway and street entrance compliance with county access spacing guidelines
- Opportunities for access reorientation and / or consolidation
- Driveway design, throat lengths

Right-of-Way Needs

- Anticipated future roadway section
- Right-of-way needs for turn lanes / auxiliary lanes
- Other needs (pedestrian / bike accommodations)

Operational Elements

- Intersection capacity analysis
- Turn lane / auxiliary lane design configurations
- Traffic control needs
- Potential on-site circulation impacts ?

Pedestrian and Bicycle Accommodations

- Is roadway designated as part of a city bike plan or the County Bicycle System Plan ?

Miscellaneous Items

- Drainage needs (road and / or site ?). Any encroachments within roadway right-of-way ?
- Proposed grading impacts

Review Schedule

State Statutes provide the county up to **30 calendar days** for review after receipt of the plat. This review period only starts when the county receives a **complete** plat submittal.

As part of the plat review process, the county will confirm the receipt of the plat with the city and provide notification of any missing information.

The back page of this brochure illustrates the key time points for the county review process.

Sec. 30-14. Short plat procedure.

The short plat review process shall require submission of the same information and shall follow the same procedures as are required for preliminary and final plats, except that the preliminary plat and final plat may be reviewed together in one meeting by the planning commission and then by the city council, thereby shortening the review process. The fee for the short plat review process shall be as established by the city council as set forth in chapter 16, article XI. Wherever any conflict between requirements for preliminary plats and final plats is created by such combined considerations, those provisions which require greater public notice and disclosure shall govern.

(Code 1984, § 350:15)

Sec. 30-15. Review and approval of preliminary plat.

(a) Required submittals.

- (1) An application for preliminary plat review, application fee and preliminary plat with required content and submittals as specified in section 30-16 shall be delivered to the zoning administrator. The required filing fees, sureties, escrows and deposits are as established by the city council as set forth in chapter 16, article XI, and any necessary applications for variances from or amendment of the provisions of this Code shall be submitted with the required fees, sureties, escrows and deposits.
- (2) The application and required submittals shall be delivered at least 28 days prior to the regular planning commission meeting at which it will be scheduled.
- (3) The application shall be considered as being officially delivered when all the information requirements are complied with.

(b) Hearing.

- (1) Upon delivery of the application, the zoning administrator shall set a public hearing date before the planning commission in accordance with subsection (a)(2) of this section, and distribute the preliminary plat and submittals to appropriate staff and referral agencies. The planning commission shall conduct the hearing, and report its findings and make recommendations to the city council.
- (2) Notice of the hearing shall consist of a property identification number and street address or common description, a description of the request, and a map detailing the property location, and shall be published in the official newspaper at least ten days prior to the hearing.
- (3) Written notification of the hearing shall be mailed at least ten days prior to the hearing date to all owners of land within 500 feet of the boundary of the property in question.

(c) Technical assistance reports. After the public hearing has been set, staff shall prepare technical reports where appropriate, and provide general assistance in preparing a recommendation on the action to the city council.

(d) Review by other agencies or jurisdictions. The zoning administrator shall refer copies of the preliminary plat to the park board and county, state or other public jurisdictions for their review and comment, where appropriate.

(e) Planning commission action. The planning commission shall make a recommendation to the city council within 30 days following the close of the public hearing unless an extension of the review period has been agreed to by the applicant. If the recommendation of the planning commission has not been received in time to meet the requirement, the council may act on the preliminary plat without such recommendation.

(f) City council action.

- (1) If all requirements of this chapter and as additionally imposed by the planning commission are complied with, the council shall act upon the preliminary plat and may impose conditions and restrictions which are deemed necessary within 120 days following delivery of an application and written acknowledgment by the city that the application is in compliance with this Code, unless an extension of the review period has been agreed to by the applicant. If the council fails to approve or disapprove the preliminary plat within such period, the preliminary plat shall be deemed approved and upon demand the city shall execute a certificate to that effect.
- (2) If the preliminary plat is approved by the city council or by act of law, the subdivider must submit the final plat within one year after such approval or, subject to the provisions of Minn. Stats. § 462.358, subd. 3c, and subject to the following, approval of the preliminary plat shall be void:

- a. At any time within 30 days before such deadline, the subdivider may file with the zoning administrator a written request that the deadline be extended one year beyond the deadline date of the preliminary plat approval.
 - b. The zoning administrator shall place the subdivider's request on the agenda of a regularly scheduled council meeting to be held within 30 days of such filing if in his opinion no change has occurred in any land use restriction or the comprehensive plan, or any other official control affecting the use, development density, lot size, lot layout, or dedication or platting required or permitted by the approved preliminary plat. If good cause is shown, the council may grant the extension. The request may be approved by the council as an item on its consent agenda.
 - c. Only one such extension request may be made.
 - d. Failure to file an extension request in a timely fashion, or the change of any restriction or control referred to in (f)(2)b of this section will require the submission of a new application for subdivision approval.
- (3) If the preliminary plat is denied by the city council, the reasons for such action shall be recorded in the proceedings of the council and transmitted to the applicant.
- a. Revisions to an approved preliminary plat may be necessary as a result of public improvement feasibility studies or other new information that renders any aspect of the approved plan questionable.
 - b. Any revision which, in the determination of the zoning administrator or planning commission, results in a significant change to the approved preliminary plat shall be subject to a public hearing as prescribed in subsection (b) of this section.
 - c. The city council may also require such revisions in the preliminary plat as it deems necessary for the health, safety, general welfare or convenience of the city.
 - d. A preliminary plat shall be denied if the applicant has failed to determine if a mound management plan is necessary.
- (4) Written notification of the city council action shall be sent to the applicant within one week of such action.

(Code 1984, § 350:18; Ord. No. 04-09, § 1, 4-19-2004)

Sec. 30-16. Data required for preliminary plat.

- (a) Required submittals. Fifteen sets of all preliminary plat drawings with any necessary supplementary information, one set of 8½-inch by 11-inch paper copy of all maps thereof, and a list of property owners located within 500 feet of the land proposed to be subdivided shall be submitted. The list shall be obtained from and certified by the county. The preliminary plat shall contain the following information:
- (1) General requirements. The plan shall contain the following:
 - a. Proposed name of the subdivision. Names shall not duplicate or too closely resemble names of existing subdivisions within the county.
 - b. Location of boundary lines in relation to a known section, quarter section or quarter-quarter section line comprising a legal description of the property.
 - c. Names and addresses of all persons having an interest in the property, and the developer, designer and surveyor, together with their registration number.
 - d. Graphic scale of plat, not less than one inch to 100 feet.
 - e. Date and north arrow.
 - (2) Existing conditions. The plan shall contain the following:
 - a. Boundary line of the proposed subdivision, clearly indicated.
 - b. Existing zoning classifications for land within and abutting the subdivision.
 - c. A dimensional summary including area of the proposed subdivision, street rights-of-way, parks and trailways, wetlands, lots and outlots, and average lot area and width.
 - d. Location, dimensions, names and types of any and all existing or previously platted streets or other public ways, railroad and utility rights-of-way, parks and other public open spaces, permanent buildings and structures, easements, sections and district boundaries of taxing, fire, watershed, school, governmental and other such authorities having jurisdiction within the tract and to a distance of 200 feet beyond the tract.

- e. Location and size of existing sewers, water mains, culverts or other underground facilities within the tract and to a distance of 200 feet beyond the tract. Such data as grades, invert elevations, and locations of catchbasins, manholes and hydrants shall also be shown.
- f. Boundary lines of adjoining unsubdivided land, within 200 feet, identified by name and ownership, including all contiguous land owned or controlled by the applicant. Where the applicant owns property adjacent to that which is being proposed for the subdivision, the applicant shall submit a sketch plan of the remainder of the property as to show the possible relationships between the proposed subdivision and future adjacent subdivision.
- g. Topographic data, including contours at vertical intervals of not more than two feet. Watercourses, marshes, rock outcrops, power transmission poles and lines, and other significant features shall also be shown. USGS datum shall be used for all topographic mapping where feasible.
- h. Location, dimensions, and other identifying characteristics of any and all historical, archeological, cultural and human burial sites located within and to a distance of 200 feet beyond the applicant's tract, including, but not limited to, Native American burial sites that may be identified.
- i. The information required pursuant to section 36-697.

(3) Proposed design features.

- a. Layout of proposed streets showing right-of-way widths, centerline gradients, typical cross sections, and proposed names of streets in conformance with all applicable city ordinances and policies shall be shown. Street names shall be assigned in accordance with chapter 28, article III.
- b. Locations and widths of proposed alleys and pedestrian ways shall be shown.
- c. Locations of proposed sanitary and storm sewer lines and water mains shall be shown.
- d. Provision for surface water disposal, drainage, and flood control that complies with applicable ordinances, statutes and governmental regulations shall be included.
- e. A plan for soil erosion and sediment control both during construction and after development has been completed shall be included. The plan shall include gradients of waterways, design of velocity and erosion control measures, landscaping of the erosion and sediment control system and stabilization of disturbed areas, and the plan shall be in conformance with chapter 14, article IV.
- f. Layout, numbers, lot areas, and preliminary dimensions of lots and blocks shall be shown.
- g. Minimum building setback lines as required in chapter 36 shall be shown.
- h. When lots are located on a curve, the width of the lot at the building setback line shall be shown.
- i. Any area, other than streets, alleys, pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the acreage of each such area, shall be shown.
- j. Water mains shall be provided to serve the subdivision by extension of an existing community system wherever feasible. Service connections shall be stubbed into the property line and all necessary fire hydrants shall also be provided. Extensions of the public water supply system shall be designed so as to provide public water in accordance with the standards of the city as contained in the Maple Grove Water Supply and Distribution Report, as amended.
- k. Sanitary sewer mains and service connections shall be installed in accordance with the city's comprehensive sewer plan, as amended.
- l. Where structures are to be placed on large or deep lots which are subject to potential replat, the applicant should consider the placement of structures so that lots could be further subdivided. A sketch plan that illustrates a way in which the lots could possibly be resubdivided may be submitted for review and non-binding comment by the city.
- m. A vegetation preservation and protection plan that shows those trees proposed to be removed, those to remain, the types and locations of trees, and other vegetation that is to be planted shall be included.

(b) Supplementary information. When deemed necessary by the zoning administrator, any or all of the following supplementary information requirements shall be submitted:

- (1) Proposed covenants.
- (2) An accurate soil survey of the subdivision prepared by a qualified person.
- (3) A survey prepared by a qualified person identifying tree coverage in the proposed subdivision in terms of type, weakness, maturity, potential hazard, infestation, vigor, density, and spacing.

- (4) Such other information as may be requested by the zoning administrator, city engineer, planning commission, or city council.

(Code 1984, § 350:21; Ord. No. 04-04, § 1, 2-2-2004)

Sec. 30-17. Design standards for preliminary plats, final plats, and subdivisions.

Design standards for preliminary plats, final plats, and subdivisions are as follows:

(1) Blocks.

a. Block length.

1. In general, intersecting streets determining block lengths shall be provided at such intervals as to serve cross-traffic adequately and to meet existing streets.
2. Where no existing plats control, blocks shall not exceed 1,320 feet in length, except where topography or other conditions justify a departure from this maximum.
3. In blocks longer than 800 feet, pedestrian ways and/or easements through the block may be required near the center of the block.

- b. Block width. The width of the block shall normally be sufficient to allow two tiers of lots having a depth appropriate to the applicable zoning district as suggested by the minimum lot requirements for that zoning district. Blocks intended for business or industrial use shall be of such width as to be considered most suitable for their anticipated use, including adequate space for off-street parking and deliveries.

(2) Lots.

- a. Minimum area and width. The minimum lot area and width shall not be less than that established by the zoning regulations of chapter 36 in effect at the time of the most current completed application for preliminary plat of the affected property. This requirement shall not apply to property used or to be used for a public purpose such as, but not limited to, a well site or park.
- b. Ratio of depth to width. No lot shall be more than four times as deep as it is wide. Those portions of a lot within any abutting wetland, public water, or steep slopes of the type described in subsection (7)c of this section shall be ignored when determining whether the lot complies with this ratio.
- c. Corner lots. Corner lots for residential use shall have such dimensions as to permit building setback from both streets as required in chapter 36.
- d. Side lot lines. Side lines of lots shall be approximately at right angles to street lines or radial to curved street lines.
- e. Frontage. Every lot must have frontage on a public street.
- f. Watercourses. Lots abutting a watercourse, drainageway, channel or stream shall have additional depth and width, as required under the provisions of chapter 36 for the floodplain, shoreland and wetland systems districts.
- g. Preservation of special features. In the subdividing of any land, due regard shall be shown for all natural features, such as trees, wetlands, watercourses, historic sites or similar conditions which if preserved will add attractiveness and stability to the proposed development.
- h. Lot remnants. All remnants of lots below minimum size left over after subdividing of a larger tract must be added to adjacent lots, rather than allowed to remain as separate parcels or platted as outlots.
- i. Tax district boundaries. No lot shall extend over a tax district boundary without approval of the affected district tax authorities.
- j. Through lots. Through lots shall not be permitted except where lots back on major streets, or where topographic or other conditions render subdividing otherwise unreasonable. To allow space for screen planting along the back lot line, such lots, where allowed, shall have an additional depth of at least 20 feet beyond the lot depth appropriate to the applicable zoning district as suggested by the minimum lot requirements for that zoning district.
- k. Access restrictions. No residential lots shall receive direct access from a high volume collector or greater volume street, nor shall any commercial or industrial lot receive direct access from a minor arterial street or a street of greater volume.

(3) Streets, alleys and sidewalks.

- a. Continuity and arrangement of streets. Except for culs-de-sac, streets shall connect with dedicated or existing streets on adjoining or adjacent lands, or provide for future connections to adjoining lands, or shall be a reasonable projection of streets on the nearest properties. The arrangement of streets shall be considered in their relation to the reasonable circulation of traffic, to topographic conditions, to runoff of stormwater, and to public convenience and safety, and in their appropriate relation to the proposed uses of the area to be served.
- b. Local streets and dead-end streets.
 1. Local streets should be so planned so as to discourage their use by non-local traffic. Permanent dead-end streets are prohibited, but culs-de-sac may be permitted if not contrary to public health, safety, welfare or convenience.
 2. Cul-de-sac shall not be longer than 500 feet. The length shall be measured from the centerline of the adjoining street to the center of the turnaround.
 3. The cul-de-sac shall have a minimum right-of-way radius of 60 feet. Where the street right-of-way intersects the cul-de-sac right-of-way, a 30-foot radius is required.
- c. Width of right-of-way. Right-of-way shall be dedicated in the following minimum widths. The city engineer may require such additional right-of-way as he determines will be necessary as a result of approval of the subdivision either standing alone or as a part of a group of subdivisions over time.
 1. Local street: 60 feet.
 2. Minor collector street: 80 feet.
 3. Major collector street: 100 feet.
 4. Minor arterial street: 120 feet.
- d. Railroad crossings. Dedication of sufficient land, as determined by the city council, to ensure a safe view will be required before the city will accept any street dedication requiring a crossing of a railroad. An indication in writing from the public utilities commission that a crossing permit may be granted shall also be submitted before the preliminary plat can be approved.
- e. Street intersections. Under normal conditions, streets shall be laid out so as to intersect as nearly as possible at right angles, except where topography or other conditions justify variations. Under normal conditions, the minimum angle of intersection of streets shall be 80 degrees. Street intersections less than 125 feet apart, as measured from right-of-way to right-of-way, shall be avoided.
- f. Subdivisions abutting major rights-of-way. Wherever the proposed subdivision contains or is adjacent to the right-of-way of a U.S. or state highway, or railroad, provision shall be made for a frontage road approximately parallel and adjacent to the boundary of such right-of-way, provided that due consideration is given to proper traffic circulation. Such frontage roads shall be located at a distance from the rights-of-way suitable for the appropriate use of the intervening land. Such distance shall be determined with due consideration of the minimum distance required for approach connections to future grade separations, or for lot depths.
- g. Sidewalks. A paved sidewalk or pedestrian pathway not less than five feet in width is required on each side of the paved surface of any street to be constructed. See section 14-128 and the city's approved standard specifications adopted by the city council pursuant thereto. When a sidewalk parallels a street ending in a cul-de-sac, the sidewalk need not encircle the cul-de-sac but may continue upon its parallel course until it intersects with the pavement of the cul-de-sac and may there terminate.
- h. Alleys.
 1. Except where justified by special conditions related to the health, safety, welfare or convenience of the public, alleys will not be approved.
 2. Alleys, where provided, shall not be less than 30 feet wide.
 3. Dead-end alleys shall be avoided wherever possible, but, if unavoidable, such dead-end alleys may be approved if adequate turnaround facilities are provided at the closed end.
- i. Half streets. Dedication of half streets shall not be approved, except where it is essential to the reasonable development of the subdivision and in conformity with the other requirements of this chapter, where it is found that it will be practical to require the dedication of the other half when the adjoining property is subdivided, or where it becomes necessary to acquire the remaining half by condemnation so that it may be improved in the public interest.

- j. Compliance with city transportation plan. For all public ways hereafter dedicated and/or accepted, the minimum right-of-way, curve radius, curb radius, surfaced width and design standards for streets, alleys and pedestrian ways included in any subdivision shall be in accordance with the city's transportation plan, as amended, and subject to the approval of the city engineer.
- k. Street grades. Except upon the recommendation of the city engineer that the topography warrants a greater maximum, the maximum grade for boulevards perpendicular to the right-of-way shall be four percent, the maximum grade for culs-de-sac shall be six percent, and the maximum grade for all other grades in all streets and alleys in any subdivision shall be eight percent. In addition, there shall be a minimum longitudinal grade on all streets, including culs-de-sac, of not less than 0.5 percent.
- l. Reverse curves. Tangents of at least 100 feet in length shall be introduced between reverse curves on collector streets.
- m. Reserve strips. Reserve strips controlling access to streets shall be prohibited.
- n. Horizontal curves. Local street horizontal curves shall be at least 125 feet in centerline radius, for curves having internal angles of not more than 90 degrees. Where the internal angle exceeds 90 degrees, the minimum curve radius shall be 75 feet. The horizontal curves for collector or greater volume streets shall meet the minimum design criteria for the design speed of the street in accordance with municipal state aid standards.

(4) Easements.

- a. Width and location. An easement for utilities and drainage at least ten feet wide along the front lot line and five feet wide along side and rear lot lines shall be provided. If necessary for the extension of main water or sewer lines or similar utilities, easements of greater width may be required along lot lines or across lots.
- b. Continuity. Utility and drainage easements shall connect with easements established in adjoining properties. These easements, when approved, shall not thereafter be changed without the approval of the city council after a public hearing.
- c. Easements along watercourses and drainage channels. Easements shall be provided along each side of the centerline of any watercourse or drainage channel, whether or not shown in the comprehensive plan, to a width sufficient in the judgment of the city council to provide proper maintenance and protection and to provide for stormwater runoff and installation and maintenance of storm sewers, and they shall be dedicated to the city by appropriate language in the owner's certificate.

(5) Erosion and sediment control. The development shall conform to the natural limitations presented by topography and soil so as to create the least potential for soil erosion. Also see subsection 30-22(a)(6).

(6) Drainage.

- a. Where municipal storm sewer systems do not exist, or the introduction of such public system is deemed inappropriate by the city council, provisions for stormwater drainage shall be consistent with the city's storm drainage plan, as amended, and be subject to the review of the city engineer, who shall report to the city council on the feasibility of the plan presented.
- b. No plat, subdivision or development on land subject to this section shall be approved before an adequate stormwater disposal plan is approved by the city engineer and council, and approval of grade and drainage requirements shall be at the applicant's expense. The use of dry wells for the purpose of stormwater disposal is prohibited.
- c. No buildable portion of a subdivision shall be approved on land subject to flooding or containing poor drainage facilities, and on land which would make adequate drainage of the streets and lots impossible. However, if the applicant agrees to make improvements which will, in the opinion of the city engineer, make the area completely safe for residential occupancy or provide adequate street and lot drainage and conform to applicable regulations of other agencies such as the U.S. Corps of Engineers, or the state department of natural resources, the final plat of the subdivision may be approved. In addition, such plats may not be approved if the cost of providing municipal services to protect the floodplain area would impose an unreasonable economic burden upon the city.

(7) Protected areas.

- a. Where land proposed for subdivision contains drainageways, watercourses, floodable areas, wetlands or steep slopes, and thus may be unsuitable for development, the platting and development of those areas shall be consistent with limitations presented by such conditions.
- b. Subdivisions shall be designed so that at least 75 percent of the minimum lot area is free of wetland soil types, water bodies, watercourses, drainageways or floodway areas, or steep slopes (over 18 percent).

- c. No construction or grading shall be allowed on slopes steeper than 18 percent in grade over a horizontal distance of 50 feet.
- d. For land in the S shoreland district, steep slopes shall be defined as set forth in 36-3.

(Code 1984, § 350:24; Ord. No. 16-01, § 1, 1-4-2016)

Sec. 30-18. Provision of land for public use.

- (a) Required. Pursuant to Minn. Stats. § 462.358, subd. 2b, except as otherwise provided in this section, the city requires all owners or developers, as a prerequisite to approval of a plat, subdivision or development of any land, to convey to the city, or dedicate to the public use, a reasonable portion of any such proposal for public use as streets, roads, sewers, electric, gas and water facilities, stormwater drainage and holding areas or ponds, similar utilities and improvements, or parks, playgrounds, trails or open space, such portions to be approved and acceptable to the city.
- (b) Suitability of dedicated land. Any land to be dedicated as a requirement of this section shall be reasonably adaptable for its proposed use and shall be at a location convenient to the people to be served. Factors used in evaluating the adequacy of proposed park and recreation areas shall include size, shape, topography, geology, tree cover, access and location.
- (c) Park dedication requirements. Except as otherwise provided in this subsection, subdividers and developers of land within the city shall be required to dedicate to the city for park, playground, trail and public open space purposes the following minimum amounts of land or cash, or both, whichever the city, at its option, shall require. The required dedication shall be made prior to the city's release of the final plat for filing. Subdividers and developers may, however, pay the park dedication fee at any time after the final plat has been approved by the city council. The amount of any required cash contribution shall be calculated based upon rates established by the city and in effect as of the date of the release of the final plat for filing. For purposes of this subsection (c), words such as, but not limited to, "total acreage," "subdivision area," "the property in the plat, subdivision or development," and "the property being platted," whenever such words appear in this subsection or any resolution or policy adopted pursuant thereto, shall mean the gross area of the plat, subdivision or development except any undeveloped outlot that will, by current standards, be required to make the dedication required in this subsection at such time as the outlot is developed, subdivided or platted in the future.
 - (1) Residential dedications.
 - a. Land shall be dedicated pursuant to the following schedule, wherein density is calculated by considering the total acreage of the entire plat, subdivision or development being considered:

Dwelling Units per Gross Acre	Dedication Requirement
Less than 9	10 percent of subdivision area
9 and more	11 percent of subdivision area plus an additional 1 percent for each additional dwelling unit per acre over 9

The following schedules shall apply in the specific situations listed below:

1. Developments that include affordable units (affordable as determined by the city) shall receive a 25 percent reduction from the single unit rate for each affordable unit.
2. Developments with multiple dwelling structures that have a density of 14 units per acre, a minimum of eight units per structure and has a common internal access corridor for all units shall receive a 20 percent reduction from the single unit rate for each unit that satisfies the above.
3. Developments that include memory care and assisted living units shall apply the commercial rate to the percentage of memory care and/or assisted living units that are in the project multiplied by the project net acres.

The above schedules shall not be utilized cumulatively.

- b. A cash contribution in lieu of land dedication may be required at the discretion of the city. The cash contribution shall be calculated by the city estimating the fair market value per acre of residential property in the city, and such value shall then be multiplied by ten percent and the resulting figure divided by the average density of residential development existing in the city. The city shall establish the cash contribution by resolution, which shall not exceed the above calculation.
- c. The city may require the subdivider or developer to make a combination cash and land dedication pursuant to the following formula:
 - 1. The amount of land which could be required in accordance with this chapter shall be calculated.
 - 2. From the total calculated under subsection c.1 of this subsection, the actual amount of land the city determines to be needed to fulfill the purposes of this subsection c shall be subtracted.
 - 3. The balance arrived at under subsection c.2 of this subsection shall be converted into a cash contribution in lieu of land dedication pursuant to a standard formula established by the city, which formula takes into consideration such things as, but not necessarily limited to, the fair market value of the property in the plat, subdivision or development and the percentage of the total park dedication obligation represented by such balance.

(2) Commercial and industrial dedication requirements.

- a. Land dedication, if required, shall be 7½ percent of the subdivision or development.
- b. If the city requires payment of fees in lieu of land dedication, that fee shall be based upon the same percentage set forth in subsection a of this subsection, multiplied by the acreage of the proposed plat, development or subdivision, and by the council's estimate, as established at least annually by resolution, of the fair market value per acre of undeveloped commercial/industrial land in the community.
- c. Where a combination land and cash dedication is made, the lands dedicated will be deducted from the total park dedication land requirement, and the balance of required dedication acreage will be multiplied by the current council estimate established pursuant to subsection b of this subsection to determine the amount of cash dedication.

(3) Miscellaneous requirements. The following requirements apply to all dedications or conveyances for park, playground, trail or public open space purposes:

- a. Suitability of land. Land conveyed or dedicated pursuant to the provisions of this subsection (c) must be located outside of drainageways, floodplains and ponding areas after the site has been developed.
- b. Installation of improvements. As part of their development contract or site plan approval responsibilities, owners and developers shall be responsible for making certain improvements to the developments for park, playground, trail and public open space purposes, including, but not limited to, finished grading and ground cover for all park, playground, trail and public open spaces within their developments.
- c. Standards for location.
 - 1. The park board shall develop and recommend to the city council for adoption standards and guidelines for determining what geographic location of each such development should reasonably be required to be so conveyed or dedicated.
 - 2. Such standards and guidelines may take into consideration the zoning classification to be assigned to the land to be developed, the particular use proposed for such land, amenities to be provided and factors of density and site development as proposed by the owners or developers.
 - 3. The park board shall further recommend changes and amendments from time to time to such standards and guidelines to reflect changes in the usage of land which may occur, changes in zoning classifications and concepts, and changes in planning and development concepts that relate to the development and usages to which land may be put.
- d. Park board recommendations. The park board shall, in each case, recommend to the city council the total area and location of such land that the park board feels should be so conveyed or dedicated within the development for park or playground purposes.
- e. Acquisition of sites proposed on official map or comprehensive plan. Where a proposed park, playground, trail, open space or other recreational area that has been indicated on the official map and/or comprehensive plan is located in whole or in part within a proposed subdivision, such proposed site shall be designated as such and be dedicated to the city. If the subdivider chooses not to dedicate an area in excess of the land

required under this section for such proposed site, the council shall not be required to act to approve or disapprove the plat of the subdivision for a period of 90 days after the subdivider meets all the provisions of this chapter, in order to permit the council to consider the proposed plat and to take the necessary steps to acquire, through purchase or condemnation, all or part of the public site proposed on the official map or comprehensive plan.

- f. Density and open space requirements under zoning regulations. Land area so conveyed or dedicated for park, playground, trail and open space purposes may not be used by an owner or developer as an allowance for purposes of calculating the density requirements of the development as set out in chapter 36 and shall be in addition to and not in lieu of open space requirements for planned unit developments pursuant to chapter 36.
- g. Private open space. Where private open space for park, playground, trail, open space or other recreation purposes is provided in a proposed subdivision and such space is to be privately owned and maintained by the future residents of the subdivision, such areas may be used for credit at the discretion of the city council against the requirement of dedication for purposes described in this subsection (c), provided the city council finds it is in the public interest to do so and that the following standards are met:
 - 1. Yards, court areas, setbacks and other open space required to be maintained by the zoning and building regulations shall not be included in the computation of such private open space;
 - 2. The private ownership and maintenance of the open space shall be adequately provided for by written agreement;
 - 3. The private open space shall be restricted for park, playground, trail, open space or recreational purposes by recorded covenants which run with the land in favor of the future owners of property within the tract and which cannot be eliminated without the consent of the city council;
 - 4. The proposed private open space must be reasonably adaptable for use for such purposes, taking into consideration such factors as size, shape, topography, geology, access and location of the private open space land;
 - 5. Facilities proposed for such purposes must be in substantial accordance with the provisions of the recreational element of the comprehensive plan, and be approved by the city council; and
 - 6. Where such credit is granted, the amount of credit shall not exceed 25 percent of the amount calculated in subsection (c)(1) or (2) of this section, whichever is applicable.
- h. Disposition of cash contributions. The park board shall establish a separate fund into which all cash contributions received from owners and developers in lieu of conveyance or dedication of land for park, playground, trail and open space purposes shall be deposited. The park board shall establish separate budgeting and accounting procedures for such fund and shall make from time to time appropriations from such fund for acquisition of land for such purposes, for developing existing park, playground, trail and open space sites or for debt retirement in connection with land previously acquired for such purposes.
- i. Administrative procedures. The park board shall establish such administrative procedures as it may deem necessary and required to implement the provisions of this subsection (c).

(4) Determination of land type. The determination of whether land is residential, commercial, or industrial shall be based upon the zoning of the particular land for which dedication is required. Zoning classifications shall be categorized as follows:

Zoning	Land Type
R-A, R-1, R-2, R-2b, R-3, R-4, R-5	Residential
B, FF	Commercial
I	Industrial
Planned unit development (PUD), FP, S, and W	See underlying zoning classification

PUD district

See major use approved when zoned PUD

- (5) Waivers. The park dedication requirement may be waived by the city council in connection with lands described in subsections a and b of this subsection, subject to the requirements of subsections c and d of this subsection. Such lands include:
- a. Land owned by a government or governmental subdivision, which land is or will be devoted to a public purpose; and
 - b. Privately owned land that is intended to be maintained or developed so as to contain on at least 90 percent of the gross subdivision area large park-like areas open to use by the public such as a golf course.
 - c. Prior to subdivision approval and any such waiver, the property owner (public or private) must present to the city in recordable form a covenant running with the land and satisfactory to the city wherein the owner agrees for himself, his heirs, successors, and assigns to make park dedication for the land according to prevailing requirements at the time dedication is required in any of the following circumstances:
 1. Whenever public lands or uses or portions thereof which are otherwise exempt become privately owned and do not or will not meet the 90 percent requirement set forth in this subsection, as measured at the time of the covenant;
 2. Whenever more than ten percent of the gross subdivision area of any privately owned property, as measured at the time of the covenant, becomes developed so as to prevent the public by design or implication from unrestricted access to the land; or
 3. If the actual or intended use of the land changes so as to be inconsistent with the types of public activities and uses set forth in this subsection.
 - d. The covenant referred to in subsection c of this subsection shall be filed in the office of the county recorder at the owner's expense at or before the recording of the plat by which the subdivision is accomplished.

(Code 1984, § 350:27; Ord. No. 04-25, § 1, 12-6-2004; Ord. No. 08-14, § 1, 11-3-2008)

Sec. 30-19. Review, approval and recording of final plat.

- (a) Application for review.
- (1) Within one year after preliminary plat approval, an application for final plat review, application fee as established in chapter 16, article XI, and final plat with required content and submittals as specified in section 30-20 shall be delivered to the zoning administrator or else preliminary plat approval will expire.
 - (2) The application and required submittals shall be delivered at least 14 days prior to the regular city council meeting at which it will be scheduled.
 - (3) The application shall be considered as being officially delivered when all the information requirements are complied with.
- (b) City council action. Upon receipt of a completed application for final plat, the zoning administrator shall schedule it for consideration in accordance with subsection (a)(2) of this section, distribute the final plat to appropriate staff and review agencies and arrange for the preparation of a report to assist in arriving at a recommendation to the city council.
- (c) Approval by city council.
- (1) After review of the final plat by staff such final plat, together with the recommendations of staff, shall be submitted to the city council for consideration.
 - (2) The final plat shall conform to the approved preliminary plat except for any adjustments deemed to be minor by the zoning administrator. The city council may also require revisions in the final plat as it deems necessary for the health, safety and general welfare or convenience of the city. If any revision results in a significant change to the approved preliminary plat, the revisions shall be subject to a public hearing as prescribed in subsection 30-15(b).
 - (3) If accepted, the final plat shall be approved by resolution, which resolution shall provide for the acceptance of all agreements for basic improvements, public dedication and other requirements as indicated by the city council.

- (4) If disapproved, the grounds for any refusal to approve a plat shall be set forth in the proceedings of the council and reported to the applicant. A final plat shall be disapproved if a mound management plan has not been approved by the city.
 - (5) If the council fails to approve the final plat within 60 days of the date the applicant has complied with all conditions and requirements of applicable regulations and all conditions and requirements upon which preliminary approval was expressly conditioned, either through performance or the execution of appropriate agreements assuring performance, the final plat shall be deemed approved, and upon demand the city shall execute a certificate to that effect.
 - (6) Written notification of the city council action shall be sent to the applicant within one week of such action.
- (d) Recording. If the final plat is approved by the city council, or by act of law, the applicant shall record it with the county recorder within two years after such approval or, subject to the provisions of Minn. Stats. § 462.358, subd. 3c, and subject to the following, approval of the plat shall be void. A final plat will not be released by the city for recording purposes until the applicant has satisfied the ministerial requirements of section 30-21.
- (1) At any time within 30 days before such deadline, the subdivider may file with the zoning administrator a written request that the deadline be extended one year beyond the date the extension is granted.
 - (2) The zoning administrator shall place the subdivider's request on the agenda of a regularly scheduled council meeting to be held within 30 days of such filing if in his opinion no change has occurred in any land use restriction or the comprehensive plan, or any other official control affecting the use, development density, lot size, lot layout, or dedication or platting required or permitted by the approved preliminary plat. If good cause is shown, the council may grant the extension. The request may be approved by the council as an item on its consent agenda.
 - (3) Only one such extension request may be made.
 - (4) The change of any restriction or control referred to in subsection (d)(2) of this section will require the submission of a new application for subdivision approval.

(Code 1984, § 350:30; Ord. No. 04-09, § 2, 4-19-2004; Ord. No. 15-08, § 1, 5-4-2015)



City of
Maple Grove
Parks & Recreation Board

12951 Weaver Lake Rd • Maple Grove MN 55369-9409
Phone: (763) 494-6500 Fax: (763) 494-6454

Dear Owners and/or Developers:

Pursuant to Minnesota laws and City Comprehensive Park Plan, the City of Maple Grove requires all owners or developers to convey to the City, or dedicate to the public for park or playground purposes, a reasonable portion of the area being platted, subdivided or developed as specified in Section 30:18 of the Maple Grove Subdivision Ordinance as a prerequisite to approval of a plat, subdivision or development of any land.

In lieu of the aforementioned requirements, and with proper consideration of the City's Comprehensive Park Plan, the owners or developers are required to pay to the City an equivalent amount in cash based upon the undeveloped land value of that portion of said land that would have otherwise been required to be dedicated for use in the acquisition of public parks and playgrounds, development of existing public park and playground sites and for debt retirement in connection with land previously required for public parks and playgrounds.

The form of contribution (cash or land or any combination) shall be decided by the City based upon the requirements of this ordinance, need and conformance with approved City plans.

Correspondingly, as part of the City's plat, subdivision and development process, you are required to contact the Parks and Recreation Director to fully review your proposal and discuss in detail the requirements of the Subdivision Ordinance Section 30:18 pertaining to Parks and Recreation.

To meet this requirement, contact Chuck Stifter, Park Planner at 763-494-6503 to schedule a meeting. This requirement must be fulfilled at least 28 days prior to the Planning Commission meeting and before the preparation of plans for submission of the application for preliminary plat approval.

Thank you for your cooperation on this matter.

Sincerely,



Terry Just, Director
Parks and Recreation Board

"Serving Today, Shaping Tomorrow"

Timothy Phenow
Chairman

Douglas Anderson
Board Member

John M. Fern
Board Member

Pat Hoffman
Board Member

Sally Mainquist
Board Member

"T", Tree Preservation Plan Submittal

To aid in the assessment of development-related impacts to trees located within the "T" District, the City requires the applicant to provide plans in the format below. Staff finds that the format is useful not only for City review but also for planning purposes. Please familiarize yourself with the provisions of the Tree Preservation District Standards, Section 36-721 through 36-733 of the Zoning Ordinance.

1. A separate proposed development plan should be overlaid with the legal boundary lines of the applicable tree district(s).
2. The locations of all trees 8 inches in diameter or greater, within the "T" District boundary, shall be surveyed and accurately positioned on a development plan. Each tree should be assigned an *identifying number* or letter on the plan. This plan should also illustrate the *grading limits* within the tree district(s).
3. A table corresponding to each (if more than one within the development area) affected "T" District shall be provided clearly illustrating:
 - a. The tree *number* corresponding to that as shown on the plan,
 - b. the tree *type*,
 - c. the tree *size*, and
 - d. a notation indicating whether the tree is to be *saved* or *removed* during the subdivision process.
4. A second table should then be created that shows:
 - a. The Tree Preservation District *number(s)*,
 - b. the total *existing tree inches* within the district,
 - c. the total *tree inches removed*,
 - d. the *percentage of trees preserved*, and
 - e. the amount, in total inches, of *trees to be replaced* (if necessary).

Data in similar form must be provided when individual certificates of survey are submitted to the City when building permits are being requested for each affected lot.

Landscape Tree Suggestions

The following document is split into multiple sections. Native selections are listed first and grouped into three sizes, followed by non-native species. The species designated below as 'native' were identified from multiple references including the MN DNR. Native plants are best-adapted to the local environment, providing habitats for wildlife, especially birds and butterflies. Some natives produce nuts and fruits that both humans and wildlife can enjoy!

Additional information can be found on the Arbor Committee web site: www.ci.maple-grove.mn.us/arbor/arbpa1.htm

Native Deciduous – small

Common Name (Latin)	At Maturity		Growth Rate	Light Preference	Tolerance to:			Comments & Notable Varieties
	Height	Spread			Salt	Wet	Drought	
1. Alder, Speckled (<i>Alnus rugosa</i>)	15-20'	15-20'	F		L	H	L	Needs moist conditions. Improves soil fertility with nitrogen. Dark purple fruit persists on wood that turns orange in winter. Age 25-50 years.
2. Bladdernut, American (<i>Staphylea trifolia</i>)	10-15'	10-15'	M		L	I	I	Interesting 1-2" seed pods. Yellow fall color.
3. Blue Beech (<i>Carpinus caroliniana</i>)	15-18'	15-20'	S		L	L	L	Also called American Hornbeam. Good fall color; interesting bark. Understory tree. Age 50-75 years.
4. Dogwood, Gray (<i>Cornus racemosa</i>)	8-12'	6-10'	M		L	H	L	White flowers, white fruit, purple-red fall color. May colonize.
5. Dogwood, Pagoda (<i>Cornus alternifolia</i>)	15-25'	20-25'	S		L	I	L	White spring flowers; interesting horizontal branching pattern. Beneficial for butterflies.
6. Eastern Wahoo (<i>Euonymus atropurpurea</i>)	20-25'	10-15'	M		L	H	I	Twigs have corky ridges or wings. Red fall color. Pinkish fruit. Age 25-50 years.

KEY: Growth Rate: F – Fast M- Moderate S- Slow
Light:  Full Sun  Part sun/part shade  Shade
Tolerance: H – High I – Intermediate L – Low

Common Name (Latin)	At Maturity			Light Preference	Tolerance to:			Comments & Notable Varieties
	Height	Spread	Growth Rate		Salt	Wet	Drought	
7. Hawthorn, Cockspur (<i>Crataegus crusgalli</i>)	15-18'	20-25'	M	☀	I	L	H	Bright red fruit; Seek out thornless varieties. Deer usually avoid eating. Beneficial for butterflies. Age 50-100 years.
8. Ninebark, Common (<i>Physocarpus opulifolius</i>)	8-10'	8-10'	M	☀	I	L	I	Dense growth.
9. Serviceberry (<i>Amelanchier spp.</i>)	15-25'	10-15'	M	☀	H	H	L	White flowers in spring; good fall color. Very high wildlife value, bird magnet. Edible fruit. Consider Downy (<i>A. arborea</i>) or Allegheny (<i>A. laevis</i>) varieties.
10. Buffaloberry, Silver (<i>Shepherdia argentea</i>)	8-10'	8-10'	M	☀	I	H	L	Silvery, light green leaves. Berries in late summer.
11. Viburnum, Arrowwood (<i>Viburnum dentatum</i>)	6-8'	6-8'	M	☀ ☀ ●	I	L	I	Very shade tolerant. Also recommended varieties: Witherod Viburnum (<i>V. cassinoides</i>) or Mapleleaf Viburnum (<i>V. acerifolium</i>)
12. Viburnum, Nannberry (<i>Viburnum lentago</i>)	16-20'	10-20'	F	☀ ☀ ●	L	H	L	White flowers. Rose-pink fruit turns blue-black. Purple-red fall color. Edible fruit, but large central pit. Often along forest edges, swamps. Age 10-20 years.

Native Deciduous – medium

Common Name (Latin)	At Maturity			Light Preference	Tolerance to:			Comments & Notable Varieties
	Height	Spread	Growth Rate		Salt	Wet	Drought	
1. Ironwood or Hophornbeam (<i>Ostrya virginiana</i>)	30-35'	25-30'	S	☀ ☀ ●	L	I	H	Tolerates wide range of soil/light conditions (grows faster in more sun). Attractive catkins resemble 'hops'. Holds leaves into winter. Age 75-100 years.
2. Linden, Littleleaf (<i>Tilia cordata</i>)	35-50'	20-30'	M	☀ ☀ ●	I	I	I	Excellent shade tree. Beneficial for bees and other wildlife.
3. Mulberry, Red (<i>Morus rubra</i>)	35-50'	35-50'	M	☀ ☀	L	H	I	Edible purple-red fruit. Golden yellow color in fall. Age 50-75 years.
4. Plum, American (<i>Prunus americana</i>)	20-35'	20-30'	F	☀	L	L	H	Produces sweet-spice scented white blooms. Edible fruit. Age 25-30 years.

KEY: Growth Rate: F – Fast M- Moderate S- Slow
Light: ☀ Full Sun ☀ Part sun/part shade ● Shade
Tolerance: H – High I – Intermediate L – Low

Native Deciduous – tall

Common Name (Latin)	At Maturity		Growth Rate	Light Preference	Tolerance to:			Comments
	Height	Spread			Salt	Wet	Drought	
1. Aspen, Quaking (<i>Populus tremuloides</i>)	40-60'	20-30'	F	☀	M	H	L	Tolerates wide range of soils, avoid flooding. Bright yellow fall color. Age 60-80 years.
2. Birch, Paper (<i>Betula papyrifera</i>)	40-70'	20-40'	M	☀	I	H	L	Attractive white bark, yellow fall color. Choose insect-resistant cultivars. Age 80-100 years. Available in clump or single stem forms.
3. Birch, River (<i>Betula nigra</i>)	40-60'	30-40'	M	☀	I	H	L	Attractive bark. High wildlife value. Available in clump or single stem forms. Age 50-75 years.
4. Birch, Yellow (<i>Betula alleghaniensis</i>)	60'	30'	M	☀	L	I	L	Resistant to birch borer. Gorgeous fall yellow color. Age 100-125 years.
5. Butternut (<i>Juglans cinerea</i>)	40-60'	30-50'	M	☀	L	H	L	Gray bark color. Edible nuts. Age 80-100 years.
6. Cherry, Black (<i>Prunus serotina</i>)	50-60'	20-30'	S	☀ ☀	L	I	I	Found naturally along woodland edges. Edible fruit. Great wildlife value. Age 125-150 years
7. Cherry, Pin (<i>Prunus pensylvanica</i>)	20-35'	10-20'	M	☀	L	I	I	Attractive bark. Bright red-orange color in fall. Edible fruit. Great wildlife value. Age 20-40 yrs.
8. Coffeetree, Kentucky (<i>Gymnocladus dioica</i>)	50-70'	30-50'	M	☀	H	I	H	Provides open shade; 4-8" long pods (female trees) create interest in winter. Age 50-75 years.
9. Hackberry (<i>Celtis occidentalis</i>)	40-60'	30-50'	M	☀ ☀ ●	I	I	H	Unique bark; adaptable. Persistent berries. High wildlife value. Age 100-150 years.
10. Hickory, Bitternut (<i>Carya cordiformis</i>)	50-75'	50-75'	S	☀ ☀	I	H	I	Yellow color in fall. Nuts produced are very bitter. Age 100-150 years.
11. Honey locust (<i>Gleditsia triacanthos</i>)	40-60'	40-60'	M	☀ ☀	H	L	H	Provides attractive "open" shade. Opt for thornless varieties: 'Moraine', 'Shademaster', or 'Skyline'. Age 100-125 years.
12. Linden (<i>Tilia Americana</i>)	50-75'	25-40'	F	☀ ☀ ●	L	H	I	Also called American Basswood. Excellent for larger sites. Age 150-200 years.
13. Maple, Red (<i>Acer rubrum</i>)	40-60'	30-50'	S	☀	L	H	L	Vivid fall color. Very high wildlife value. Often found in swamps/moist woods. Age 75-100 yrs.
14. Maple, Sugar (<i>Acer saccharum</i>)	40-60'	30-50'	M	☀ ☀ ●	L	L	L	Excellent fall color. Sap used for maple syrup. Leaves break down quickly. Age 150-200 years.
15. Oak, Bur (<i>Quercus macrocarpa</i>)	60-80'	60-80'	S	☀ ☀	I	I	I	Excellent tree for urban landscapes. Age 150-250 years. Edible acorns.

KEY: Growth Rate: F – Fast M- Moderate S- Slow
Light: ☀ Full Sun ☀ Part sun/part shade ● Shade
Tolerance: H – High I – Intermediate L – Low

Common Name (Latin)	At Maturity			Light Preference	Tolerance to:			Comments
	Height	Spread	Growth Rate		Salt	Wet	Drought	
16. Oak, Pin (<i>Quercus ellipsoidalis</i>)	50-70'	30-50'	M	☀	L	L	H	Good fall color; distinctive pyramid form. Good wildlife value. Age 100-150 years.
17. Oak, Northern Red (<i>Quercus rubra</i>)	60-80'	40-50'	M	☀ ☀	I	I	I	Withstands City conditions. Fast growth rate for oaks. Age 100-150 years.
18. Oak, Swamp White (<i>Quercus bicolor</i>)	40-60'	30-60'	M	☀ ☀	H	H	L	Quite adaptable. Unique bark. Holds leaves into winter. Very high wildlife value. Age 150-200 yrs.
19. Walnut, Black (<i>Juglans nigra</i>)	50-75'	50-70'	M	☀	I	I	H	Produces sizeable and edible fruit. Some plants may be sensitive being nearby. Age 150-175 yrs.

Native Coniferous (Evergreens)

Common Name (Latin)	At Maturity			Light Preference	Tolerance to:			Comments
	Height	Spread	Growth Rate		Salt	Wet	Drought	
1. Cedar, Eastern Red (<i>Juniperus virginiana</i>)	45'	15-20'	S	☀ ☀ ●	I	I	H	Tolerates hot, dry sites; females produce blue fruits. Cones attract birds. Age 300 years.
2. Fir, Balsam (<i>Abies balsamea</i>)	50-75'	20-30'	S	☀ ☀	L	H	L	Withstands pollution. Fragrant needles. Age 100-150 years.
3. Hemlock, Emerald Fountain (<i>Tsuga Canadensis 'Monter'</i>)	6-10'	2-3'	F	☀ ☀ ●	L	H	L	Shade tolerant.
4. Hemlock, Weeping (<i>Tsuga canadensis 'Sargentii'</i>)	10-15'	6-8'	F	☀ ☀ ●	L	L	L	Prefers moist well drained acidic soil. Benefits from protection from winter winds.
5. Larch, American (<i>Larix laricina</i>)	40-70'	20-35'	M	☀	L	H	I	Also called Tamarack. Needles yellow in fall and drop off; small cones. Likes wet/boggy areas. Age 100-150 years.
6. Pine, Jack (<i>Pinus banksiana</i>)	20-50'	20-35'	M	☀	I	L	I	Unopened cones often gathered by squirrels in winter. Age 100-150 years.
7. Pine, Red (<i>Pinus resinosa</i>)	75-100'	35-55'	M	☀	I	L	H	Minnesota State Tree. Also called Norway Pine. Produces large cones. Age 150-200 years.
8. Spruce, Black (<i>Picea mariana</i>)	25-50'	10-12'	S	☀ ☀	H	H	L	Grows very upright. Age 150-200 years.

KEY: Growth Rate: F – Fast M- Moderate S- Slow
Light: ☀ Full Sun ☀ Part sun/part shade ● Shade
Tolerance: H – High I –Intermediate L – Low

Common Name (Latin)	At Maturity		Growth Rate	Light Preference	Tolerance to:			Comments
	Height	Spread			Salt	Wet	Drought	
9. Spruce, Black Hill (<i>Picea glauca</i> 'densata')	30-50'	20-35'	S	☀️ 🌑	H	L	H	More dense and ornamental than other spruce.
10. Spruce, White (<i>Picea glauca</i>)	40-60'	12-20'	M	☀️	H	L	H	Hardy; Needs full sun. Age 175-200 years.

Non-Native Plants

Deciduous – small

Common Name (Latin)	At Maturity		Growth Rate	Light Preference	Tolerance to:			Comments
	Height	Spread			Salt	Wet	Drought	
1. Ash, European Mountain (<i>Sorbus aucuparia</i>)	20-25'	20-25'	M	☀️	I	L	L	Showy white flowers; orange to red fruit. Age 25-50 years.
2. Birch, Fox Valley (<i>Betula nigra</i> 'Little King')	10'	12'	F	☀️	I	H	L	In River Birch family. Very dense, compact growth. Most adaptable birch.
3. Chokecherry, Amur (<i>Prunus maackii</i>)	20-30'	18-25'	F	☀️ 🌑	L	L	L	Showy white flowers; attractive copper bark.
4. Crabapple (<i>Malus spp.</i>)	10-30'	8-20'	M	☀️	L	I	I	White to pink flowers in spring. Choose cultivars with small, persistent fruit. Varieties are: 'PrairiFire', 'Donald Wyman', 'Sargent's', 'Purple Prince', 'Harvest Gold', 'Coralburst'.
5. Hydrangea, Tree Form (<i>Hydrangea paniculata</i> 'Grandiflora')	8-10'	6-10'	F	☀️	H	I	L	White to pink flowers
6. Lilac, Dwarf Korean (<i>Syringa meyeri</i> 'Palibin')	6-8'	5-7'	F	☀️	I	I	I	An excellent specimen tree for small areas.
7. Lilac, Japanese Tree (<i>Syringa reticulata</i>)	15-20'	12-15'	M	☀️	I	I	I	Showy white flowers in summer.

KEY: Growth Rate: F – Fast M- Moderate S- Slow
Light: ☀️ Full Sun 🌑 Part sun/part shade ● Shade
Tolerance: H – High I – Intermediate L – Low

Common Name (Latin)	At Maturity		Growth Rate	Light Preference	Tolerance to:			Comments
	Height	Spread			Salt	Wet	Drought	
8. Lilac, Miss Kim (<i>Syringa patula</i>)	8-10'	10-15'	S	☀	I	L	I	Fragrant pink flowers. Burgundy fall color. If require smaller variety, consider 'Tinkerbelle' (<i>Syringa 'bailbelle'</i>) just 5-6' in height/width.
9. Magnolia (<i>Magnolia acuminata</i>) (<i>Magnolia leobneri</i>)	8-30'	8-30'	M	☀ ☐	I	L	L	Fragrant flowers in April to May. Loebneri Magnolia runs taller - 'Merrill' variety has done well at the MN Landscape Arboretum.
10. Maple, Korean (<i>Acer Pseudosieboldianum</i>)	15-25'		M	☀	L	I	I	A hardy version of a Japanese maple. Exfoliating bark and reddish-gold fall color.
11. Maple, Tatarian (<i>Acer Tataricum</i>)	15-20'	15-20'	S to M	☀	L	L	H	Vivid orange to red fall color. Disease resistant.
12. Viburnum, Blackhaw (<i>Viburnum prunifolium</i>)	10-15'	8-12'	M	☀	L	H	I	White flower clusters, pink fruits turn black in fall. Red/bronze fall color.
13. Viburnum, Mohican (<i>Viburnum lantana</i> 'Mohican')	8'	8'	F	☀	L	H	I	Creamy white flowers. Orange/red fruit turns black in fall. Red fall color.
14. Willow, Arctic Blue Leaf (<i>Salix purpurea 'Nana'</i>)	6-10'	3-6'	M	☀	I	H	I	Fine textured blue-green foliage

Deciduous - medium

Common Name (Latin)	At Maturity		Growth Rate	Light Preference	Tolerance to:			Comments
	Height	Spread			Salt	Wet	Drought	
1. Pear, Ussurian (<i>Pyrus ussuriensis</i>)	25-35'	25-35'	M	☀	I	I	I	Showy spring flowers. Fruit inedible, but not present on solitary trees. Very hardy.
2. Redbud, Eastern (<i>Cercis Canadensis</i>)	20-30'	25-35'	M	☀	I	H	L	Reddish purple flower in spring. Age 50-75 years.
3. Showy Mountain Ash (<i>Sorbus decora</i>)	20-25'	20-35'	M	☀	I	I	H	White flowers. Showy red fruit clusters.
4. Willow, Laurel (<i>Salix pentandra</i>)	20-40'	15-35'	F	☀	I	H	I	Glossy, attractive dark green foliage. Age 20-40 years.
5. Yellowwood, American (<i>Cladrastis lutea</i>)	25-40'	20-35'	M	☀	I	M	L	Yellow fall leaf color. Clusters of fragrant white flowers.

KEY: Growth Rate: F – Fast M- Moderate S- Slow
Light: ☀ Full Sun ☐ Part sun/part shade ● Shade
Tolerance: H – High I –Intermediate L – Low

Deciduous – tall

Common Name (Latin)	At Maturity		Growth Rate	Light Preference	Tolerance to:			Comments
	Height	Spread			Salt	Wet	Drought	
1. Cork tree, Amur (<i>Phellodendrom spp.</i>)	30-50'	30-50'	F	☀	I	I	H	Interesting corky bark. Pollution tolerant, adaptable to wide range of soil types.
2. Elms, Hybrid (<i>Ulmus hybrids</i>)	40-60'	20-40'	F	☀ ☀ ●	I	I	H	Cultivars resistant to Dutch Elm disease: 'Accolade', 'New Horizon', Homestead', 'Discovery', and 'Cathedral'. Beneficial for butterflies.
3. Gingko (<i>Gingko biloba</i>)	40-60'	20-40'	S	☀	H	I	I	Attractive fan-shaped leaves; select male trees only. Age 100-150 years.
4. Maple, Autumn Blaze (<i>Acer x Freemanii</i>)	40-60'	40'	F	☀ ☀	L	H	H	Red fall color. Beneficial for butterflies.
5. Sassafras (<i>Sassafras albidum</i>)	30-60'	25-40'	M	☀ ☀	I	I	I	Provides wide range of fall colors. Aromatic foliage. Blue fruits attract birds.

Coniferous – small

Common Name (Latin)	At Maturity		Growth Rate	Light Preference	Tolerance to:			Comments
	Height	Spread			Salt	Wet	Drought	
1. Arborvitae, Eastern (<i>Thuja occidentalis</i>)	10-15'	3-5'	M	☀	L	I	I	'Emerald' variety is narrow, compact, and pyramidal form. 'Nigra' variety is pyramidal. 'Techny' variety is also a strong grower.
2. Juniper, Chinese (<i>Juniperus chinensis</i>)	8-15'	6-12'	M	☀	I	L	H	Excellent evergreen foliage; females produce berry-like cones.
3. Larch, Deborah Waxman (<i>Larix laricina 'Deborah Waxman'</i>)	6'	4'	F	☀	L	I	L	Dwarf form of American Larch. Blue-green needles turn golden yellow in fall.
4. Pine, Macopin (<i>Pinus strobes 'Macopin'</i>)	8-10'	8-10'	S	☀	L	L	I	Dwarf form of white pine. Upright habit with large quantity of cones.
5. Pine, Mugho (<i>Pinus mugo</i>)	12-15'	12-15'	M	☀ ☀	L	L	H	Dense, wide-spreading form.

KEY: Growth Rate: F – Fast M- Moderate S- Slow
Light: ☀ Full Sun ☀ Part sun/part shade ● Shade
Tolerance: H – High I – Intermediate L – Low

Common Name (Latin)	At Maturity		Growth Rate	Light Preference	Tolerance to:			Comments
	Height	Spread			Salt	Wet	Drought	
6. Pine, Slim Jim (<i>Pinus sylvestris</i> 'Slim Jim')	8-10'	4'	S	☀ ☁	L	L	H	Dense columnar form of Scotch Pine with twisted dark green needles.
7. Pine, Mugho (<i>Pinus mugo</i> 'Tannenbaum')	10-15'	6'	S	☀ ☁	L	L	H	Compact, pyramidal form with good winter color.
8. Spruce, Acrocona (<i>Picea abies</i> 'Acrocona')	8'	4'	S	☀ ☁	L	L	I	Compact & upright growth habit
9. Yew, Upright Japanese (<i>Taxus cuspidate</i> 'Capitata')	10-12'	3-5'	S	☀ ☁ ●	L	L	I	Prefers moist well drained soil. Shade tolerant. Needs protection from winter winds.

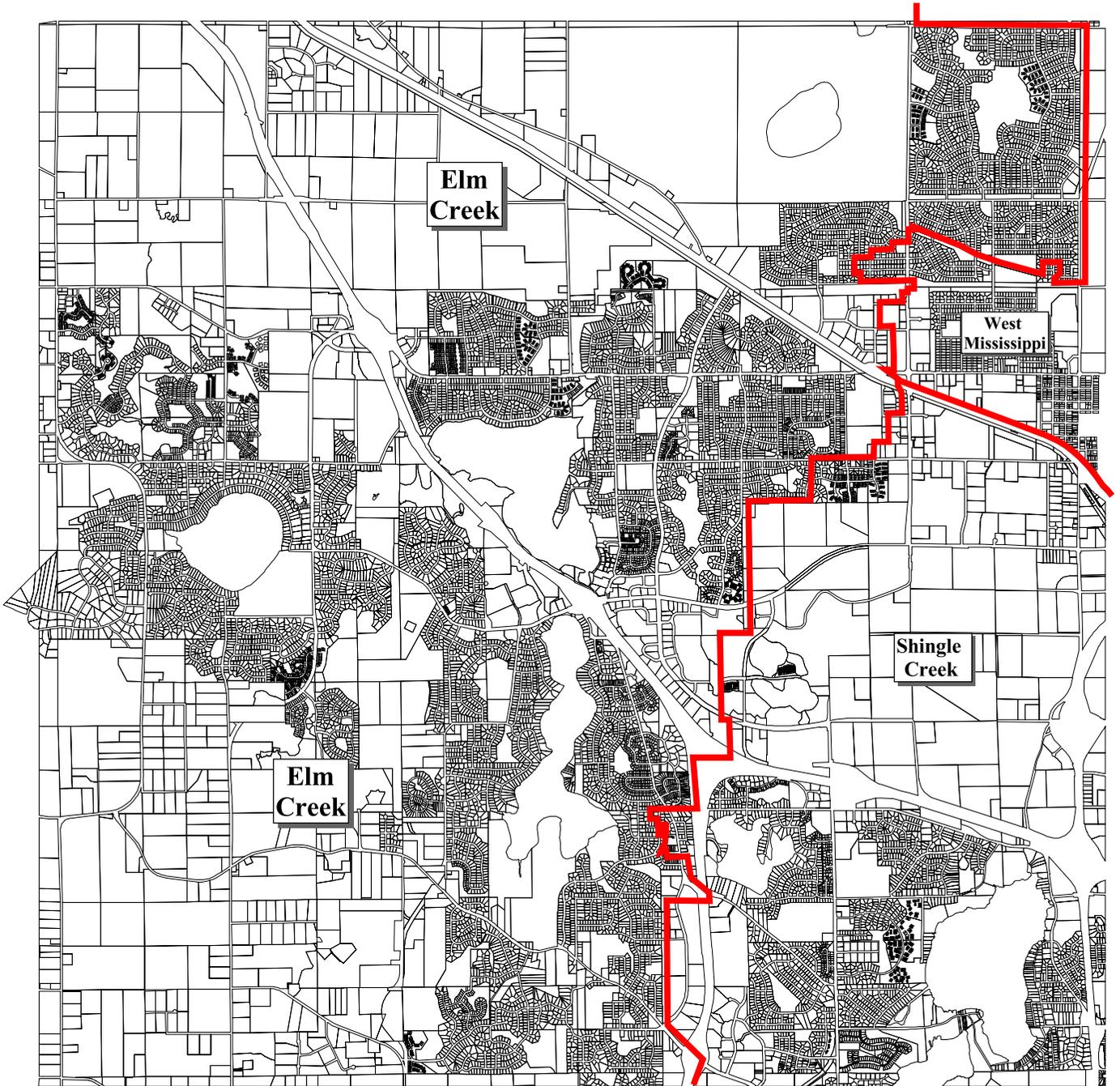
Coniferous – medium & tall

Common Name (Latin)	At Maturity		Growth Rate	Light Preference	Tolerance to:			Comments
	Height	Spread			Salt	Wet	Drought	
1. Fir, White (<i>Abies concolor</i>)	30-50'	15-25'	M	☀ ☁	I	I	I	Soft, evergreen foliage; excellent pyramidal form.
2. Pine, Austrian (<i>Pinus nigra</i>)	40-60'	25-40'	M	☀ ☁	H	L	I	Transplants well and is hardy. Dark green, stiff needles. Age 100+ years.
3. Pine, Scotch (<i>Pinus sylvestris</i>)	30-50'	25-40'	M	☀ ☁	L	L	H	Attractive orange bark. Age 100-150 years.
4. Pine, Swiss Stone (<i>Pinus cembra</i>)	25-35'	10-15'	S	☀	L	L	I	Dense, conical growth form; dark green foliage.
5. Spruce, Norway (<i>Picea abies</i>)	40-65'	20-35'	F	☀	L	L	I	Produces large cones of any spruce. Age 150-200 years.

KEY: Growth Rate: F – Fast M- Moderate S- Slow
Light: ☀ Full Sun ☁ Part sun/part shade ● Shade
Tolerance: H – High I – Intermediate L – Low

City of Maple Grove

Watershed Districts



Elm Creek Watershed Management Commission Plan Review Requirements

The Commission requires submittal of plans for activities that may impact the natural resources of the watershed. The information below lists the requirements of the Commission for review and approval of plans. Complete applications must be submitted ten (10) working days prior to the meeting date for consideration at the Commission meeting. Applicants must present all of the items below prior to consideration by the Commission. The Commission meets on the second Wednesday of each month at 3:00 p.m. at the Plymouth City Hall. One full-size and one reduced copy (11" x 17") of the plan must be submitted to the City along with the application form and appropriate fee. The City will forward the plans to the Hennepin Conservation District to be reviewed on behalf of the Commission.

Erosion and Sediment Control

An erosion and sediment control plan is required for the following type of developments:

1. Any development that is fully or partially within a site classified as a Critical Construction Site Erosion Area in the Elm Creek Watershed Plan (Chapter VI, pp. 1-16), **This covers pretty much everything.
2. All commercial/industrial subdivisions or site plan developments,
3. All residential subdivisions greater than 20 acres in size with more than two dwelling units per acre,
4. All residential subdivisions, regardless of size, with more than three dwelling units per acre.

The plan must be forwarded with the following information for review, comment and approval:

- An erosion and sediment control plan prepared by a qualified individual, shall show proposed practices, time of implementation of those practices relative to other construction activities (sequencing plan), and maintenance of those practices for retaining waterborne sediments on-site during the period of construction. The plan shall show how the site will be restored, covered, or revegetated after construction. Details for each practice must be shown on the plans. The plan must include identification of all temporary and permanent erosion control measures that will remain in place until permanent vegetation is established. Examples include, but are not limited to seeding, mulching, sodding, silt fence, erosion control blankets, temporary diversions, rock check dams (hay bale check dams may not be used), and riprap protection. The plan must comply with the provisions set forth in the MPCA or HCD manuals.
- Property lines and delineation of lands under ownership of the applicant and the work areas,
- Delineation of wetlands, existing drain tiles and ditches, waterways, shoreland and floodplain areas,
- Delineation of forested areas,
- Existing and proposed site contour elevations at two-foot intervals, related to the NGVD 1929 datum, within 100 feet of the site,
- Proposed and existing stormwater facilities location, alignment and elevation,
- Identification of all temporary and permanent erosion controls,
- Identification of waterway or waterbody where stormwater runoff will be discharged,
- A plan showing that the lowest floor elevation of all new residential, commercial or industrial structures are a minimum of two (2) feet above the established 100-year high water elevation (if the site is within mapped flood plain or upland storage area),
- Computation of change in flood storage capacity resulting from proposed grading elevation (if the site is within mapped flood plain or upland storage area),

Following are not required by the Commission but may be required by the Cities or due to State regulations:

- Copy of the MPCA NPDES stormwater permit application if greater than 5 acres disturbed (threshold will change to 1 acre),
- Documentation that stormwater facilities will be maintained by the City or another party,
- Geotechnical soil boring results if available,

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- Identification of Ordinary High Water (OHW) and shoreland zone for streams and lakes (300' from stream and 1000' from lake),
- Location of all on-site septic treatment systems,
- Identification of all private wells.

Stormwater Management

Quantity

Plans must include drainage areas, direction of runoff, and computations for runoff before and after development, and with peak control. Development in the Elm Creek watershed shall not alter the peak discharge and timing of runoff resulting from a 2-, 10-, and 100-year rainfall event of the critical duration for that subwatershed. This requirement applies to developments that propose to change the 1990 Land Use Plan, as approved in the Management Plan.

Identify the waterway or lake that the site will discharge to.

Quality

- For all new residential development, platting or replatting, of 5 acres or more and having a density equal to or greater than 1 unit per acre and all new commercial and industrial development larger than 1 acre, **within a critical lake drainage basin** (Elm Creek Watershed Management Plan, Chapter VIII, pp. 1-35) shall treat stormwater runoff to at least the Nationwide Urban Runoff Program (NURP) design criteria for wet detention ponds.
- A water quality protection plan, prepared by a qualified individual, shall delineate and identify drainage areas based on the elevations proposed in the grading plan and the proposed stormwater conveyance system for each area. The plan shall include details for all best management practices proposed for treatment of runoff from the site. The plan shall also include a schedule of implementation for the proposed treatment practices.
- For sites where NURP or other ponds are required or are used for water quality treatment, a detailed plan and sizing computations for the pond must be submitted along with outlet details, normal water and high water elevations, bench slopes and average depth.
 - All residential development ponds will be sized to hold 0.5 inches of runoff from the entire watershed,
 - All commercial/industrial development ponds will be sized to hold 2.5 inches of runoff from the impervious portion of the development.

In addition to the exhibits listed above and required under Erosion and Sediment Control, the following must be included with the plans:

- Delineation of the subwatershed contributing runoff from off-site and proposed and existing subwatersheds on-site.
- Proposed and existing stormwater conveyance systems including location, alignment and elevation.
- Existing and proposed 100-year water elevations on site.
- Identification, description, permeability and approximate delineation of site soils in both existing and proposed as-developed conditions, for applications proposing infiltration as a stormwater management practice.
- Construction plans and specifications of all proposed stormwater management facilities
- Stormwater runoff volume and rate analyses for the 2-, 10- and 100-year critical events, existing and proposed conditions, with peak control.
- All hydrologic, water quality and hydraulic computations completed to design the proposed stormwater management facilities.
- For stormwater treatment ponds, contour and primary and emergency outlet details, normal and high water levels (NWL and HWL).
- Delineation of any flowage easements or other property interests dedicated to stormwater management purposes, including, but not limited to, county or judicial ditches.

Wetlands

The Commission is the Local Governmental Unit for administering the Wetland Conservation Act (WCA) for the municipalities of Corcoran and Champlin, and Hassan Township. If wetland alteration is proposed, request a copy of the Commission's WCA requirements and fees.

- A wetland delineation report must be submitted for projects in the above municipalities before the final plat stage. Wetland delineations must be completed May 1 to October 31.
- Exemption and no-loss certificates are required for all exempt activities.
- A wetland replacement plan is required for any non-exempt filling or draining.

Floodplain Alteration

Any fill within the mapped 100-year flood plains and upland storage areas must be mitigated on a 1:1 volume basis. If any fill is proposed, a mitigation plan must be submitted which shows location, proposed and existing elevations and earthwork cut-and-fill volumes for the filled and mitigation areas. An as-built survey must be submitted showing that the project has fulfilled the mitigation requirements. Any fill or floodplain alteration must not change the flood stage or the timing of the flood.

Drainage Alteration

For any proposed culvert or bridge installation or replacement in waterways, submit plans showing the following (the Commission has to comment on activities proposed in or near DNR protected waters through DNR permit review process):

- Location of installation
- Diameter, length and type of culvert, proposed invert elevations, bridge details, etc.
- For replacements also include existing bridge details, culvert diameter, length, type and invert elevations
- Hydrologic computations

Pond Excavation (wildlife pond)

Submit Combined Project Notification Form and include drawing of proposed pond, depth, and location on site and location where dredge spoils will be disposed.

Water Appropriation

A permit is required for appropriation of waters for non-essential uses. (Request separate permit form)

Technical Advisor	Administrative Office
Elm Creek Watershed Management Commission c/o Hennepin Conservation District 6900 Wedgwood Road, Suite 140 Maple Grove, MN 55311-3176	Judie A. Anderson 3235 Fernbrook Lane Plymouth, MN 55447
Phone: 763-420-2157 Fax: 763-494-3176 Email: ali@hcd.hennepin.mn.us	Phone: 763-553-1144 Fax: 763-553-9326 Email: judie@jass.biz

**Elm Creek Watershed Management Commission
Project Review Fee Schedule and Worksheet**

I. No applications will be reviewed until the Commission receives a completed application form, all appropriate materials, and fees.				Amount Due	
II. Application Fee					\$ 50.00
III. Project Reviews¹					
A. Grading and Erosion Control					
	1	Residential development or redevelopment >1.0 acre			
	a	>1.0 - 5.0 acres	250		
	b	>5.0 - 10.0 acres	500		
	c	PLUS each additional five acres or fraction thereof	100	5,000 maximum	
	2	Commercial/industrial/institutional/governmental agency development project			
	a	≤ 1.0 acres	250		
	b	>1.0 - 5.0 acres	500		
	c	PLUS each additional five acres or fraction thereof	250	5,000 maximum	
	3	Commercial/industrial/institutional/governmental agency redevelopment project resulting in disturbance of >1.0 acre or increase in impervious area ² of >0.5 acre)			
	a	≤ 1.0 acres of disturbance	250		
	b	>1.0 - 5.0 acres of disturbance	500		
	c	PLUS each additional five acres or fraction thereof of disturbance	250	2,500 maximum	
B. Water Quantity and Quality					
	1	Residential development or redevelopment on site ≥8 acres with density ³ of <2 units per acre			
	a	8.0-10.0 acres	250		
	b.	PLUS each additional five acres or fraction thereof	150	2,500 maximum	
	2	Residential development or redevelopment on site >5 acres with density of >2 units per acre			
	a	5.0-10.0 acres	500		
	b	PLUS each additional five acres or fraction thereof	250	5,000 maximum	
	3	Commercial/industrial/institutional/governmental agency development on site ≥ 1.0 acre			
	a	1.0-5.0 acres	500		
	b	PLUS each additional one acre or fraction thereof	300	10,000 maximum	
	4	Commercial/industrial/institutional/governmental agency redevelopment on site ≥ 1.0 acre, resulting in net increase in new impervious area >0.5 acre			
	a	0.5 - 1.0 acre increase in new impervious area	250		
	b	1.0 - 5.0 acre increase in new impervious area	500		
	c	PLUS each additional one acre of new impervious area or fraction thereof	300	10,000 maximum	
	5	Trail, road, street or highway project resulting in a net increase in new impervious surface area >1.0 acre			
	a	1.0 - 1.99 acres new impervious surface	500		
	b	PLUS each additional one acre or fraction thereof	250	5,000 maximum	
C. Developments with mapped floodplains on site					
	1	No impact or impacts ≤ 100 cubic yards	100		
	2	Impacts > 100 cubic yards	500		
D. Drainage alterations - Any culvert installation or replacement, bridge construction, stream cross-section alteration, or activity requiring a DNR Waters Permit					
	1	on Elm, Rush, North Fork Rush, or Diamond Creeks	500		
	2	on all other tributaries within the watershed	100		
E. Water appropriation permits (two years)				50	
IV Wetland Project Fees					
F. Wetland fees apply in the communities (Champlin, Corcoran and Hassan Township) where the Commission is the LGU for the Wetland Conservation Act (WCA) and are in addition to the project fees.					
	1	Exemption certificates	100		
	2	Determinations	100		
	3	Delineation review	250		
	4	Pond Excavations	100		
	5	Wetland replacement plans <10,000 SF impact on single basins or <1/4 acre impact for private driveways	400		
	6	All other replacement plans	2,500		
	7	Replacement plan in conjunction with wetland banking	3,500		
	a	All other wetland banking applications	3,500		
Additional wetland replacement plan and banking application escrows and sureties are determined on a site-specific basis. (See page 3.)					
V. Failure to make application and receive approval prior to beginning work results in doubling of fees					
				Total fees	1
				Double fees if V. applies	2
				Total due (Line 1 or 2)	
¹	The following projects require review: Any residential project >1.0 acre; any commercial/industrial/institutional project; any project where there are floodplains or drainage alterations; any project with wetlands in a community where the Commission Statutory reviews are exempt from review fees.				
²	Impervious area includes any compacted gravel surface such as road shoulders, parking lots and storage areas.				
³	Density = number of units per buildable area prior to development. Building area = area excluding wetlands and floodplains. Rights-of-way are included in buildable area. Acreage is based on total lot size unless noted.				

Elm Creek Watershed Management Commission Request for Plan Review and Approval

Administrative Office

3235 Fernbrook Lane
Plymouth, MN 55447
Ph: 763-553-1144
Fax: 763-553-9326
Email: judie@jass.biz

Date: _____

Fee Submitted: \$ _____

Please **Print** Clearly

Applicant: _____

Address: _____

City: _____ Zip Code: _____

Phone: () _____ Fax: () _____ Email: _____

Agent: _____

Address: _____

City: _____ Zip Code: _____

Phone: () _____ Fax: () _____ Email: _____

Application for Approval of: *(check all the applicable items)*

- | | | |
|--|---|--|
| <input type="checkbox"/> Residential Development | <input type="checkbox"/> Road Construction | <input type="checkbox"/> WCA Exemption Certificate |
| <input type="checkbox"/> Commercial/Industrial Development | <input type="checkbox"/> Wetland Determination | <input type="checkbox"/> Wetland Replacement Plan |
| <input type="checkbox"/> Floodplain Alteration | <input type="checkbox"/> Wetland Delineation | <input type="checkbox"/> Wetland Banking Application |
| <input type="checkbox"/> Drainage Alteration | <input type="checkbox"/> Wetland Alteration | <input type="checkbox"/> Pond Excavation |
| <input type="checkbox"/> Other (explain): _____ | <input type="checkbox"/> Issuance of General Permit | |

Project Name: _____

Project Location - City or Town: _____ PID#: _____

Total Acres: _____ Acres Disturbed: _____

Acres Impervious Before Development: _____

Acres Impervious After Development (incl. gravel roads and parking areas): _____

For Residential Developments: Number of Lots: _____ Lot Density: _____

Anticipated Project Start Date: _____

Remarks: _____

Applicant's Signature:

Print Name: _____ **x** _____

In order for a project to be considered by the Commission, a complete application packet must be received in the Commission's administrative office at least TEN BUSINESS DAYS prior to the Commission's next regular meeting. Action by the Commission will be predicated on factors such as completeness of the application documents and complexity of the project, etc. The Commission normally meets on the second Wednesday of the month.

Submit this form to the City along with three copies of the required plans and the appropriate fee (check made payable to "Elm Creek Watershed Management Commission"). The City will forward two copies and the fee payment to the Commission. The Commission will transmit a letter to the applicant following approval. For submittal requirements, see the Commission Plan Review Requirements packet. A copy of this form and the fee schedule can be downloaded from: <http://www.elmcreekwatershed.org/projrb.shtml>

WATERSHED MANAGEMENT COMMISSIONS

3235 FERNBROOK LANE • PLYMOUTH, MN 55447
(763) 553-1144 • FAX (763) 553-9326

- Exhibit A -

- Exhibit A -

Fee Schedule

This fee schedule is adopted in accordance with Rule J of the Rules and Standards of the Shingle Creek and West Mississippi Watershed Management Commissions. *It is effective January 1, 2006.*

Project Review Fees

Single Family Lot	\$300
Single Family Residential Development, density less than 3 units per acre	
Total Site <15 acres	\$1,250
Total Site 15-29.99 acres	\$1,500
Total Site ≥30 acres	\$2,000
All Other Development	
Total Site <5 acres	\$1,250
Total Site 5-9.99 acres	\$1,500
Total Site 10-19.99 acres	\$2,000
Total Site ≥20 acres	\$3,000
Variance Escrow	\$2,000
Street/Highway/Utility Project	\$1,000

Note: Total site area includes wetland, buffer, right of way and other nondeveloped areas.

Wetland Fees

Wetland Delineation Review	\$300
Wetland Replacement Plan Escrow	\$1,500
Monitoring and Reporting Deposit	\$1,500
Wetland Replacement Deposit	Varies

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SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION
BROOKLYN CENTER - BROOKLYN PARK - CRYSTAL - MAPLE GROVE - MINNEAPOLIS - NEW HOPE - OSSEO - PLYMOUTH - ROBBINSDALE

WEST MISSISSIPPI WATERSHED MANAGEMENT COMMISSION
BROOKLYN CENTER - BROOKLYN PARK - CHAMPLIN - MAPLE GROVE - OSSEO

SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION

PROJECT REVIEW APPLICATION

(For Office Use Only)

Application No. _____

Date Received _____

OWNER

Name _____

Address _____

Phone _____

PROJECT INFORMATION

Name _____

Location _____

Area of Property _____ Acres

Project Description _____

NATURE OF REVIEW

Wetland Alteration
*(DNR Protected or WCA Regulated with
Commission Designated LGU)*

Floodplain Alteration

Stormwater Management Plan
*(Sites >5 acres for non-single family or >15
acres for single family detached)*

Other _____

Fees

Project review fee \$ _____

\$2,000 escrow for variance application

\$1,500 escrow for wetland replacement plan
when Commission is LGU

Project Engineer

Name _____

Company _____

Phone _____

Fax _____

AUTHORIZATION - To be completed by City

Requested by City of _____

Signature _____

Name _____

Title _____

Date _____

Send completed application to:

Shingle Creek Watershed Management Commission
c/o Wenck Associates, Inc.
1800 Pioneer Creek Center
PO Box 249
Maple Plain, MN 55359-0249 Ph: 763-479-4200
Fax: 763-479-4242

Include with application grading plan with erosion
control, stormwater calculations, fees or escrows,
mitigation plans, and other related information.

**WEST MISSISSIPPI WATERSHED
MANAGEMENT COMMISSION**

PROJECT REVIEW APPLICATION

(For Office Use Only)

Application No. _____

Date Received _____

OWNER

Name _____

Address _____

Phone _____

PROJECT INFORMATION

Name _____

Location _____

Area of Property _____ Acres

Project Description _____

NATURE OF REVIEW

- Wetland Alteration
*(DNR Protected or WCA Regulated with
Commission Designated LGU)*
- Floodplain Alteration
- Stormwater Management Plan
*(Sites >5 acres for non-single family or >15
acres for single family detached)*
- Other _____

Fees

- Project review fee \$ _____
- \$2,000 escrow for variance application
- \$1,500 escrow for wetland replacement plan
when Commission is LGU

Project Engineer

Name _____

Company _____

Phone _____

Fax _____

AUTHORIZATION - To be completed by City

Requested by City of _____

Signature _____

Name _____

Title _____

Date _____

Send completed application to:

West Mississippi Watershed Management Commission
c/o Wenck Associates, Inc.
1800 Pioneer Creek Center
PO Box 249
Maple Plain, MN 55359-0249 Ph: 763-479-4200
Fax: 763-479-4242

Include with application grading plan with erosion
control, stormwater calculations, fees or escrows,
mitigation plans, and other related information.

CITY OF MAPLE GROVE **UTILITY COMPANY CONTACTS**

You are requested to contact, as soon as possible, the appropriate utility company serving your development area to initiate the process to provide the necessary utilities to serve your proposed development.

GAS

CenterPoint Energy	612-372-4727	800 LaSalle Ave, P O Box 59038
Minnegasco	612-372-5050(after hours)	Minneapolis MN 55402
	www.centerpointenergy.com	

ELECTRIC

Xcel Energy	1-800-895-4999	3115 Centre Point Dr
	1-800-895-1999(after hours)	Roseville MN 55113
	www.xcelenergy.com	

Wright-Hennepin Electric	763-477-3000	P O Box 330
	763-477-3100(after hours)	Rockford MN 55373-0330
	www.whe.org	

Connexus Energy	763-323-2600	14601 Ramsey Blvd
	1-800-642-1672	P O Box 279, Anoka MN 55303
	www.connexusenergy.com	

TELEPHONE

Embarq & High Speed Internet	1-800-788-3500	343-82 nd St., Chaska MN 55318
	www.embarq.com	

Qwest & High Speed Internet	-1-800-244-1111-Res.	
	1-800-603-6000-Bus	
	www.qwest.com	

CABLE

Comcast	651-222-3333	10 Riverpark Plaza
		St. Paul MN 55107
	www.comcast.com	

GOPHER STATE ONE CALL	Maple Grove Caller ID#2549	
	651-454-0002 or 1-800-252-1166	
	www.gopherstateonecall.org	

NEIGHBORHOOD MEETINGS

The City of Maple Grove, in certain cases, strongly encourages developers to hold neighborhood meetings prior to bringing a development through the formal approval process. It is hoped that through these informational meetings, citizens will be better informed about the development in their neighborhoods, and be given the opportunity to voice concerns and/or provide input to the developer prior to a formal public hearing.

It is suggested that residents within a 500 ft. radius of the proposed development site be notified of the neighborhood meeting in writing. For assistance with the notification area, production of address labels, or list of possible meeting facilities and contacts located near the neighborhood, please contact the Community Development Department at 763-494-6040.

If any of the following items apply to the development being proposed, the City strongly encourages holding two or more neighborhood meetings:

- Comprehensive Land Use Plan Amendment
- Rezoning
- Proposed land use that is inconsistent with neighboring land uses.
- City financing or other City involvement

HOW TO ORGANIZE COMMUNITY MEETINGS

Holding an open invitation community meeting is only one way of communicating with prospective neighbors. Other options include direct mail, door to door canvassing (with handouts), holding one smaller pre-meeting prior to a large meeting, holding a series of smaller house meetings, or hold an all day “open house” in the neighborhood in which developer staff are available to provide information and answer questions. The main benefit of open invitation community meetings is that they can require less staff time. The benefit of smaller meetings and open houses is the opportunity for better conversation, more civility, better understanding of your organization and the proposal.

CITY OF MAPLE GROVE 2016 PLANNING COMMISSION SUBMISSION DATES

Submission Deadline (DATE is FIRM)	Planning Commission Meeting Dates	City Council Meeting Dates	Osseo-MG Press PH Notice Deadline	Residential Mailing Deadline
December 14, 2015 December 28, 2015	January 11, 2016 January 25, 2016	*Tues., January 19, 2016 February 1, 2016	December 24, 2015 January 7, 2016	December 31, 2015 January 15, 2016
January 11, 2016 February 1, 2016	February 8, 2016 February 29, 2016	*Tues., February 16, 2016 March 7, 2016	January 21, 2016 February 11, 2016	January 29, 2016 February 19, 2016
*Tues., February 16, 2016 February 29, 2016	March 14, 2016 March 28, 2016	March 21, 2016 April 4, 2016	February 25, 2016 March 10, 2016	March 4, 2016 March 18, 2016
March 14, 2016 March 28, 2016	April 11, 2016 April 25, 2016	April 18, 2016 May 2, 2016	March 24, 2016 April 7, 2016	April 1, 2016 April 15, 2016
April 11, 2016 May 2, 2016	May 9, 2016 *Tues., May 31, 2016	May 16, 2016 June 6, 2016	April 21, 2016 May 12, 2016	April 29, 2016 May 20, 2016
May 16, 2016 *Tues., May 31, 2016	June 13, 2016 June 27, 2016	June 20, 2016 *Tues., July 5, 2016	May 26, 2016 June 9, 2016	June 3, 2016 June 17, 2016
June 13, 2016 June 27, 2016	July 11, 2016 July 25, 2016	July 18, 2016 August 1, 2016	June 23, 2016 July 7, 2016	July 1, 2016 July 15, 2016
July 11, 2016 August 1, 2016	August 8, 2016 August 29, 2016	August 15, 2016 *Tues., Sept. 6, 2016	July 21, 2016 August 11, 2016	July 29, 2016 August 19, 2016
August 15, 2016 August 29, 2016	September 12, 2016 September 26, 2016	September 19, 2016 October 3, 2016	August 25, 2016 September 8, 2016	September 2, 2016 September 16, 2016
September 12, 2016 October 3, 2016	October 10, 2016 October 31, 2016	October 17, 2016 November 7, 2016	September 22, 2016 October 13, 2016	September 30, 2016 October 21, 2016
October 17, 2016 October 31, 2016	November 14, 2016 November 28, 2016	November 21, 2016 December 5, 2016	October 27, 2016 November 10, 2016	November 4, 2016 November 18, 2016
November 14, 2016	December 12, 2016	December 19, 2016	November 23, 2016	December 2, 2016

Planning Commission meetings are held on the 2nd and last Mondays of the month at **7:00 p.m.** unless a holiday falls on a Monday, then it would be held on the following Tuesday. After the Planning Commission makes its recommendation, (unless it is tabled) the item will be scheduled on the next available City Council meeting for their action.