



## SUBDIVISION APPLICATION CHECKLIST

Type 2 Review

**This application checklist provides information about what is to be submitted for the project narrative and the preliminary and final plat. A complete development review application includes the following:**

- Completed and signed development review application
- Completed and signed escrow form
- Completed application checklist
- Application fee

### 1. Subdivision Project Narrative

Submit a separate project narrative document which answers or addresses the following questions about the proposed subdivision.

- a) What is the zoning district for the property?
- b) What is the existing use for the property?
- c) What is the proposed use for the property?
- d) Discuss how the physical characteristics of the property, such as topography, vegetation, susceptibility to erosion and sedimentation, susceptibility to flooding, water storage and retention, make the site suitable for the type of development contemplated.

**2. Plat design features checklist.** Check all items included in the application. Items may be modified with advance approval from the city planner.

#### General Information.

- a) The preliminary and final plat must be prepared by a land surveyor licensed by the State of Minnesota.
- b) If the plat is adjacent to a state or county roadway, a comment letter from either of these entities shall be submitted as part of the subdivision application.
  - MnDOT. The procedures for review by the Minnesota Department of Transportation (MnDOT), are found at [www.dot.state.mn.us/metro/programmanagement/development.html](http://www.dot.state.mn.us/metro/programmanagement/development.html)
  - Hennepin County. The concept plat document can be emailed to Hennepin County at [transportation.plats@hennepin.us](mailto:transportation.plats@hennepin.us)
- c) The applicant shall submit one 24" x 36" and one 11" x 17" set of the preliminary and final sheets, and email a pdf copy to city planner Dan Olson at [dan.olson@crystalmn.gov](mailto:dan.olson@crystalmn.gov). **The pdf copy shall be no larger than 25 MB.**
- d) Preliminary plat sheets shall be provided as follows:
  - a. Preliminary plat
  - b. Utility plan. To receive record drawings, you may contact [publicworks@crystalmn.gov](mailto:publicworks@crystalmn.gov)

**Staff contact:**  
**Dan Olson, City Planner**

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- c. Stormwater management and erosion control plan (city code section 520.17, subd. 4-15, which addresses approval standards)
- d. Landscape plan (city code section 520.11)
- e) Each sheet of the site plan must:
  - Include the name of the proposed plat
  - Be numbered
  - Include a legend, a north arrow, and date of preparation
  - Be drawn to a minimum scale of 1' = 100', unless an alternative scale has been agreed to with the city planner in advance

**Preliminary plat.** The preliminary plat drawing shall include the following information:

- Property address(es)
- Location of the property by section, township, range and the existing legal description
- Zoning classification for property
- Boundary survey prepared by a surveyor licensed by the State of Minnesota showing property lines and existing and proposed easements
- Lot dimensions and area calculation
- Location map
- Names and addresses of the property owner, subdivision applicant, land surveyor, engineer or designer of the plat
- Location of existing and (if applicable) proposed rights-of-way, public streets, driveway entrances, and curb cuts
- If applicable, the limits of the floodplain, floodway, flood fringe areas, and delineated wetland boundaries
- Location of existing and proposed buildings and parking areas showing distance from property lines. If buildings are located on a curve, show the setback from the front setback line.
- Layout and numbering system for lots and blocks meeting the city's lot dimensional requirements
- Existing and proposed sidewalks or pedestrian connections

**Utility plan.** The plan drawing shall include the following information:

- Existing and (if applicable) proposed location and size of sanitary sewer mains and service lines
- Existing and (if applicable) proposed location and size of water mains, service lines, and hydrants
- Existing and (if applicable) proposed location and size of storm drainage facilities on and adjacent to the property
- Existing location of private underground and overhead utilities

**Stormwater management and erosion control plan.** The plan drawing shall include the following information:

- Existing site map including items noted in city code section 520.17, subd. 4 (a)
- Site construction plan including items noted in city code section 520.17, subd. 4 (b)
- Plan of final site conditions including items noted in city code section 520.17, subd. 4 (c)
- Documentation that addresses items noted in city code section 520.17, subd. 5 through 15. Stormwater calculations supporting the project design shall be included as a separate document.
- Stormwater pollution prevention plan

**Landscape plan.** The landscape plan drawing shall include the following information:

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- Landscape plan indicating existing landscape material to be installed, retained or removed. New trees shall be in conformance with the city's approved tree species list (page 4 of this checklist).
- A tree inventory prepared by an arborist, nursery professional, landscape architect or horticulturist indicating the location, type, size, and health of all trees with a diameter at breast height (DBH) of 12" or greater. The following information shall be submitted with the inventory:
  - A written recommendation from the professional who prepared the tree inventory, indicating which trees should be protected and how they will be protected.
  - If trees over 12" DBH are to be removed, the reason for the removal shall be stated in conformance with city code section 520.11, subd. 5.
  - If trees over 12" DBH are removed, replacement trees shall meet the requirements of city code section 520.11, Subd. 5.

**Final plat.** The final plat drawing shall conform to all applicable standards in state statute chapter 505. The following information is to be submitted in conjunction with the final plat.

- If the property is Torrens, a certificate of title or a title commitment must be submitted. If the property is Abstract, a title commitment must be submitted. Either document shall not be older than 60 days at the time the subdivision application is submitted.
- If public improvements are proposed, construction drawings shall be submitted for the installation of such public infrastructure.
- If new public infrastructure is proposed, a development agreement in accordance with City code section 525.03 must be approved by the City Council at the same time as the final plat.

## Approved Tree List

At its discretion the city may approve cultivars similar to the trees on this list. The most road salt tolerant trees are marked with an \*

Common Name	Botanical Name	Common Name	Botanical Name
Accolade Elm	<i>Ulmus 'Accolade'</i>	Japanese Tree Lilac*	<i>Syringa reticulata</i>
American Hophornbeam (aka Ironwood)	<i>Ostrya virginiana</i>	Katsura Tree	<i>Cerdidiphyllum japonicum</i>
American Larch	<i>Larix laricina</i>	Kentucky Coffeetree	<i>Gymnocladus dioicus</i>
American Linden	<i>Tilia Americana</i>	Large-leaved Linden	<i>Tilia platphyllos</i>
American Sycamore	<i>Platanus occidentalis</i>	Liberty Elm	<i>Ulmus Americana 'Liberty'</i>
Amur Chokeberry	<i>Prunus maackia</i>	Littleleaf Linden	<i>Tilia cordata</i>
Amur Cork Tree	<i>Phellodendron amurense</i>	Mugo Pine	<i>Pinus mugo</i>
Amur Maackia	<i>Maackia amurensis</i>	Northern Catalpa	<i>Catalpa speciosa</i>
Asian White Birch	<i>Betula playphylla</i>	Norway Spruce	<i>Picea abies</i>
Austrian Pine*	<i>Pinus nigra</i>	Ohio Buckeye	<i>Aesculus glabra</i>
Autumn Splendor Buckeye*	<i>Aesculus 'Autumn Splendor'</i>	Prairie Dream Paper Birch	<i>Betula papyrifera 'Varen'</i>
Balsam Fir	<i>Abies balsamea</i>	Prairie Expedition Elm	<i>Ulmus Americana 'Lewis &amp; Clark'</i>
Black Hills Spruce*	<i>Picea glauca</i>	Princeton Elm*	<i>Ulmus Americana 'Princeton'</i>
Black Tupelo	<i>Nyssa sylvatica</i>	Quaking Aspen	<i>Populus tremuloides</i>
Blue Beech (aka Musclewood)	<i>Carpinus caroliniana</i>	Red Buckeye*	<i>Aesculus pavia</i>
Bottlebrush Buckeye	<i>Aesculus parviflora</i>	Red Oak*	<i>Quercus rubra</i>
Bur Oak	<i>Quercus macrocarpa</i>	Red Pine	<i>Pinus resinosa</i>
Cathedral Elm*	<i>Ulmus 'cathedral'</i>	River Birch	<i>Betula nigra</i>
Common Hackberry	<i>Celtis occidentalis</i>	St. Croix Elm	<i>Ulmus Americana 'St Croix'</i>
Common Horsechestnut*	<i>Aesculus hippocastanatum</i>	Scots Pine	<i>Pinus sylvestris</i>
Crabapple	<i>Malus spp. (disease-resistant spp.)</i>	Silver Linden	<i>Tilia tomentosa</i>
Cucumber Tree	<i>Magnolia acuminata</i>	Speckled Alder	<i>Alnus rugosa</i>
Douglas Fir	<i>Pseudotsuga menziensis</i>	Swamp White Oak	<i>Quercus bicolor</i>
Downy Serviceberry (tree form)	<i>Amelanchier arborea (tree form)</i>	Sweet Birch	<i>Betula lenta</i>
Dwarf Korean Lilac (tree form)	<i>Syringa Meyeri Palibin</i>	Thornless Honeylocust*	<i>Gleditsia triacanthus inermis</i>
Eastern Hemlock	<i>Tsuga Canadensis</i>	Triumph Elm	<i>Ulmus 'Morton Glossy'</i>
Eastern Redbud (northern strain)	<i>Cercis Canadensis</i>	Turkish Hazel	<i>Corylus colurna</i>
European Hornbeam	<i>Carpinus betulus</i>	Valley Forge Elm	<i>Ulmus Americana 'Valley Forge'</i>
Ginkgo* (aka Maidenhair Tree)	<i>Ginkgo biloba (male tree only)</i>	White Oak*	<i>Quercus alba</i>
Harvest Gold Mongolian Linden	<i>Tilia mongolica 'Harvest Gold'</i>	White Pine	<i>Pinus strobus</i>
Hawthorn	<i>Crataegus monogynaser</i>	Yellow Birch	<i>Betula alleghaniensis</i>
Hybrid Serviceberry (tree form)	<i>A. arborea x grandiflora (tree form)</i>	Yellow Buckeye*	<i>Aesculus flava</i>
Jack Pine*	<i>Pinus banksiana</i>	Yellowhorn	<i>Xanthoceras sorbifolium</i>
		Yellowwood	<i>Cladrastus kentukea</i>

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