

2016
SUBDIVISION APPLICATION
COMMUNITY DEVELOPMENT, CITY OF WINONA, MINNESOTA 55987
P.O. BOX 378 507/457-8250 FAX: 507/457-8212

SITE ADDRESS: _____

- Preliminary Subdivision (\$108.00 plus \$22.00 per lot)
- Final Subdivision (\$108.00 plus \$16.00 per lot)

<p><u>Property Owner:</u> <i>Company/Individual</i> _____ <i>Contact Person</i> _____ <i>Mailing Address</i> _____ <i>City/State/Zip</i> _____ <i>E-Mail</i> _____ <i>Office Phone</i> _____ <i>Mobile Phone</i> _____</p>	<p><u>Surveyor/Engineer:</u> <i>Company/Individual</i> _____ <i>Contact Person</i> _____ <i>Mailing Address</i> _____ <i>City/State/Zip</i> _____ <i>E-Mail</i> _____ <i>Office Phone</i> _____ <i>Mobile Phone</i> _____</p>
<p><u>Subdivider/Applicant:</u> <i>Company/Individual</i> _____ <i>Contact Person</i> _____ <i>Mailing Address</i> _____ <i>City/State/Zip</i> _____ <i>E-Mail</i> _____ <i>Office Phone</i> _____ <i>Mobile Phone</i> _____</p>	<p>Subdivisions proposed without public dedication and proposed for fewer than six parcels only need to complete a final plat. All others must complete a preliminary plat in advance of the final plat.</p> <p>All Preliminary and final subdivisions must be prepared by a registered professional engineer or surveyor in accordance with the provisions of Section 42.03 of the Winona City Code</p>

Subdivision Applications will not be processed without the following information:

- Name of proposed subdivision: _____
- Length of new public streets: _____
- Area of other parcels to be dedicated for public use: _____
- Three hard copies of the plat at a scale of 1" = 100'. **One AutoCad copy on disk**
- One vicinity sketch at a scale of 1' = 400' or more
- Copies of any deed restrictions

 Signature of Applicant

 Signature of Land Owner
 (If different from applicant)

For Staff Use Only		
Date Received: _____	Plat # _____	Receipt # _____
Parcel #: _____	Zoning _____	Property Size _____
LEGAL DESCRIPTION OF PROPERTY: _____		

(See Notes on Next Page)

Notes

- A registered engineer must be employed to prepare the plans for construction of sanitary sewers, storm sewers, water mains, curb and gutter and sidewalk.
- No conveyance of land, which is subject to the approval of a subdivision, shall be filed, or recorded, until such time that provisions of this ordinance are fully met. Conveyances not in compliance with the terms of these regulations will be refused a building permit. Upon the submittal of a required subdivision for approval, no person, firm, or corporation shall enter into a contract for the sale of any part thereof, or shall proceed with any site disturbance activity, or be issued any building permit, until such time that the final plat, for the subdivision, has been adopted by City Council. For purposes of this section, the term disturbance activity shall include, but not be limited to, vegetation removal, unless associated with agricultural use, or when required in accordance with provisions of Section 32.03 of this Code; any grading, filling, or excavation activity; or the construction of any structure, or utility, on the site.
- Residential subdivisions are subject to a \$530 per dwelling unit park land dedication fee.
- Subdivisions must conform to City Code Section 42 (and appendix). Applicants should be aware of setback requirements in the Zoning Code (Section 43 of the City Code).
- Sewer and water access fee (51.01 (75)).¹
- Stormwater and erosion control (Chapter 68):
 - Small site projects (68.08 E) shall be in compliance with an Erosion and Sedimentation Control Plan before approval of the final plat. An Erosion and Sedimentation Control Plan must be substantially underway before approval of the preliminary plat.
 - Large site projects (68.08 D) shall be in compliance with a Stormwater Management Plan approved for the project before approval of the final plat. Stormwater Management Plans must obtain a National Pollutant Discharge Elimination System permit from the State of Minnesota. A Stormwater Management Plan must be substantially underway before approval of a preliminary Plat.

The City Code can be found on the City's website: <http://www.cityofwinona-mn.com>.

¹ All lots or unsubdivided parcels of record as of 10/01/01: \$5,000.00 for one water service line and \$5,000.00 for one sanitary sewer service line; provided however, that if both water and sanitary sewer service lines are available to a property, the access fee shall be \$10,000 even though the property owner chooses to access only one of the services. All other property: \$17,000 per acre or portion thereof, excluding natural state areas, floodways, publicly dedicated stormwater management features and publicly dedicated park land. If the water and sewer lines existed adjacent to the property prior to 01/01/97, no access fee shall be charged.