

2024
SUBDIVISION APPLICATION
COMMUNITY DEVELOPMENT, CITY OF WINONA, MINNESOTA 55987
P.O. BOX 378 507/457-8250 FAX: 507/457-8212

SITE ADDRESS: _____

- Preliminary Subdivision (\$150.00 plus \$35.00 per lot)
- Final Subdivision (\$140.00 plus \$25.00 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>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><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> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <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 Article 4 and Article 6 Division 3 of the Winona Unified Development Code.</p> </div>
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NOTE: Applications must be filed by noon 19 days prior to the Monday meeting date.

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' and **one electronic copy**
- 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 subdivision has been approved pursuant to Article 4 and Article 6 Division 3 of the Winona Unified Development Code.
- Upon the submittal of a required subdivision for approval, no person, firm, or corporation shall:
 1. Enter into a contract for the sale of any part thereof,
 2. Proceed with any site disturbance activity, or
 3. Be issued any building permituntil the final plat for the subdivision has been adopted by City Council. The term land disturbance activity shall include, but not be limited to, vegetation removal; grading, filling, or excavation activity; and the construction of any structure, or utility, on the site.
- Residential subdivisions are subject to a per dwelling unit park land dedication fee subject to Chapter 51 of Winona City Code.
- Subdivisions must conform to Article 4 of the Winona Unified Development Code. Applicants should be aware of lot dimension and setback requirements in Section 43.02.23 and 43.02.24.
- Sewer and water access fee (City Code Chapter 51).¹
- Stormwater and erosion control (City Code Chapter 68):
 1. 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.
 2. 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.
- Applicant is responsible for the recording fees.

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