



Community Development Department
12800 Ravine Parkway South
Cottage Grove, MN 55016
www.cottage-grove.org

Planning Division
Telephone: 651-458-2827
Fax: 651-458-2897
E-Mail: planning@cottage-grove.org

PRELIMINARY PLAT

APPLICATION SUBMITTAL CHECK LIST

- Planning Commission Application completed and signed by applicant and property owners.
- Provide the property identification number and complete legal description of the property.
- Attach a written narrative explaining the reason for the application.
- Submit twelve 24" X 36" plan sets prepared by a registered land surveyor meeting all requirements of the Subdivision Ordinance (City Code Title 10-2). If the plat abuts a State of Minnesota highway, three additional full-sized copies must be submitted.
- Submit one 11" X 17" and one 8½" X 11" reductions of all maps/exhibits.
- Provide plans in a .pdf format via CD or e-mailed to kdennis@cottage-grove.org.
- Drainage and grading plans and drainage calculations must be submitted to the South Washington Watershed District, 8301 Valley Creek Road, Woodbury, MN 55125. Approval by the Watershed District is required prior to issuance of a grading permit. A copy of the grading plan and drainage calculations must also be submitted to the City.
- Submit the \$400.00 application fee plus the \$15,000.00 escrow deposit.
- Submit all the information required in Title 10-2-7 of the Subdivision Ordinance.

APPLICATION REVIEW PROCESS

- Applicant submits application, exhibits, narrative explaining the application, application fee, and escrow.
- The City determines if the application is complete.
- The City will publish the public hearing notice.
- The City will notify property owners with 500 feet.
- Planning staff will prepare the staff report.
- Planning Commission holds public hearing.
- Planning Commission and staff's recommendations forwarded to City Council.
- Action by City Council.
- Applicant prepares final plat application according to conditions of the preliminary plat.
- Preliminary and final platting may be combined. See staff for details.