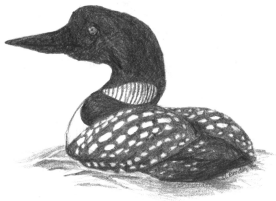
City of Ham Lake



Preliminary Plat Checklist

The following items are to be completed to the approval of the City Engineer prior to placing the Preliminary Plat on the City Council Agenda for City Council Approval:

Preliminary Plat Drawings:

First Sheet Only:

- ☐ Vicinity Map
- ☐ Legal description of property to be Platted
- ☐ Current owners of property to be Platted
- ☐ Purchaser of property to be Platted if different from current owner
- ☐ Developer of property to be Platted
- ☐ Present zoning and proposed zoning, attached zoning map
- ☐ Total Plat area
- ☐ Minimum lot size
- ☐ Minimum building setbacks
- ☐ Legend

All Sheets:

- ☐ Drawings on sheets no larger than 24 inch x 36 inches
- ☐ Graphic scale and north arrow
- ☐ Bar scale no larger than 1"=100' with 1"=50' or less preferred
- ☐ Name of Subdivision
- ☐ Signature of licensed surveyor
- ☐ Date of preparation
- ☐ Date of revision(s) (if any)

Existing conditions:

- ☐ Underground and overhead utilities including wells and septic fields within 150 feet of the Plat boundaries
- ☐ Easements shown and labeled
- ☐ Easements to be vacated shown and labeled
- ☐ Streets and street right-of-way shown and labeled
- ☐ Street right-of-way widths dimensioned (
- ☐ Surveyed bearings and distances around the perimeter of the Plat
- ☐ Topographic information, including trees, with maximum contour intervals of 2 feet within 150 feet of the Plat boundaries
- ☐ Buildings, wells and ISTS areas within the Plat boundaries

- ☐ Adjacent property owners, lot numbers, block numbers, subdivisions and property lines
- ☐ Wetlands shown on preliminary Plat matching the wetland delineation report
- ☐ Wetland delineation approved by the Watershed District
- ☐ Ponds, lakes, ditches, culverts and storm drains
- ☐ Ditches, lakes and ponds are labeled
- ☐ FEMA Zone A limits
- ☐ Snowmobile trail location
- ☐ Bike path location
- ☐ Bike trail easements to be shown and labeled
- ☐ DNR or ACD identified natural areas, natural communities, rare species and/or natural resource inventory. Refer to the Natural Resources Inventory.
- ☐ Anoka Conservation District land cover mapping
- ☐ MPCA remediation sites, including LUST, VIC, VPIC, superfund, landfill and dump sites
- ☐ Shoreland zoning

Proposed conditions:

- ☐ Wells and primary and secondary ISTS areas within the Plat boundaries
- ☐ Well locations to meet department of health separation requirements (MN Rules 4725) i.e. 20’ from storm piping, 50’ from ISTS areas with flow less than or equal to 10,000 gallons per day and 300’ separation for ISTS with flow more than 10,000 gallons per day (MN Rules 4725.4450), 50’ from a floor drain, grate or trough connected to a buried sewer (MN Rules 4725.4450), 35' from ordinary high water level (MN Rules 4725.4350), 10’ from gas pipes, liquid propane tanks and electric transmission lines (MN Rules 4725.2150), separation distance from other contaminated sources per MN Rules 4725.4450, etc.
- ☐ ISTS system 200’ separation from Transient non-community Inner Wellhead Management Zone.
- ☐ Lot area in acres
- ☐ ISTS systems parallel to existing contours, ISTS minimum width, positive drainage
- ☐ ISTS leach field or tank separation from Infiltration Basin is 35 feet
- ☐ Easements shown and labeled including temporary cul-de-sac easement(s)
- ☐ Drainage easements must contain wetland buffers (Required by CCWD if not per City discretion, SRWMO 16' per Wetland Standards, URRWMO dependent upon MNRAM Score 15'-25' buffer)
- ☐ Streets and street right-of-way shown and labeled
- ☐ Street right-of-way widths dimensioned
- ☐ Streets names per City of Ham Lake street grid system
- ☐ Centerline street radius, bearing and distance - minimum radius of 312 feet for MSA routes and 200 feet for non-MSA routes
- ☐ Lot width at right-of-way line. Refer to Article 10 Table 10-1.
- ☐ Lot numbers and block number(s)
- ☐ Setbacks shown and labeled
- ☐ Building pads do not extend into building setback area or drainage easements
- ☐ Yard areas do not extend into drainage easements or utility easements, with exception of 10-foot perimeter drainage and utility easement
- ☐ 12-foot access to pond outlets located in drainage easement, minimum centerline radius of 26 feet. Maintenance access road elevation must be above the 100-year (or 100-year back-to-back if required) peak high water elevation. MPCA requires easy access to all pond components for routine maintenance.

- ☐ Drain tile Cleanout
- ☐ Drainage ponds, storm drain, culverts and emergency overflows
- ☐ Emergency overflows located within drainage easement
- ☐ Bike trail easements to be shown on final plat
- ☐ Pipe size computations downstream of OCS with multiple sections need to have all pipes checked, not just the first leg (section). Refer to 10-State Standards-minimum slopes for diameter to achieve self-cleaning velocity, maximum MH distance for pipe diameters < 24 inches.
- ☐ All soil borings shown
    - o One soil boring per building pad and four soil borings at ISTS area corners
    - o Soil boring table showing boring number, ground elevation, mottle elevation and water elevation
    - o Soils report signed by septic designer
    - o Log of all soil borings. Examples of infiltration basin boring, piezometer logs and required data are available from the MPCA link: https://stormwater.pca.state.mn.us/index.php/Understanding_and_interpreting_soils_and_soil_boring_reports_for_infiltration_BMPs
- ☐ ISTS areas to meet Shoreland Zoning setback requirements

Livability Map and Chart:

First Sheet Only:

- ☐ Legend
- ☐ Date of Preparation

All Sheets:

- ☐ Drawings on sheets no larger than 24 inch x 36 inches
- ☐ Graphic scale and north arrow
- ☐ Bar scale no larger than 1"=100' with 1"=50' or less preferred
- ☐ Name of subdivision
- ☐ Signature of surveyor

Existing conditions:

- ☐ Underground and overhead utilities, wells and septic fields within 150 feet of the Plat boundaries
- ☐ Easements shown and labeled
- ☐ Easements to be vacated shown and labeled
- ☐ Streets and street right-of-way shown and labeled
- ☐ Topographic information, including trees, with maximum contour intervals of 2 feet within 150 feet of the Plat boundaries
- ☐ Buildings within the Plat boundaries
- ☐ Delineated wetlands
- ☐ Ponds, lakes, ditches, culverts and storm drains
- ☐ Ditches, lakes and ponds are labeled
- ☐ FEMA Zone A limits
- ☐ Snowmobile trail location
- ☐ DNR or ACD identified natural areas, natural communities, rare species and/or natural resource inventory

- ☐ Anoka Conservation District land cover mapping
- ☐ MPCA remediation sites, including LUST, VIC, VPIC, superfund, landfill and dump sites

Proposed conditions:

- ☐ Wells and primary and secondary ISTS areas within the Plat boundaries
- ☐ Easements shown and labeled including temporary cul-de-sac easement(s)
- ☐ Streets and street right-of-way shown and labeled
- ☐ Lot numbers and block numbers
- ☐ Setbacks shown and labeled
- ☐ Access to pond outlets
- ☐ Proposed drainage ponds, storm drain, culverts and emergency overflows
- ☐ Minimum 29,500 sf livability area, including 10,000 sf minimum building pad area, 7,500 sf minimum ISTS area and 12,000 sf minimum yard area
- ☐ Drainage easements not to be included in yard areas
- ☐ Drainage easements and building setbacks not to be included in building pad areas
- ☐ For walkout elevation less than four feet above unsuitable soils, shade building pad area prior to proposed walkout grading
- ☐ Proposed Grading
- ☐ FEMA Zone A limits
- ☐ Snowmobile trail location
- ☐ Bike path location
- ☐ All soil borings shown (one soil borings per building pad and four soil borings per ISTS area)
- ☐ Low floor elevation
- ☐ Garage floor elevation
- ☐ House type
- ☐ License Agreement required for any septic crossing D&U easements
- ☐ Show spot elevations one foot below the proposed low floor elevation at a distance of 10 feet from the structure, per the International Residential Code.

Livability Chart:

- ☐ Lot and block number
- ☐ Total lot area
- ☐ Elevation one foot and four feet above mottling or highest anticipated water level per soils report
- ☐ Livability area, minimum 29,500 sf which lies above the 100-year flood contour
- ☐ Building area, minimum 10,000 sf which lies at least four feet above unsuitable soils
- ☐ ISTS area, minimum 7,500 sf which lies at least one-foot above unsuitable soils
- ☐ Septic System Type
- ☐ Yard area, minimum 12,000 sf which lies above the 100-year contour, lies at least one foot above unsuitable soils and is contiguous to the building pad area for a distance of at least 50% of the lineal perimeter of the building area. (Residential Only)
- ☐ Soil boring number, depth to mottling, boring elevation, mottling elevation
- ☐ Highest anticipated water level
- ☐ House type
- ☐ Lowest floor elevation/lowest opening elevation
- ☐ Low floor determining factor and elevation
- ☐ Garage floor elevation

Review comments/approvals from:

- ☐ MnDOT for Plats next to or draining to MnDOT right-of-way
- ☐ Anoka County for Plats next to or draining to Anoka County right-of-way
- ☐ Watershed District
- ☐ Owners of existing utilities

The following items to be done prior to City Council action on the Final Plat:

- ☐ Copy of submittal for FEMA Zone A Map amendment
- ☐ Grading, Drainage and Erosion Control Plan approval
- ☐ Construction Plans approval by the City Engineer
- ☐ As-built certification

At or before recommendation for Preliminary Plat approval, it is recommended that the Developer submit the Plans to utility companies for their design.

Prior to any construction, there is to be a preconstruction meeting between the City, Developer, Developer's Contractor and utility companies.

As-built grading plan required to show conformance with approved Grading Plan before a second building permit can be issued.

Note to Developer: This checklist is provided as a tool whereby to aid in determining whether any items have been excluded when reviewing a Plat. This checklist is not to be construed as all-inclusive. Ordinance 10 provides the specific detail in regard to subdividing properties within the City of Ham Lake.