



## 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 procedure to submit a "preliminary sketch plan" to Hennepin County is found at [www.hennepin.us/platreview](http://www.hennepin.us/platreview)
- 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

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

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Contact: 763-531-1142 or [dan.olson@crystalmn.gov](mailto:dan.olson@crystalmn.gov)

- b. Utility plan. To receive record drawings, you may contact [publicworks@crystalmn.gov](mailto:publicworks@crystalmn.gov)
- 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

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

- 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

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

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