



16319 Kettle River Blvd. • Columbus, MN 55025
Phone: (651) 464-3120 • Fax: (651) 464-5922

OUTLINE OF PRELIMINARY PLAT PROCEDURES

NOTE: This outline is provided only as a general aid to landowners who wish to subdivide land. This outline does not contain any statements of law, but it is intended only to provide a general statement of the process and a summary of the requirements for subdividing land in the City of Columbus. For exact requirements you must refer to the Columbus City Ordinance. The subdivision regulations (Chapter 8) are found in the Zoning Code and are available on the website: columbusMN.us

1. Optional – Preliminary discussion (concept review) with the Zoning Administrator and City Planner in regards to the requirements of the subdivision regulations
2. The following documents shall be delivered to the Zoning Administrator by appointment only:
 - A completed application form provided by the City
 - Affirmation of Sufficient Interest form provided by the City must be signed by the Property owner
 - Four (4) copies of the Preliminary Plat and Survey and One (1) electronic copy of Preliminary Plat & Survey
 - Wetland Delineation must be completed and either a Certificate of Exemption or an approved Wetland Replacement Plan issued as required by Chapter 7C
 - Two (2) copies of boring tests of buildable area and ISTS (Individual Septic Treatment System) for each plotted lot

Confirmation of approval from the appropriate Watershed District where property is located:
Coon Creek Watershed – Mathew Danzl (763) 755-0975
Rice Creek Watershed – Nick Tomczik (763) 398-3079
Sunrise Watershed (Anoka Conservation) – Becky Wozney (763) 434-2030 Ext. 14

Approval from the following if applicable:
Army Corps of Engineers - (Federal Wetlands) LeeAnn Glomski - (651) 290-5324
DNR (State Wetlands) Jason Speigel - (651) 259-5822
Anoka County Highway Dept. (if preliminary plat abuts a County Rd) - (763) 862-4200

3. Required fees to be submitted with application:
 - Application Fee - \$100.00
 - Escrow for associated costs - \$2,000.00
 - Public Hearing Fee - \$200.00
4. After application is deemed complete, a public hearing date is set. The Planning Commission holds public hearing.
5. After the public hearing, the Planning Commission shall adopt findings of fact and decide to recommend approval or denial of the application to the City Council.
6. The City Council shall act on the preliminary plat within 120 days of the date of which the completed Application was filed with the Zoning Administrator unless notice of an extension of the review period has been agreed to by the Applicant.



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PRELIMINARY CONCEPT REVIEW

Date: _____

Applicant/Developer

Name: _____

Address: _____

Phone #: _____

Email: _____

Location of Subdivision (Address/PIN/Legal Description): _____

Property Owner

Name: _____

Address: _____

Phone #: _____

Email: _____

Note:

It is very helpful if Applicant/Developer has a concept site plan or map of area to be developed before the meeting. Copies of such a document can be submitted to the Zoning Administrator either in person, by mail, or by email.

Office Use Only:

Proposed Meeting Date and Time: _____



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Email: cityadministrator@ci.columbus.mn.us

OFFICE USE: City Staff will fill information at time of submittal.
File No: _____ 120-day deadline: _____ Receipt: _____

PRELIMINARY PLAT APPLICATION

APPLICANT: Please fill in the following information:

Date: _____

Landowner's Name: _____ Phone: _____

Address: _____ Email: _____

Applicant/Developer: _____ Phone: _____

Address: _____ Email: _____

PIN Number or Numbers: _____

Legal description: Attach to Application

Number of Acres in Subdivision: _____ Number of New Parcels in Subdivision: _____

Is there an existing residential dwelling on the property: Yes or No (Circle one)

Signature of Applicant

OFFICE CHECK LIST:

- Application Form _____
- Affirmation of Sufficient Interest Signed by Property Owner and Applicant _____
- Paper Full Size (4) copies of the Preliminary Plat _____
- Electronic Copy of Preliminary Plat _____
- Boring test of buildable & septic area for each lot _____
- Letters from the following to verify contact: Watershed District _____
- Army Corps of Engineers _____
- DNR _____
- Anoka County Highway Dept. _____

Fees -- Application Fee \$100.00 _____ Public Hearing Fee \$200.00 _____ Escrow \$2,000.00 _____



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WETLAND DELINEATIONS

TO: Surveyors preparing surveys for site plan approval for the Preliminary Plat.

RE: Wetland Delineations on Surveys

The City of Columbus requires that depictions of delineated wetlands on surveys meet the following standards for site plan approval and Preliminary Plats:

1. Field measurements shall be taken to each stake set by a wetland evaluator.
2. The locations of wetland delineation stakes, as depicted on your survey drawing, shall conform to the field measurements.
3. The depiction of the wetland delineation stakes shall include sufficient distance and angle data to allow independent verification of the location of the stakes.
4. The depiction of the boundary of a wetland shall be by connecting lines between the wetland delineation stakes.
5. Your certificate of survey shall include certification of the location and an accurate depiction of the wetland delineation stakes.

Surveys for Site Plans or for Preliminary Plats not meeting these additional requirements will not be approved by the City of Columbus.