



D E P A R T M E N T O F

# Community Development

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## How to Request a Subdivision Review (Preliminary Plat)

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A subdivision application is required when land is to be subdivided into two or more lots.

**The first step** in the process is to contact the Department of Planning and Development. The Planning Staff will discuss the potential use of the land including development standards. If you chose to pursue a subdivision request, a pre-application meeting should be arranged with the Planning Staff.

- Pre-Application Meeting:** This meeting should be scheduled with the Planning Staff prior to the application submittal.

The purpose of this meeting is to be advised how the City's policies and plans might affect the project and to assign a staff representative to help you coordinate your application. **The applicant is responsible for understanding City Ordinance Chapter 151 “Subdivision Regulations” and requirements, specifically right-of-way dedication, park land dedication, bonding, street lights, yard trees, curb and gutter, etc.**

Based on this meeting, a decision can be made whether to submit a formal Subdivision application. The Planning Staff will also try to advise you of other potential governmental jurisdiction involvement. The following must be brought to the pre-application meeting:

1. The location of the property; and
2. Any preliminary plans developed for the property.

To avoid any potential delay in processing plans or applications, it is advisable to submit the application several days prior to the official deadline. No application will be scheduled for a Planning Commission Public Hearing until all required information is submitted.

### APPLICATION INSTRUCTIONS:

- Application Fee:** Check payable to the “City of Brooklyn Park.” The non-refundable application and area identification sign fee for a Preliminary Plat is \$500.00. There is also an escrow deposit in the amount of \$1000.00, which is used to pay for City Staff time spent reviewing the application and legal notification. **Please note that additional escrow and sureties will be required for on-site (and off-site) improvements after approval and prior to release of the Preliminary Plat.**

- Signed Application:** Include authorization from the property owner on the application form

# SUBDIVISION REVIEW (PRELIMINARY PLAT)

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or by attached letter of authorization if the application is signed by an agent.



**Preliminary Plat:** Four (4) sets of full size prints and fifteen (15) half-size prints (11" x 17"), **all FOLDED** to 8½" x 11". Additional drawing submittals may be required for the Planning Commission and/or City Council meetings. The drawings shall include the following:

1. Proposed subdivision name and location by section, township and range.
2. Location map showing relationship to main traffic arterials and adjoining subdivisions and north arrow.
3. Legal description and property identification number(s).
4. Present zoning.
5. Name, address and phone number of developer(s), owner(s), and/or petitioner(s), subdivider, surveyor and/or designer.
6. Date of preparation, revision dates, if any.
7. Gross plat area, number of lots with individual lot areas and density calculations.
8. Standard engineering scale required. A graphic scale shall be provided on all plans.
9. Boundaries of subdivision and all lots to be fully dimensioned (scaled or calculated).
10. Adjoining subdivisions (name) and boundary lines within one hundred fifty (150) feet.
11. Location and alignment of any existing adjoining streets. The centerline of street dimensions shall be tied to section corner.
12. Location of all man-made objects within the subdivision limits.
13. Location; widths and names of all existing or platted streets, railroads, drainage, access, utility rights-of-way and/or easements of public record.
14. Existing and proposed sewer and water lines, line sizes, valve locations, hydrants and manholes and indicate proposed sewer flow direction by arrow.
15. Existing and proposed sidewalks and trails.
16. Topography by contours (existing/proposed) shown at two-foot intervals. Coded flow arrows shall show all natural and proposed drainage patterns.
17. A schedule of tree species and streets for boulevard tree plantings.
18. All other necessary items to conform to requirements of Section 345.00 (Subdivision Ordinance).

**PROPERTY OWNERS LIST:** A list of property owners within a 500-foot radius of the subject property will be created by the City of Brooklyn Park as required by State Statutes. A fee of \$1.50 per name will be charged against the escrow account that is established by the applicant. **If the subject property is within 500 feet of the city limits, a property owners' list must be obtained by calling the Hennepin County Auditor, Property Description Office, 6th Floor Administration Tower, Hennepin County Government Center (612-348-3271).**

**Note:** No applications will be accepted unless all of the required materials and information are complete and accurate. An application for specific hearing date(s) must be received no later than 5:00 p.m. of the corresponding application deadline date. There will be no exceptions to this policy. The applicant or a designated representative is required to attend the Planning Commission and City Council meetings. The applicant or a designated representative is required to attend the Planning Commission and City Council meetings.