

APPENDIX D: CITY OF SAINT PAUL – STANDARD REVIEW PROCESSES

PROPERTY SUBDIVISION AND PLATTING – City of Saint Paul

Subdivision of property is reviewed and approved by the City of Saint Paul, per the following steps.

Step 1: Pre-Application Sketch Plan - Optional

Request. A subdivider may request a pre-application conference with the City of Saint Paul office of planning administration for the purpose of determining if the proposed plat complies with City of Saint Paul requirements. Pre-application does not constitute formal application for a subdivision plat.

Subdividers may submit the following to the planning administrator for the purposes of pre-application:

1. A site location map showing the relationship of the proposed subdivision to existing community facilities; including, but not be limited to: major streets, schools, commercial centers, and other significant developments.
2. A sketch plan of the proposed subdivision including:
 - a) Tract boundaries.
 - b) North point and scale.
 - c) Streets within and adjacent to the tract.
 - d) Significant topographical and physical features.
 - e) General street design within the subdivision.
 - f) General lot size and orientation within the subdivision.
3. A general statement of proposed development of the subdivision.

Step 2: Preliminary Plat

Preliminary Plat - Application requirements.

The preliminary plat shall be drawn at a minimum scale of 1" = 100' and shall contain or have attached the following information. The plat shall be prepared by a registered surveyor.

1. Identification and description:
 - a) Proposed name of subdivision.
 - b) A written description of the location by section, town, range, plat, registered land survey or by other legal description.
 - c) Graphic scale.
 - d) North point.
 - e) Date of preparation.
2. Existing conditions:
 - a) Boundary line of the parcel.
 - b) Present zoning classification.
 - c) Total area.
 - d) Within the parcel and to a distance of one hundred (100) feet beyond the boundary the following: all existing or previously platted streets, alleys or other public ways, showing the type and condition of

- any improvements; easements, utility rights-of-way, parks or other public facilities; permanent buildings or structures; section and municipal lines.
- e) Boundary lines and ownership of abutting land within one hundred (100) feet of the parcel.
 - f) Ground vertical contour intervals of the parcel expressed in city datum at intervals of at least two (2) feet; slopes of twelve (12) percent or greater.
 - g) Power transmission poles and lines and other significant features.
3. Subdivision design:
- a) Location, width, length and name of proposed streets.
 - b) Location and widths of proposed alleys, pedestrian ways and utility easements.
 - c) Centerline gradients of proposed streets and alleys.
 - d) Layout, numbers and preliminary dimensions of lots and blocks.
 - e) Minimum front and side street building setback lines.
 - f) Size and location of areas, other than streets, alleys, pedestrian ways and utility easements, intended to be dedicated or reserved for public use.
 - g) Location of required street trees.
4. Other information:
- a) Statement of the proposed use lots, including residential building types and number of dwelling units and types of business or industrial use.
 - b) Proposed protective covenants or homeowners' association rules.
 - c) Provisions for sewage disposal, drainage and flood control.
 - d) Proposed zoning plan for the area, including dimensions, if any zoning changes are contemplated.

Preliminary Plat - Procedures.

1. Applications for formal approval of a subdivision shall be submitted to the City of Saint Paul planning administrator. Applications shall include the required fee, ten (10) copies of the proposed subdivision plat plan, and evidence of ownership of the property to be subdivided.
2. The planning administrator and other staff shall review the proposed subdivision and notify the applicant of any required modifications requested. The proposed subdivision must comply with city subdivision regulations, the comprehensive plan and official maps, if any.
3. Within forty-five (45) days of application filing, the planning administrator shall forward it to the Saint Paul City Council with recommendations for modification, approval or disapproval.
4. A public hearing shall be had before the city council as soon as practicable after receipt of the recommendations.
5. The city council shall approve or disapprove by resolution the preliminary plat application within one hundred twenty (120) days following the date of application filing, unless an extension of the review period is agreed to by the applicant.
6. Approval shall not constitute acceptance of the subdivision by the city, but approves the preliminary plat design as a guide for preparation of the final subdivision plat.
7. For a period of one (1) year following preliminary approval, unless the city and the subdivider agree otherwise, no change in the comprehensive plan or other official controls shall affect the use, density, lot sizes, lots, layout, dedication or platting required or permitted by the approved application.

Step 3: Final Plat

Final plat - Application requirements and approval.

Application for approval. Within one year following approval of the preliminary plat, the subdivider shall apply for approval of the final plat. The final plat shall contain all modifications as they may have been recommended during preliminary plat review as well as the survey, content of plats, and boundary data.

Final plat—Procedures.

1. Applications for formal approval of the final subdivision plat shall be submitted to the planning administrator together with the required fee and ten copies of the final plat.
2. The planning administrator and other city staff shall review the proposed subdivision and notify the applicant of any required modifications requested. The proposed subdivision must comply with city subdivision regulations, the comprehensive plan and official maps, if any, and conditions and requirements stipulated in the preliminary approval.
3. Within thirty (30) days of application filing, the planning administrator shall forward it to the city council together with recommendations for approval or disapproval.
4. The city council shall approve or disapprove by resolution the application within sixty (60) days following the application filing date unless an extension of the review period is agreed to by the applicant.
5. For a period of two (2) years following final approval, unless the city and the subdivider agree otherwise, no change in the comprehensive plan or official control shall affect the use, density, lot sizes, lot layout, dedication or platting required or permitted by the approved application.

Option to Combine Subdivision Review Steps 2 and 3 (Preliminary and Final Plats)

A subdivider may choose to combine the preliminary and final approvals of a subdivision. In such cases, the following procedure shall apply:

1. Application for the preliminary plat shall be submitted together with the required fee, ten (10) copies of the proposed subdivision
2. The planning administrator and other city staff shall review the proposed subdivision and notify the applicant of any required modifications requested. The proposed subdivision must comply with city subdivision regulations, the comprehensive plan and official maps, if any.
3. Within thirty (30) days of preliminary plat filing, the planning administrator shall notify the applicant that the preliminary plat has been approved or denied. If all city departments approve the preliminary plat, the subdivider shall submit the final plat for approval.
4. Within thirty (30) days of application filing for final plat approval, the planning administrator shall forward it to the city council together with recommendations for approval or disapproval.
5. A public hearing shall be had before the city council as soon as practicable after receipt of the recommendations. The Saint Paul City Council shall either approve or disapprove the application within one hundred twenty (120) days following the application filing date unless an extension of the review period is agreed to by the applicant.

SITE PLAN REVIEW – City of Saint Paul

A site plan shall be submitted to and approved by the City of Saint Paul zoning administrator before building permits are issued for new buildings or building expansions. Building permit applications for new buildings or building expansions shall be accompanied by a site plan and building elevations drawn to scale and showing the following:

1. The actual shape, location and dimensions of the zoning lot.
2. The shape, size and location of all buildings or other structures to be erected, altered, or moved and of any building or other structures already on the zoning lot.
3. The existing and intended use of the zoning lot and of all such structures upon it, including, for residential uses, the number of dwelling units the building is intended to accommodate.
4. Such other information concerning the zoning lot or adjoining lots as may be determined by the zoning administrator as essential for determining whether the provisions of this code are being observed.

Additional information about City of Saint Paul Site Plan review and application requirements are available from the City of Saint Paul Department of Safety and Inspections.