

Pre-Application Information Packet

1. Project Overview

- a. Project Information
 - Name of Project:
 - Developer:
 - Civil Engineer:
 - Architect:
 - Contractor:
- b. Preferred Timeline:
 - Construction Start Date:
 - Certificate of Occupancy:
- c. Site Information:
 - Shoreland Overlay District?
 - Wetland Delineation Required?
 - Part of a Small Area Plan?
 - Zoning:
 - 2040 Comprehensive Plan Land Use Guiding and Allowed Density:
 - Watershed District: Elm Creek, Single Creek, Bassett Creek, Minnehaha Creek

2. Review and Approval Process – Community and Economic Development

- a. Submittal Requirements:
 - Note: Preliminary Plat builds to Final Plat
- b. Deadlines
 - ~6 weeks prior to the next PC meeting
 - PC held on 1st and 3rd Wednesdays
- c. Staff Review
 - 2 Weeks for Initial Plans, 1 Weeks for Revised Plans
 - Review memo + marked up PDF plans via BlueBeam
- d. Community Engagement/Community Meeting
- e. PC/CC Review
 - Sketch Plan
 - Preliminary Plat
 - Final Plat
- f. Watershed Districts
 - Application Approved by City First
 - Contact: Ben Scharenbroich, bscharenbroich@plymouthmn.gov
 - Can process concurrently with initial review

- g. Other Required Permits?
 - NPDES (MPCA Construction Stormwater)
 - Water Supply (MDH)
 - Sanitary Sewer (Metropolitan Council)

- h. Other Requirements (Prior to Plat Release)
 - [Development Contract](#) or [SIPA](#) (Subject to Change)
 - Development Fees
 - [Financial Guarantees/Letters of Credit](#) (Note Auto-Renewal Clause)
 - Marketable Title
 - Mortgage Consent to Plat
 - Engineer's Estimate of Required Improvements

3. Construction Administration Process – Engineering

- a. Pre-Construction Meeting Requirements

- b. Construction Schedule and Contractors [involve in process as soon as they are known]
 - Grading:
 - Utilities:
 - Concrete:
 - Paving:
 - Landscaping:

4. Other?

- a. Weekly meetings

- b. All City agendas are available [here](#). You can also watch meetings live from that link or [CCX](#).

- c. [Utilities](#):
 - Electric: Xcel Energy or Wright Hennepin
 - Streetlight plan required with pre-plat
 - Gas: CenterPoint Energy
 - Internet: Comcast/Xfinity or CenturyLink/Qwest