

City of



Subdivision & Development Guide

(January 2025)





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Welcome

Welcome to the City of New Prague subdivision and development guide. Our goal is to assist you and to help make the development process as economical and efficient as possible for all concerned. The enclosed information thoroughly outlines all requirements and procedures which must be followed closely. The Planning Department is the primary contact throughout the review and approval process and may be contacted at any time for assistance.

Growth Management Strategies

Over the past few years, housing development has seen high growth and also a near stoppage within the community. A degree of control is needed to balance the City services with the demands that are being created. City staff has put forth significant effort in establishing guidelines which parallel the high expectations in environmental preservation and quality development. These guidelines are reflected in numerous sections of the City's Comprehensive Plan which is periodically updated and Zoning Ordinance which is updated periodically, and the City's Subdivision Ordinance which is updated periodically.

Development Process

Subdivision and development within the City of New Prague is a three phase process which begins with submission of a sketch or concept plan and then progresses through preliminary and final plat approvals as the requirements of each stage have been met. The entire process is closely monitored to identify issues and solve any problems as they are realized as a means of reaching the best design and layout in the shortest feasible time frame. Applications will be formally accepted or considered complete when all submission requirements have been met.

The sketch or concept plan stage requires a meeting with City staff and also attending a Planning Commission meeting. The preliminary and final plat phases require submission of various information relative to the review and approval by necessary City departments and outside organizations. A separate application must be filed for both the preliminary and final plat process. The application forms are contained herein. A phase-specific checklist is enclosed to help you accomplish complete submittals and thereby avoid unnecessary delays. In cases where Planned Unit Developments or Conditional Use Permits or other special permits are necessary in addition to the standard subdivision, such requests can be handled simultaneously; however, the plat must meet development goals.

Staff Meetings

A meeting can be scheduled with staff to present a concept plan. The staff meetings enable us to review sketch plans and subdivision requirements prior to the completion of your detailed development plans. All information submitted by you will be reviewed and comments will be provided to you in a timely fashion. Lot size requirements, setbacks, street width, parking and other pertinent City standards will be discussed, although much of the information is also outlined within this packet.

Development Review Schedule

Included herein is a development review schedule which will be used as a guideline for the review process. The time schedule provides normal processing time for documents submitted when required and in a complete manner. All documents and submittals must be made to the Planning Department, unless otherwise directed.

Required Fees

Included herein is a copy of the City's current fee schedule. There are not direct charges to you for time spent on initial meetings, or for the planning review process. There are direct charges for engineering and legal fees incurred by the City on behalf of your project. You will be billed directly for these charges. You can have a great impact on controlling these fees by submitting complete, accurate plans and related documents. The submittal of an application with your required signatures makes you responsible for all fees, charges and expenses which are incurred throughout the process.

Delinquent Accounts

City approval of a subdivision, rezoning, conditional use permit, or variance shall be granted only if the applicant and any corporation, partnership, or joint venture in which the applicant has a twenty (20) percent or greater ownership interest:

- Has complied with all relevant statutory and ordinance requirements
- Is not more than sixty (60) days delinquent in the payment of any fees, charges, special assessments, and other debt or obligations due the City based upon prior applications for subdivision, rezoning, conditional use permit, or variance approval in the City or resulting development.
- Is in compliance with all ordinance requirements and conditions of approval regarding other City approvals which have been granted to the applicant for any matter.

If an applicant for subdivision, rezoning, conditional use permit, or variance approval has a history with the City or any other city within the prior five (5) years of not promptly paying bills in conjunction with such land use applications, even though the applicant may not currently be delinquent, the City shall require an escrow in an amount to be determined by the City Administrator to guarantee payment of City bills for reviewing the application and inspecting the development. Only after special approval by the City Administrator may these requirements be waived, under the following circumstances:

- The applicant has provided sufficient safeguards to assure payment of debts or compliance with City requirements within a reasonable time after the City approval; or
- Enforcement of the requirements would result in a significant hardship to the applicant through no fault of the applicant or would result in an otherwise unfair situation.

Council, Boards, and Commission Meetings

The City Council, Park Board, and Planning Commission meet on the following schedule. You will be required to appear before the committees during the review process to discuss your development plans and obtain their recommendations which go directly to the City Council.

- The City Council meets on the 1st and 3rd Monday of each month at 6:00 p.m.
- The Planning Commission meets on the 4th Wednesday of each month at 6:30 p.m.
- The Park Board meets on the 2nd Tuesday of each month at 6:00 p.m.

The City Staff and Developer roles at the Planning Commission and City Council meetings vary from one another and each plays an important part in the presentation of the project, its review and ultimate recommendation/decision by these groups.

City Staff

- Forwards copies of staff reports and sketch(concept)/preliminary/final plat plans to Planning Commission and Council members in advance of the meeting.
- Makes a presentation on the proposed development.
- Answers questions related to compliance with ordinance/policy requirements.

Developer

- Represents the proposed development and answers questions related to the project
- Has technical staff (i.e.: engineer, surveyor, architect) available to answer questions related to the proposed development

City Reference Documents Available

The City has available for your purchase various street, zoning, water and sewer maps as well as plan documents which include the Comprehensive Land Use Plan, Zoning Ordinance, and Subdivision Ordinance. The prices for printed versions of such documents are included within the fee schedule and the appropriate departments may be contacted ahead of time for pick-up of the desired data at a later date. Digital copies are also available at no charge upon request. It is our intent to cooperate with you to ensure the successful completion of your housing project(s). Your help is needed to ensure orderly growth and development processing. Please contact the Planning Department at (952) 758-4401 if you have any questions or need assistance in any way.



Mailbox Installation

How to Set Up & Mount a Mailbox

Follow U.S. Postal Service® guidelines for installing and placing a new mailbox at your home. Get tips on the best materials to use to set up a curbside mailbox and how to keep it in good condition. Make sure that your mail carrier always has a clear path to your mailbox whether it's by the street or mounted on your house.

Curbside Mailboxes

Mailbox Size & Construction Standards

A mailbox with the Postmaster General's (PMG) seal of approval meets USPS size and construction standards. If you build your own mailbox or buy a custom-made one, it must meet the PMG standards. Show your local postmaster your mailbox plans or your custom-made box for approval.

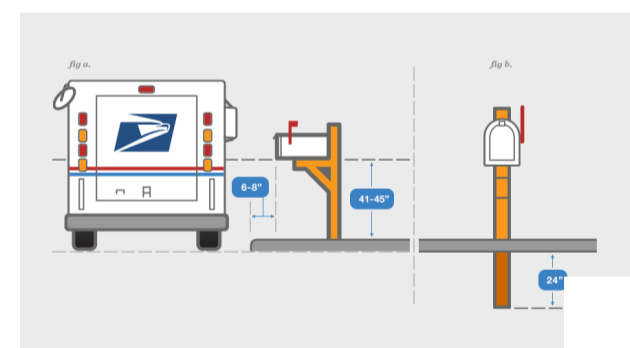
To get drawings and measurements for building your own mailbox, write to [US Postal Service Engineering](#).

Want to buy a mailbox big enough for packages? See [Next Generation Mailboxes](#).

Where to Place the Mailbox

Here are some helpful guidelines to follow when placing your mailbox:

- Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry.
- Place your mailbox 6" to 8" back from the curb. If you do not have a raised curb, contact your local postmaster for guidance.
- Put your house or apartment number on the mailbox.
- If your mailbox is on a different street from your house or apartment, put your full street address on the box.



Installing the Mailbox Post

The best mailbox supports are stable but bend or fall away if a car hits them. The Federal Highway Administration recommends:

- A 4" x 4" wooden support or a 2"-diameter standard steel or aluminum pipe.
- Avoid unyielding and potentially dangerous supports, like heavy metal pipes, concrete posts, and farm equipment (e.g., milk cans filled with concrete).
- Bury your post no more than 24" deep.

Door Slots & Wall Mailboxes

Approved Door Slots

Some homes and apartments have a slot in the door for receiving mail instead of a mailbox. The standards for an approved door slot are:

- The opening must be at least 1 1/2" x 7".
- The bottom of the slot must be at least 30" above floor.
- Horizontal slots must have a flap hinged at the top.
- Vertical slots must be hinged on the opposite side from the door's hinges.

For greater privacy, you can also install a mail slot hood on the inside of your door to prevent someone from seeing into your home. The standards for door slot hoods are:

- The hood should not project more than 2 1/16" beyond the inside of the door.
- On a horizontal slot, the hood should not extend below the bottom of the outside plate.
- On a vertical slot, the hood should not extend beyond the side of the outside plate on same side as the door's hinges.

Wall-Mounted Mailboxes

- To replace your curbside mailbox with a wall-mounted mailbox, you must get your local postmaster's permission.
- Choose from a variety of mailbox sizes and styles; mounted mailboxes are not required to have a PMG seal of approval.
- Get a wall mailbox that can hold a normal day's mail volume, including letter-sized envelopes, postcards, and catalogs.*
- Place the mailbox near the main entrance so your mail carrier can easily see it.

*Note: Wall-mounted mailboxes may only be used for items with postage. Newspapers may not be placed in the mailbox.

Maintenance

Mailboxes take a beating from the weather, so we recommend an annual mailbox checkup to avoid damage to your mail or difficulty identifying your address.

- Tighten loose hinges on the door
- Take care of rusty or loose parts
- Replace missing or faded house numbers
- Keep the path to your mailbox clear



BUILDER AND DEVELOPER INFORMATION PACKET

for the use and installation of

CLUSTER BOX UNITS (CBU's) 4C Style Central Boxes



**TENNESSEE DISTRICT
525 ROYAL PKWY
NASHVILLE, TN 37229-9321**



TO: Project Developers / Builders / Local Government Offices

RE: Mode of Delivery

During the development stage of a new subdivision, it is the responsibility of the developer and/or builder to pay the costs necessary to bring streets, sidewalks, water, phone, gas, and electric service into a new development. Like utility companies, the Postal Service is a service-based organization. We provide the service of mail delivery; however, we do not provide the mail receptacle.

It is the policy of the U. S. Postal Service that mail delivery to all new developments is centralized delivery, most often using cluster box units (CBU). In the Tennessee District, as in other parts of the country, it is the responsibility of the customer (developers and builders) to provide the necessary mail receptacle equipment.

The authority for this is from the Postal Operations Manual (POM).

632.1 Customer Obligation

632.11 Responsibilities

Appropriate mail receptacles must be provided for the receipt of mail. The type of mail receptacle depends on the mode of delivery in place. Purchase, installation, and maintenance of mail receptacles are the responsibility of the customer.

631.1 General

The Postal Service-approved modes of delivery available for all existing delivery points, newly established and extensions of delivery points, are described in 631.2. Centralized delivery is the Postal Service's preferred mode of delivery for all new residential and commercial developments. Curbside, sidewalk delivery and door modes are generally not available for new delivery points. with very rare exceptions as determined by the Postal Service in its sole discretion on a case-by-case basis.

631.241 General

Newly established or extended business or residential customers must request and receive approval of the delivery location and mode of delivery from the local Postmaster or District designees. These deliveries will not receive mail delivery service until the mail receptacles are installed and the units and locations are approved by local postal management. Options and requirements for modes of delivery are directed by the Postal Service.

631 .242 Newly Established or Extended Centralized Delivery Points (Preferred Mode)

Centralized delivery is the preferred mode for new or extended business or residential delivery points. with very rare exceptions as determined by the Postal Service in its sole discretion on a case-by-case basis: see 631.1. The mail receptacle and location of the delivery point(s) are approved by local postal officials in advance of the occupancy of the residence, business, or other site associated with the delivery point.

The POM also advises that appropriate locations for installation be verified and approved by the Postal Service and local government.

To facilitate the most cost-effective delivery of mail into the 21st century, I am committed to assisting all customers, both large developers and individual customers, with references for the purchase, installation, and maintenance of authorized mail receptacle equipment.

Please contact me prior to any new development or renovation and I will be happy to assist you in regards to approved mode of delivery, mail receptacles, and appropriate delivery locations.

Sincerely,

Amanda Douglas
Address Management Manager
District Growth Management Coordinator
Tennessee District
United States Postal Service
PH: (615) 872-5660

What is a customer's personal identity and security worth?

Is it worth more than the perceived convenience of a walk to the end of the driveway?

The U. S. Postal Service (USPS) in the Tennessee District recognizes that our number one responsibility is to our customers. The consumer that purchases a home is our customer, as is the developer and the builder providing the house. As a federal agency, the mission of the USPS is to accept, transport, protect and deliver the mail for the citizens of the United States of America. We are asking you, the developers and builders, to assist us in protecting our nation's citizens.

Identity thieves target all economic areas, looking for easy targets from which to steal. Unsecured curbside mailboxes are frequently their target of choice. Thieves may be after Social Security checks, income tax refunds, public assistance checks, credit cards, credit card convenience checks, or other valuables. For example, the financial information contained on a bank statement could enable a thief to order blank checks on a checking account. The best defense in preventing this type of crime is in securing the mail. Cluster box units (CBU) are the least expensive and most effective method for combating mail theft.

The US Postal Service recognizes the convenience of a mailbox located at the end of a customer's driveway. However, should a customer be the victim of mail theft, the time, money, aggravation, and efforts needed to rectify the damage can be extremely costly and inconvenient. To insure security of the mail, we strongly suggest the use of centralized, secure cluster box units (CBU's).

Although the USPS is a federal agency, we do not receive government funding. We are a self-supporting entity supported only through stamp sales and services. If mail theft and/or identity theft occur from an unprotected curbside mailbox when a secure CBU could have been in use, the USPS must direct our own resources (postal inspectors) and often those of local law enforcement agencies, as well, to investigate the situation. Unfortunately, resolution and restitution are not always the outcome.

The USPS wants to protect the nation's mail and the identity of its citizens in the safest and most cost efficient way possible. Long after you, the developers and builders, move on to develop your next neighborhood, the USPS remains in the community serving American citizens.

Curbside mailboxes lining the street are an easy target for vandalism and theft.



Over time and without frequent maintenance, curbside receptacles can become an eye sore.



A Sensible Approach for the Use of **CLUSTER BOX UNITS** (CBU)

Long after the builder has sold their home to a buyer, the United States Postal Service (USPS) will remain as a neighborhood fixture providing responsive service to the nation's citizens—our customers. We must consider what is in the best interest of all the citizens we serve—taking into consideration both current and future costs.



Dog Bites — Dogs are very territorial animals. Minimizing trips onto a Postal customer's property reduces the possibility of dog bites.

Community Gathering Area — Cluster box units (CBU) are a location for neighbors to encounter one another and stay acquainted.



Neighborhood Watch — Coupled with their side benefit as a community gathering area, CBU's offer a centralized focal point for added neighborhood watch security.



Unnecessary Trips to the Post Office — Postal regulations dictate that no item can be left at a location that is insecure or does not have a mail receptacle able to accommodate its size, unless the customer has agreed to accept responsibility for its safety. With the use of CBU's, carriers are now able to deliver and secure most items (books, photos, parcels, etc.), rather than leaving notices. Should an individual be away from home (especially, unexpectedly) for several days, their mail does not need to be placed on hold. It can accumulate in a secure receptacle without the need to travel, yet again, to the post office.

Reduces Neighborhood Traffic — CBU's eliminate the need for the carrier to pull in and out between parked cars while serving multiple boxes along busy


streets. Most certainly, it reduces the chance that a young child may be encountered and injured as the carrier attends to traffic and avoiding parked vehicles.




Snow Removal — When snow accumulates and restricts access to a curbside box, each homeowner is required to clear a sufficient area to provide drive-up access to the box without the carrier needing to dismount or back his vehicle. With centralized delivery, the homeowners can partner to keep their one CBU clear of snow.



Unsightly Landscaping — Curbside mailboxes can be unsightly elements lining any street (the “picket fence” effect). With proper planning, CBU’s offer a beautiful addition to any planned community and blend into the neighborhood in a subtle way.

Reduces Mail Theft —  Criminals steal mail specifically looking for checks with the intent of “washing them” and rewriting them for their own use. Theft from curbside boxes takes a matter of just seconds. CBU’s offer the security of locked mail receptacles for both incoming and outgoing mail.

Reduces Identity Theft — Identity theft is a very difficult crime to combat. Hundreds of hours and untold frustration is the norm when trying to undo the damage caused by criminals stealing Postal customers’ identities.

Cost —  Per address, CBU’s often cost less than decorative curbside mailboxes. In addition to added security and convenience, CBU’s contribute to enhanced property value and may increase your profit margin.

Replacement Rate — Curbside mailboxes have to be replaced more frequently than CBU’s. Curbside mailboxes are frequently vandalized or may be struck by automobiles, garbage trucks, etc...

Automobile Parking — Parking is less restricted in areas where CBU’s have been installed (one delivery location for a CBU versus up to sixteen individual

locations for curbside boxes). Postal customers do not have to be concerned about parked cars blocking their mailboxes and affecting their daily delivery.



Unexpected Absences — In today's busy world, many of us are called away unexpectedly. Mail can then accumulate in a receptacle, leaving the customer exposed to the criminal element. With the use of CBU's, the mail is secured behind a locked door.



Anonymity — CBU's have customer names and addresses unseen and secure behind locked doors, with access only by Postal Service employees.

CBU Locations — CBU's are conveniently located within walking distance of homes. If time is an issue, the customer can easily stop by on their drive through the neighborhood to or from work.



ADA — CBU's are in compliance with American Disabilities Act regulations

CENTRALIZED DELIVERY/CLUSTER BOX UNITS

ADVANTAGES FOR BUSINESS CUSTOMERS

Like all businesses, the U. S. Postal Service is always looking for new and innovative ways to cut costs in order to operate more efficiently.

Centralized delivery to business customers offers the following advantages:

- The potential for earlier delivery times
- All tenants receive their mail at essentially the same time
- Saves trips to the post office to pick up packages, etc.
- Reduces the need to put mail on “hold” when the business is closed
- Eliminates missed mail delivery in cases when the office is closed or temporarily unmanned
- Permits Saturday delivery to all tenants—open and closed
- Locked boxes offer security and privacy for both incoming and outgoing mail
- There is no unsecured outgoing mail sitting around waiting for the letter carrier’s arrival
- Helps to stabilize postage rates
- Office routines are not interrupted by mail delivery
- Decreases fuel consumption—improving air quality
- Lessens traffic congestion

\$ COST COMPARISON \$

CLUSTER BOX UNITS (CBU)

VS

CURBSIDE MAILBOXES

Many developers and builders are under the misconception that individual curbside mailboxes are less expensive than a Cluster Box Unit (CBU). In fact, this is not the case; rather, one CBU actually costs less than curbside mailboxes. According to an independent contractor as of April 2007, the average installation costs for CBU and curbside mailboxes are as follows.

16-unit CBU with concrete pad = \$1,775.00 (\$110.94 per address)

Curbside mailbox = \$150.00 per address (cost of the mailbox may vary depending on security features and size)

CLUSTER BOX UNIT -- CBU

CBU customers have a locked secure compartment for the delivery of daily incoming mail, a secure collection point for their outgoing mail, and secure built-in lockers for parcels. In addition, CBU's offer customers anonymity for their name and address. Each of these features greatly reduces the potential for mail and identity theft. Typical mounting are shown below.





CURBSIDE MAILBOXES

A curbside mailbox does not offer the same level of security from mail and identity theft that a CBU does. In addition, curbside mailboxes require frequent maintenance and replacement due to damage or destruction (automobile collisions, children hitting them with baseball bats, weathering issues, etc.). In many cases, these mailboxes are not only unsightly but are also unsecured. With a curbside box, there is no place for the carrier to secure parcels—resulting in a trip to the post office so the customer can pick them up.



ADDITIONAL INFORMATION ON CLUSTER BOX UNITS (CBU)

- STANDARD UNITS AVAILABLE -



FCBU Type I
8-box Unit



FCBU Type II
12-box Unit



FCBU Type IV
13-box Unit



Model 1570 (F) CBU

16-Box Unit



Outdoor Parcel Locker

CLUSTER BOX UNITS (CBU) - UPGRADE POSSIBILITIES -

CBU's come in different styles and colors. Custom pedestals are also available.



4C Style Centralized Delivery

Reminder: a minimum of 1 parcel lockers per 10 deliveries is required



CLUSTER BOX UNIT (CBU) - CONCRETE PAD SPECIFICATIONS - -ANCHORING METHODS-

The following documents are the only USPS approved specifications for pouring concrete pads for the anchoring of CBU's.

CONCRETE SPECIFICATIONS FOR SINGLE UNIT CONCRETE PAD

CONCRETE SPECIFICATIONS FOR MULTIPLE UNIT CONCRETE PAD

ANCHORING METHODS FOR CENTRALIZED BOX UNITS (CBU)

CBU's must be installed approximately one week prior to customer occupancy.

CBU's must not be installed until the local USPS representative has conducted an on-site visit to ensure compliance with the official specifications. **Contact the local USPS representative to have the pads inspected prior to pouring the concrete.**

CBU's must be installed facing the correct direction. CBU's installed on concrete pads poured behind the sidewalk should face the sidewalk. CBU's installed on concrete pads located in landscape strips between the curb and the sidewalk should face the sidewalk. Do not install CBU facing the curb or street—causing the carrier and the customer to stand in the street to deliver or retrieve mail.

CBU's should not be installed so close to an intersection or traffic lane that they block visibility for approaching traffic or could be struck by a passing motor vehicle.

CBU's should not be located on dead-end streets where there is no safe turnaround for Postal delivery vehicles.

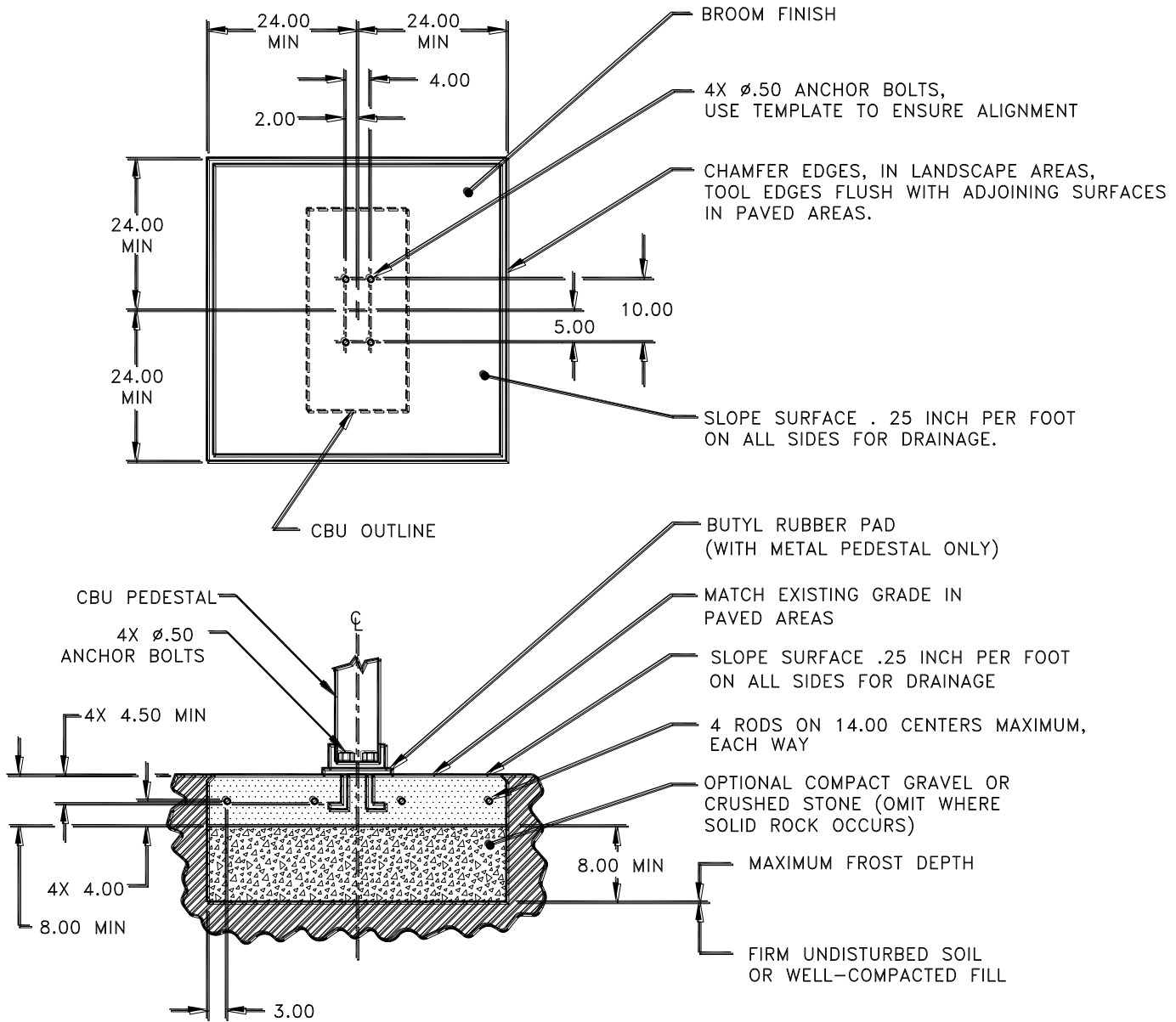
Notify your local USPS representative immediately upon completion of the CBU installation so that we can install the arrow lock and secure the unit.

All CBU compartment keys will be distributed by the builder/developer at the time of move in. The Postal Service can agree to distribute the keys if the builder/developer will not be on-site throughout the move in timeframe. The local USPS representative needs to be contacted by the builder/developer for the box address assignments. Each homeowner should be notified by the builder/developer of the approved mode of delivery for the development at the time of move in.

Any deviations from the USPS designated location of the CBU must not occur without first receiving authorization from the local USPS representative.

USPS APPROVED SPECIFICATIONS – CONCRETE PAD (SINGLE UNIT)

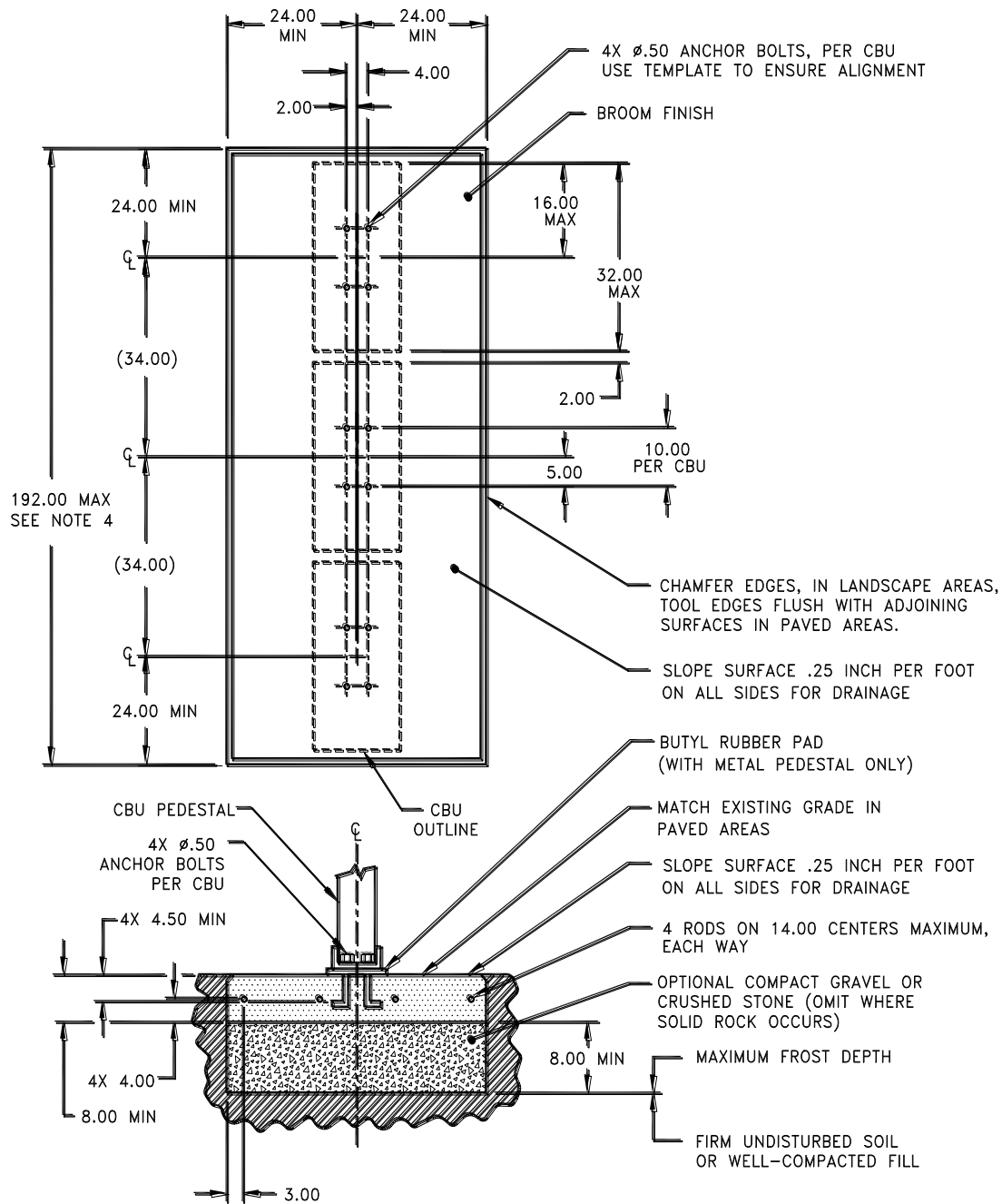
(All measurements are in inches)



NOTES:

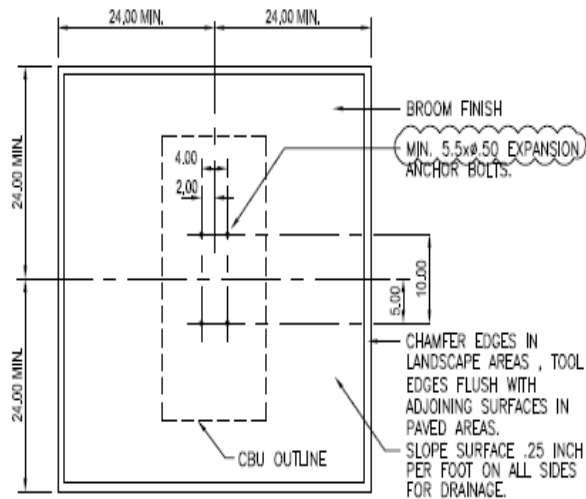
1. CONCRETE SHALL HAVE A COMPRESSIVE STRENGTH OF 3000 PSI @ 28 DAYS, CONTAIN 4% MIN – 6% MAX AIR ENTRAINMENT AND BE PLACED WITH A 3.50 – 4.50 SLUMP IN ACCORDANCE WITH ACI 301.
2. REINFORCING STEEL RODS SHALL CONFORM TO ASTM A615, GRADE 60.
3. ANCHOR BOLTS SHALL CONFORM TO ASTM A193, GRADE B8M, TYPE 316 STAINLESS STEEL.

USPS APPROVED SPECIFICATIONS – CONCRETE PAD (MULTIPLE UNIT)

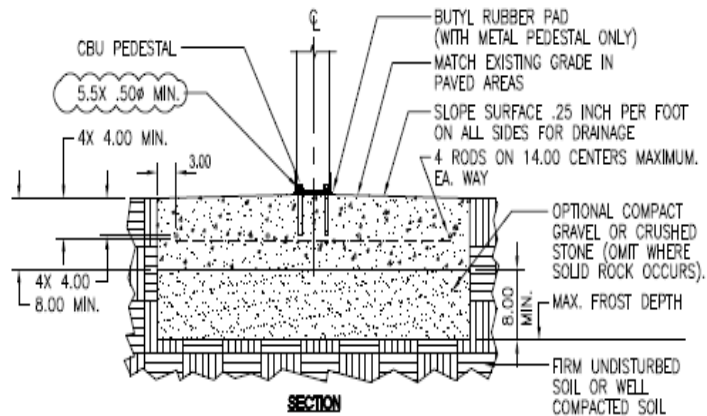


NOTES:

1. CONCRETE SHALL HAVE A COMPRESSIVE STRENGTH OF 3000 PSI @ 28 DAYS, CONTAIN 4% MIN - 6% MAX AIR ENTRAINMENT AND BE PLACED WITH A 3.50 - 4.50 SLUMP IN ACCORDANCE WITH ACI 301.
2. REINFORCING STEEL RODS SHALL CONFORM TO ASTM A615, GRADE 60.
3. ANCHOR BOLTS SHALL CONFORM TO ASTM A193, GRADE B8M, TYPE 316 STAINLESS STEEL.
4. A 3 CBU CONFIGURATION IS DEPICTED. A 2 OR 4 CBU CONFIGURATION MAY BE USED AS LONG AS THEY ARE ARRANGED IN GROUPS SUCH THAT THE OVERALL DIMENSION OF THE CONCRETE BASE DOES NOT EXCEED 192 INCHES.



PLAN



SECTION

NOTES:

1. CONCRETE SHALL HAVE A COMPRESSIVE STRENGTH OF 3,000 PSI @ 28 DAYS, CONTAIN 4% MIN. - 6% MAX. AIR ENTRAINMENT AND BE PLACED WITH A 3.50-4.50 SLUMP IN ACCORDANCE WITH ACI 301
2. REINFORCING STEEL RODS SHALL CONFORM TO ASTM A615, GRADE 60.
3. EXPANSION BOLTS SHALL BE EQUIVALENT TO THE FOLLOWING PROVIDERS:
 - a. HILTI KWIK BOLT (www.us.hilti.com) 1/2" DIAMETER x 5-1/2" OVERALL LENGTH GALVANIZED, CATALOG #: 000-453-696 KB II 12-512, STAINLESS STEEL; CATALOG #: 000-454-744 ENSURE THAT THE MIN. EMBEDMENT IN CONCRETE IS AT LEAST 3-1/2".

- b. ITW RAMSET REDHEAD TRUBOLT (www.ramset-redhead.com) GALVANIZED, 1/2" DIAMETER x 7" OVERALL LENGTH; CATALOG NUMBER: WS-1270G ENSURE THAT THE MIN. EMBEDMENT IN CONCRETE IS AT LEAST 4-1/8".
- c. RAWL STUD (www.rawl.com) GALVANIZED, 1/2" DIAMETER x 5-1/2" OVERALL LENGTH; CATALOG NUMBER: 7724 ENSURE THAT THE MIN. EMBEDMENT IN CONCRETE IS AT LEAST 4".

Detail:

CLUSTER BOX UNIT (CBU) INSTALLATION - SINGLE UNIT

Fac. Ch. Sect. Para. Detail

G1-2-0e

CAD File:

../usps/library/details/G1-2-0e

Scale:

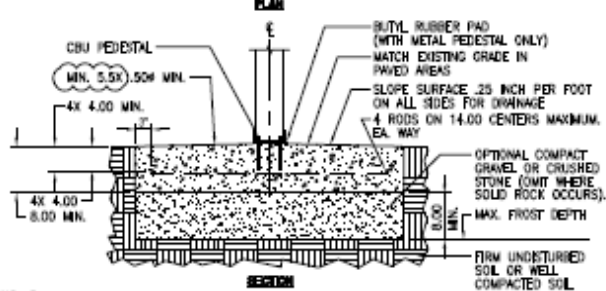
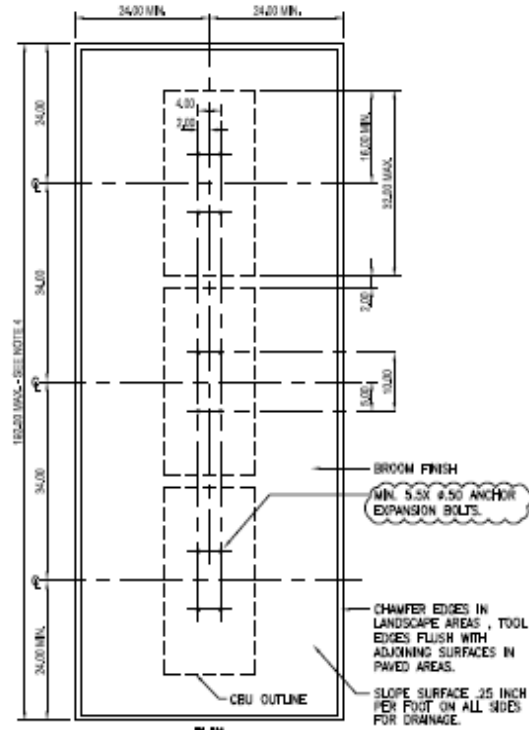
1/2" = 1'-0"

USPS SDL Issued: 10/1/2016
Last Revised: 10/27/2016



STANDARD DETAIL LIBRARY

NOTES TO A/E:



NOTES:

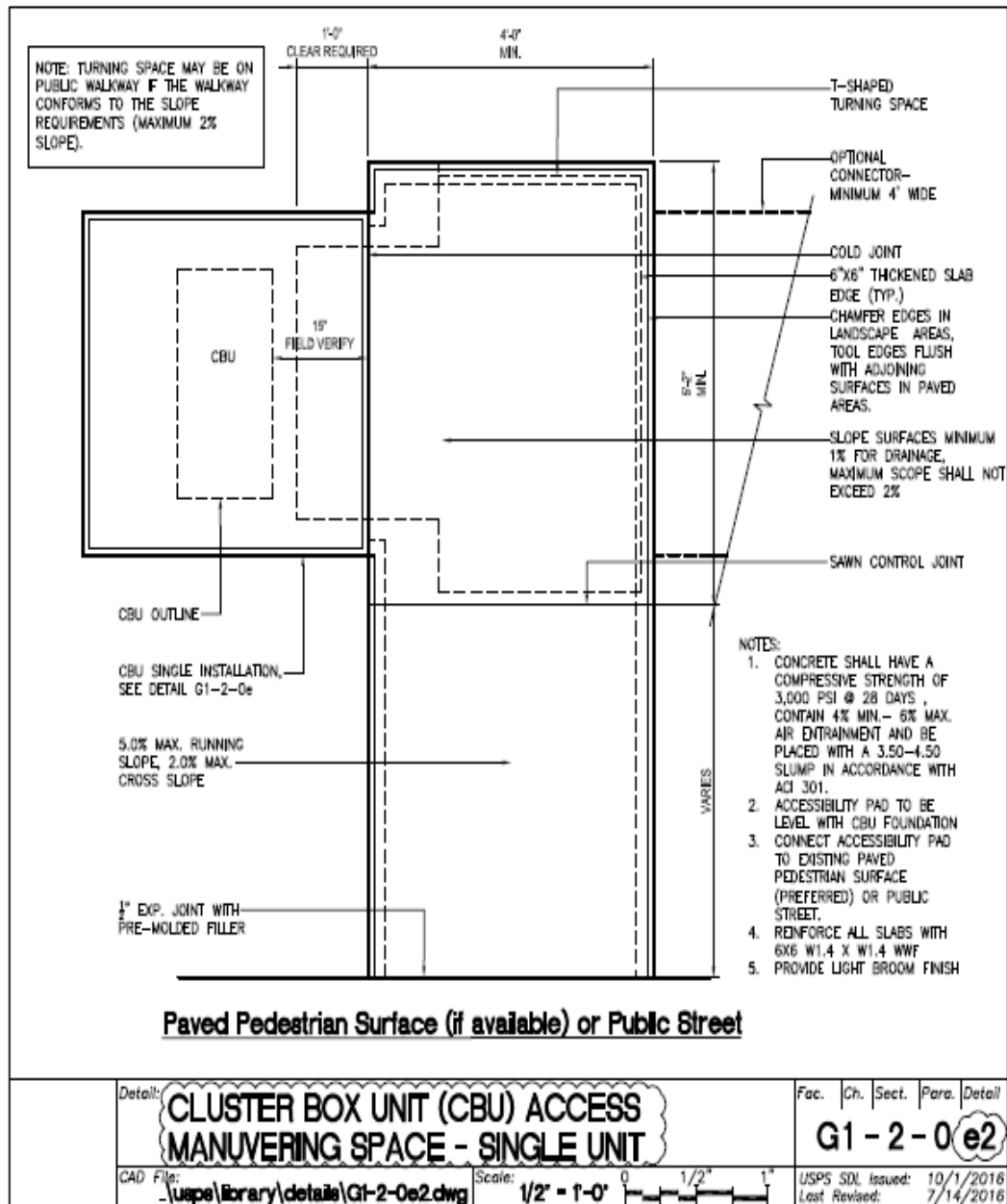
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2. REINFORCING STEEL RODS SHALL CONFORM TO ASTM A615, GRADE 60
3. EXPANSION BOLTS SHALL BE EQUIVALENT TO THE FOLLOWING PROVIDERS:
 - a. HDI KMK BOLT (www.hdi.com) 1/2" DIAMETER x 5-1/2" OVERALL LENGTH
GALVANIZED, CATALOG # 000-453-898
NF 12-512, STAINLESS STEEL: CATALOG # 000-454-744
ENSURE THAT THE MIN. EMBEDMENT IN CONCRETE IS AT LEAST 3-1/2".
 - b. ITW RAMSET RE-HEAD TRUBOLT (www.ramset-redhead.com)
GALVANIZED, 1/2" DIAMETER x 7" OVERALL LENGTH; CATALOG NUMBER: WS-12700
ENSURE THAT THE MIN. EMBEDMENT IN CONCRETE IS AT LEAST 4-1/8".
 - c. RAWL STUD (www.rawl.com)
GALVANIZED, 1/2" DIAMETER x 5-1/2" OVERALL LENGTH; CATALOG NUMBER: 7724
ENSURE THAT THE MIN. EMBEDMENT IN CONCRETE IS AT LEAST 4".
4. A 3 CBU CONFIGURATION IS DEPICTED. A 2 OR 4 CBU CONFIGURATION MAY BE USED AS LONG AS THEY ARE ARRANGED IN GROUPS SUCH THAT THE OVERALL DIMENSION OF THE CONCRETE BASE DOES NOT EXCEED 16 FEET.

Detail:	CLUSTER BOX UNIT (CBU) INSTALLATION - MULTIPLE UNIT	Fac.	Ch.	Sept.	Para.	Detail
						G1 - 2 - 0 e1
CAD File:	./uaps/library/details/G1-2-0e1	Scale:	1/2" = 1'-0"			USPS SDI Issued: 10/1/2016 Last Revised: 10/27/2016



STANDARD DETAIL LIBRARY

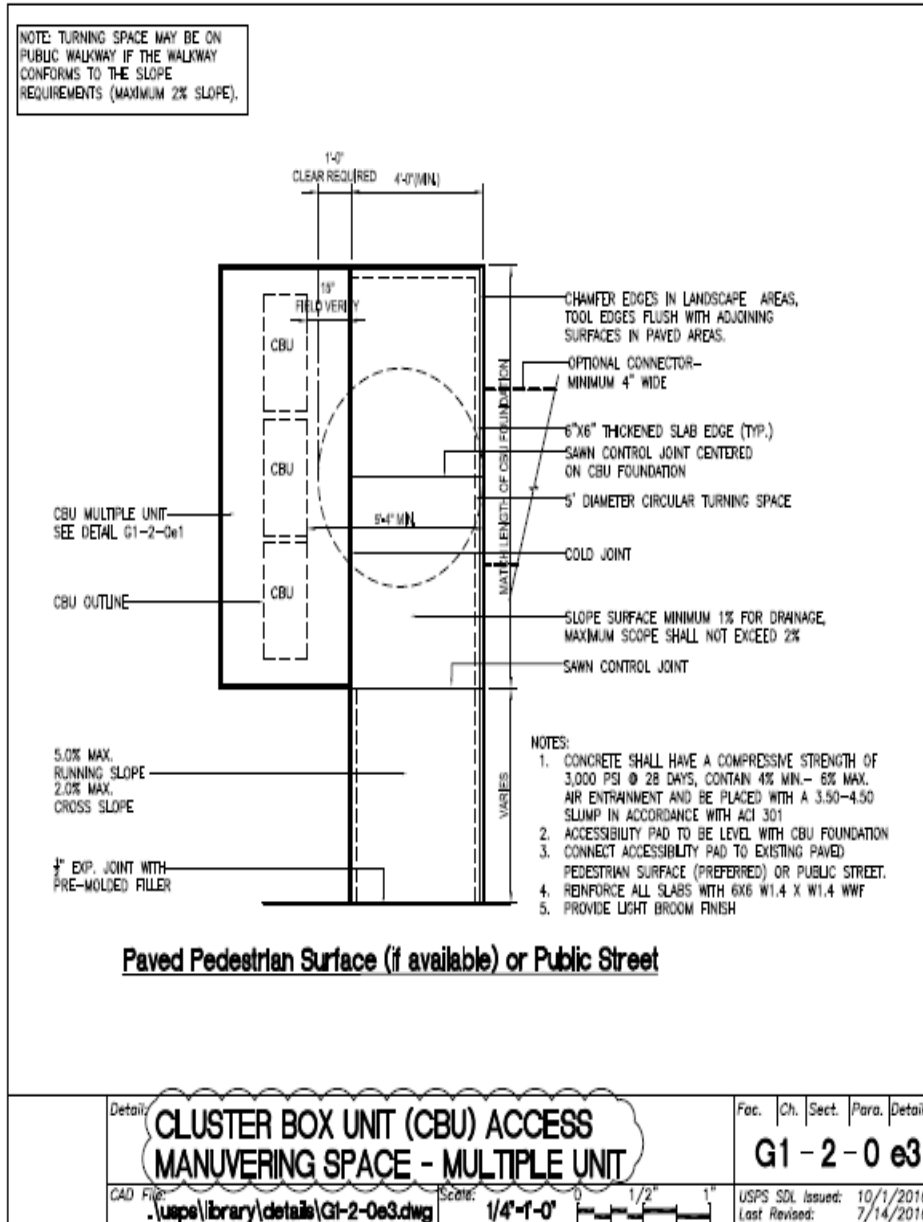
1. IF THE ACCESSIBLE ROUTE FROM THE CBU(S) CONNECTS WITH A STREET OR OTHER PAVED SURFACE AT A VERTICAL CURB, A CURB RAMP SHOULD BE INSTALLED IN ACCORDANCE WITH RE-4 REQUIREMENTS.



STANDARD DETAIL LIBRARY

NOTES TO A/E:

IF THE ACCESSIBLE ROUTE FROM THE CBU(S) CONNECTS WITH A STREET OR OTHER PAVED SURFACE AT A VERTICAL CURB, A CURB RAMP SHOULD BE INSTALLED IN ACCORDANCE WITH RE-4 REQUIREMENTS.



STANDARD DETAIL LIBRARY

**CLUSTER BOX UNIT (CBU)
-ANCHORING METHODS-**

CBU's must be level and mounted firmly in concrete, using one of the following methods.

1. The J-bolt method is the preferred method of installation of CBU's on concrete pads; however, the J-bolt pattern must be accurate with the CBU pedestal plate. When using J-bolts, in order to prevent any damage or accidents that could result from the exposed bolts, consideration should be given as to the time lapse between pouring the concrete and the actual installation. Expansion anchors must be installed in accordance with the manufacturer's instructions.
2. The use of anchor bolts for the installation of CBU's on concrete pads is also acceptable as long as the methods described below are followed.
 - a. Hilti Kwik bolt II, 1/2" diameter X 5-1/2" overall length
Catalog Number: 000-453-696, KB II 12-512
Stainless Steel Catalog Number: 000-454-744
Minimum embedment in concrete must be no less than 3-1/2"
 - b. ITW Ramset Redhead Trublots, galvanized, 1/2" diameter X 7" overall length
 - c. Rawl Stud, 1/2" diameter X 5 1/2" overall length, galvanized.
Catalog Number: 7324
Minimum embedment in concrete must be no less than 4"

**CLUSTER BOX UNIT (CBU)
-CONCRETE PAD REQUIREMENTS-**

- ALL FREE STANDING PADS MUST BE 8" THICK -

1 UNIT	SINGLE PAD	4' X 4'
2 UNITS	DOUBLE PAD	4' X 7'
3 UNITS	TRIPLE PAD	4' X 10'
4 UNITS	QUAD PAD	4' X 13'

***** WHEN PLACING A PARCEL LOCKER AT ANY CBU LOCATION, INCREASE THE
PAD SIZE BY AN ADDITIONAL 4' X 4'*****

This CBU is properly installed—the future sidewalk has been taken into consideration.



The picture above shows a similar install in a finished neighborhood.



These CBU's are properly installed to be level on this steep hill.

**REFER TO THE FOLLOWING PHOTOGRAPHS
FOR ILLUSTRATIONS OF BOTH
C😊RECTLY AND INC😊RECTLY
INSTALLED CBU'S**



INCORRECT - THIS REPRESENTS A SAFETY HAZARD, IS VULNERABLE TO TRAFFIC, AND VIOLATES ADA REQUIREMENTS. THERE SHOULD BE 36 INCHES IN FRONT OF THE CBU FOR WHEELCHAIR ACCESS.



INCORRECT - THE PAD IS TOO SMALL.



CORRECT - IF THIS CBU WAS INSTALLED NEXT TO THE CURB IT WOULD OFTEN BE BLOCKED BY PARKED CARS AND THE CARRIER WOULD NOT BE ABLE TO OPEN IT.



CORRECT - TO REDUCE MAINTENANCE COSTS, INSTALL CBU AWAY FROM THE STREET. CBU'S ARE EASILY DAMAGED WHEN INSTALLED NEXT TO THE STREET.



INCORRECT - THE ADA REQUIRES THAT SIDEWALKS REMAIN CLEAR.



CORRECT – NOTE HOW MUCH CONCRETE WAS REQUIRED IN ORDER TO MEET LOCAL CODES.



CORRECT – PLAN AHEAD. THIS PAD WAS ACTUALLY POURED BEFORE THE SIDEWALK WAS PUT IN. THE DIMENSIONS, ELEVATION, AND SLOPE WERE CALCULATED TO MATCH THE FUTURE SIDEWALK.



CORRECT - WHEELCHAIR ACCESSIBLE. SET BACK FROM THE ROADWAY. EASY ACCESS FOR THE CARRIER.



CORRECT



CORRECT - THE RETAINING WALL SHOWS HOW IMPORTANT IT IS TO INSTALL THE CBU AWAY FROM THE STREET.



CORRECT - PLACING THE CBU BEHIND THE SIDEWALK INSTEAD OF NEXT TO THE STREET HELPS TO PROTECT THEM FROM VEHICLES WHILE NOT IMPEDING PEDESTRIANS OR WHEELCHAIRS.



INCORRECT - THE PEDESTAL IS EMBEDDED IN THE CONCRETE MAKING THE CBU VERY

DIFFICULT TO MAINTAIN.



INCORRECT – LOCATED IN FRONT OF A PUBLIC OFFICE BUILDING - THE CBU SHOULD BE ACCESSIBLE FROM THE SIDEWALK.



INCORRECT - LEANS OVER THE CURB. BLOCKS THE SIDEWALK.



INCORRECT - THE CONCRETE PAD ANCHORING THIS CBU IS TOO SMALL. ALSO, THE CBU IS FACING THE STREET. CUSTOMERS SHOULD NOT HAVE TO STEP OFF THE CURB INTO THE STREET TO GET THEIR MAIL.



**MODE OF DELIVERY AGREEMENT
TENNESSEE DISTRICT**

NAME OF PROJECT _____
ADDRESS OF PROJECT _____ **DATE** _____
POST OFFICE/ZIP CODE _____ **PROPOSED ROUTE #** _____

This Project is: **NEW CONSTRUCTION** ___ **RENOVATION** ___ (If renovation, please complete conversion request)

Estimated 1ST Occupancy Date: _____ **10% Occupancy:** _____ **Completion:** _____

Delivery options will be explained by USPS representative (options shown in gray below).

<u>Type of Project</u>	<u>Deliveries</u>	<u>Equipment-Type / #</u>	<u>EQUIPMENT OPTIONS</u>
Office Bldg (___ Floors)	_____	_____	CBU Type I (8 Del)
Shopping Mall	_____	_____	CBU Type II (12 Del)
Strip Mall	_____	_____	CBU Type III (16 Del)
Apts./Condos (___ Floors)	_____	_____	CBU Type IV (13 Del)
Townhouses	_____	_____	Curb line 2/post
Single Family Homes	_____	_____	Curb line 4/post
Trailer Park	_____	_____	Wall mount STD 4C
Other (Specify)	_____	_____	

DEVELOPER / CONTRACTOR / OWNER RESPONSIBILITY IS AS FOLLOWS:

Location and installation of all receptacles must be approved by USPS representative.

- Concrete pads for CBU's are required to meet USPS specifications.
- Concrete pads for CBU's are installed by: Developer X other ___
- Equipment purchased by: Developer X other ___
- Equipment installed by: Developer X other ___
- Equipment owned/maintained by: Developer X other ___
- Keys issued to residents by: Developer X USPS ___ other ___
- Locks changed by: Developer ___ USPS ___ other ___

Residents of single-family homes must be informed of their ongoing responsibility for keys; box maintenance/repair, snow removal, etc.

Note: On multi-tenant delivery and/or rental situations, the building owner/manager is responsible for lock changes. Owner/manager will handle parcels and accountable? Yes ___ No ___

This notice will serve as an Agreement / Letter of Consent to the Postal Service for the placement of Centralized Delivery Equipment at the agreed upon location(s) indicated on the plat map. By signing below, I acknowledge that the contractor options and responsibilities outlined above for receiving mail delivery service have been discussed with me.

USPS REPRESENTATIVE	PROPERTY DEVELOPER/MGR/OWNER
NAME _____	NAME _____
TITLE _____	TITLE _____
SIGNATURE _____	SIGNATURE _____
TELEPHONE # _____	TELEPHONE # _____
DATE _____	DATE _____

This agreement is subject to final approval by District Operations Programs Support. Submit completed agreement and other required attachments to:

Growth Management, Operations Programs
525 Royal Pkwy
Nashville, TN 37229-9321

**USPS APPROVED MANUFACTURERS OF
CLUSTER BOX UNITS (CBUs) & WALL-MOUNTED CENTRALIZED MAIL RECEPTACLES
(USPS-B-1118F, USPS-STD-4B+ AND USPS-STD-4C)**

USPS-STD-B-118F

COMPANY	ADDRESS	CITY	STATE	ZIP	PHONE	WEB SITE	DESIGN TYPES
Auth-Florence Manufacturing	5935 Corporate Dr.	Manhattan	KS	66503-9675	800-275-5081	www.auth-florence.com	Types 1,11,111 & IV

USPS -STD-4B+

COMPANY	ADDRESS	CITY	STATE	ZIP	PHONE	WEB SITE	DESIGN TYPES
American Device Manufacturing	5935 Corporate Dr.	Manhattan	KS	66503-9675	800-275-5081	www.auth-florence.com	Horizontal units only
American Eagle	3017 Wheel Lock St	Dallas	TX	75220-2944	214-358-5544	www.americaneaglemailbox.com	Horizontal units only
Auth-Florence Manufacturing	5935 Corporate Dr.	Manhattan	KS	66503-9675	800-275-5081	www.auth-florence.com	Horizontal & Vertical Units
Bommer Industries	PO Box 187	Landrum	SC	29366-0187	800-334-1654	www.bommer.com	Horizontal & Vertical Units
Jensen Industries	1946 E 46th St	Los Angeles	CA	90058-2096	800-235-8351	www.jensen-ind.com	Horizontal & Vertical Units
Salisbury Industries	1010 East 62nd St	Los Angeles	CA	90001-1598	800-323-3003	www.mailboxes.com	Horizontal & Vertical Units
Security Manufacturing	815 S Main St	Grapevine	TX	76051-5535	800-762-6937	www.securitymanufacturing.com	Horizontal & Vertical Units

USPS -STD-4C

COMPANY	ADDRESS	CITY	STATE	ZIP	PHONE	WEB SITE	DESIGN TYPES
Postal Products Unlimited	500 W Oklahoma Ave	Milwaukee	WI	53207-2649	800-229-4500	www.mailproducts.com	Horizontal

Notes: Buildings with permits dated on or after October 5th, 2006 must have USPS-STD-4C receptacles.

Encourage Customers to sign up for Informed Delivery/Predictive

<https://informedelivery.usps.com/box/pages/intro/start.action>

The Customer will be able to see the mail/packages arriving in their mailbox

1. Create Your Account
Use your personal *USPS.com*® account or sign up for one today.

2. Verify Your Identity
Protect your privacy and personal information by verifying your identity and address.

3. Receive Notifications
View notifications from any smartphone, tablet, or computer.

[Sign Up for Free](#)

Secure Access
Interact with your incoming mail and packages on the secure, online dashboard.

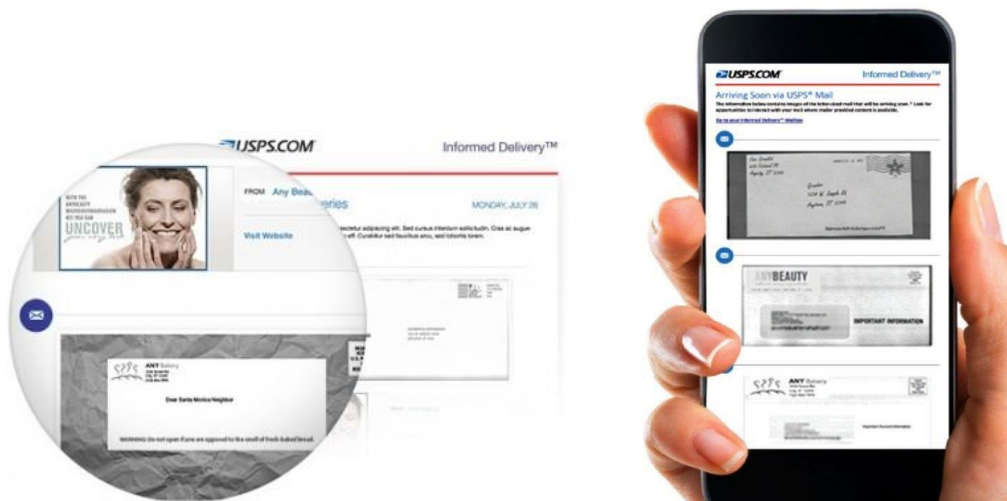
Preview Incoming Mail
View grayscale images of the exterior, address side of letter-sized mailpieces scheduled to arrive soon.*

Track Packages
Check the delivery status of packages and when they're scheduled to arrive.

Delivery Instructions
Leave delivery instructions if you won't be home to accept a package.

Schedule Redelivery
Missed a delivery? Schedule a package to be redelivered.

Manage Notifications
Set up email and/or text notifications to track the delivery status of your package(s)



Section II
Development Plan Preparation & Submittal

City of New Prague Concept Plan Submission Checklist

Your concept plan submissions will be reviewed by City staff and the Planning Commission at a regularly scheduled meeting and informal comments will be forwarded in writing back to you. All items on this checklist must be complete before the City will begin the review process.

Submission must be on or before the deadline for the next Planning Commission meeting.

Planning staff may determine that a concept plan review is not necessary for reasons listed in the Subdivision Ordinance.

A. The City must receive a copy of the concept plan in an electronic format (.PDF preferred).

GENERAL REQUIREMENTS TO BE SHOWN ON SKETCH/CONCEPT PLAN:

- ___ 1. Proposed name of subdivision.
- ___ 2. Legal description of property.
- ___ 3. North arrow
- ___ 4. Flood zone for property, including FEMA map number and date
- ___ 5. Date of drawing or revision
- ___ 6. Legal boundaries clearly noted
- ___ 7. Location of boundary lines in relation to a known section, quarter section or quarter-quarter section lines
- ___ 8. Names and address of all persons having property interest, the developer, designer and surveyor together with their registration number
- ___ 9. Deed restrictions on the property including easements and covenants
- ___ 10. Scale of drawing, not less than 1" = 200'

City of New Prague
Concept Plan Submission Checklist

EXISTING CONDITIONS TO BE SHOWN ON SKETCH/CONCEPT PLAN:

- ___ 1. Boundary line (including any structure encroachments) and total acreage of the proposed plat.
- ___ 2. Existing zoning classifications for land within and abutting the subdivision.
- ___ 3. Location, widths and names of all existing or previously platted streets or other public ways, showing type, width and condition of improvements, if any, railroad and utility rights-of-way, parks and other public open spaces, and to a distance of one hundred fifty (150) feet beyond the tract.
- ___ 4. All existing public and private easements.
- ___ 5. Location of all existing structures on the subject property and to a distance of one hundred (100) feet beyond the tract
- ___ 6. Location and size of all existing utilities including sewer mains, water mains, culverts, catch basins, manholes, fire hydrants, telephone lines, electrical lines, or other utilities within the tract and to a distance of one hundred (100) feet beyond the tract. Such data as grades and invert elevations shall also be shown.
- ___ 7. Boundary lines of adjoining unsubdivided or subdivided land, within one hundred (100) feet, identified by name and ownership, including all contiguous land owned or controlled by the subdivider.
- ___ 8. Restrictive areas clearly noted: high water table, flood plain, floodway, wetlands, watercourses, rock outcrops, etc.
- ___ 9. Topography data showing contours at 2-foot intervals

PROPOSED DESIGN FEATURES TO BE SHOWN ON SKETCH/CONCEPT PLAN:

- ___ 1. Layout of proposed streets showing the right-of-way widths, centerline gradients, typical sections, and proposed names of streets in conformance with City and/or County street identification policies.
- ___ 2. Locations and widths of proposed alleys and pedestrian ways.
- ___ 3. Locations and size of proposed sewer lines, water mains, and their connection with existing systems.
- ___ 4. Public rights-of-way or land to be vacated, i.e.: streets, alleys, etc.

City of New Prague Concept Plan Submission Checklist

- ___ 5. Lot and block numbers for lots being created, including lot dimensions.
- ___ 6. Square footage of lot(s) being created.
- ___ 7. Location, dimensions and purpose of all easements.
- ___ 8. Minimum building setback lines.
- ___ 9. Lots on a curve shall have the lot width indicated at the building setback line.
- ___ 10. Areas, other than streets, alleys, pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.
- ___ 11. **Water Supply.** Water mains shall be provided to serve the subdivision by extension of an existing community system wherever feasible. Service connections shall be stubbed into the property line and all necessary fire hydrants shall also be provided. Extensions of the public water supply system shall be designed so as to provide public water in accordance with the standards of the City.
- ___ 12. **Sewage Disposal.** Sanitary sewer mains and service connections shall be designed in accordance with the standards of the City.
- ___ 13. Where the subdivider owns property adjacent to that which is being proposed for the subdivision, it shall be required that the subdivider submit a sketch plan of the remainder of the property so as to show the possible relationships between the proposed subdivision and the future subdivision. In any event, all subdivisions shall be required to relate well with existing or potential adjacent subdivisions. Projected drainage calculations may be required for future phases of the development.

City of New Prague
Concept Plan Submission Checklist

City of New Prague Preliminary Plat Submission Checklist

Your preliminary plat submissions will be reviewed by City staff and forwarded in writing back to you. All items on this checklist must be complete before the City will begin the formal review process.

- A. A completed application form, with required signatures
- B. Application Fee
- C. The City must receive a copy of the preliminary plat in an electronic format (.PDF preferred), and a complete application (owners/applicant signatures required and proof of ownership) form before a Development Review can begin.

GENERAL REQUIREMENTS TO BE SHOWN ON CERTIFICATE OF SURVEY:

- ___ 1. Names, addresses, and telephone numbers of all owners of the property
- ___ 2. Indication of as to which parcels are registered or abstract property
- ___ 3. Date of the survey and revision dates for all subsequent submissions
- ___ 4. Elevation benchmarks used for topographic survey, which match the applicable county's coordinates
- ___ 5. Reference to coordinate system used for the survey
- ___ 6. Proposed name of subdivision.
- ___ 7. Legal description of property.
- ___ 8. North arrow
- ___ 9. Flood zone for property, including FEMA map number and date
- ___ 10. Date of drawing or revision
- ___ 11. Legal boundaries clearly noted

- ___ 12. Location of boundary lines in relation to a known section, quarter section or quarter-quarter section lines

City of New Prague
Preliminary Plat Submission Checklist

- ___ 13. Names and address of all persons having property interest, the developer, designer and surveyor together with their registration number
- ___ 14. Deed restrictions on the property
- ___ 15. Scale of drawing, not less than 1" = 100'

EXISTING CONDITIONS TO BE SHOWN ON PRELIMINARY PLAT:

- ___ 1. Boundary line (including any structure encroachments) and total acreage of the proposed plat.
- ___ 2. Existing zoning classifications for land within and abutting the subdivision.
- ___ 3. Location, widths and names of all existing or previously platted streets or other public ways, showing type, width and condition of improvements, if any, railroad and utility rights-of-way, parks and other public open spaces, and to a distance of one hundred fifty (150) feet beyond the tract.
- ___ 4. All existing public and private easements.
- ___ 5. Location of all existing structures on the subject property and to a distance of one hundred (100) feet beyond the tract
- ___ 6. Location and size of all existing utilities including sewer mains, water mains, culverts, catch basins, manholes, fire hydrants, telephone lines, electrical lines, or other utilities within the tract and to a distance of one hundred (100) feet beyond the tract. Such data as grades and invert elevations shall also be shown.
- ___ 7. Boundary lines of adjoining unsubdivided or subdivided land, within one hundred (100) feet, identified by name and ownership, including all contiguous land owned or controlled by the subdivider.
- ___ 8. Restrictive areas clearly noted: high water table, flood plain, floodway, wetlands, watercourses, rock outcrops, etc.
- ___ 9. Topography data showing contours at 2-foot intervals
- ___ 10. A Wetland Delineation Report prepared by a Certified Wetland Delineator must be submitted for all projects. If there are impacts to wetlands proposed, a Minnesota Local/State/Federal Application for Water/Wetland Projects will need to be submitted to the City of New Prague, which is forwarded to the appropriate agencies (MN DNR, US Army Corp. of Engineers, Scott County Soil & Water Conservation District) for comments and approval. If no wetland impacts are proposed, a Certificate of No Loss Exemption must be submitted. To obtain

City of New Prague
Preliminary Plat Submission Checklist

additional information or applications, please contact Troy Kuphal, Scott SWCD at (952) 492-5411.

- _____ 11. Single trees with a diameter of eight (8) inches or more as measured three (3) feet above the base of the trunk.
- _____ 12. Vicinity map at a scale acceptable to the Planning Department showing the relationship of the proposed subdivision to adjacent properties, roads, right-of-ways, and other property and subdivisions within 500 feet of the proposed subdivision, and the relation of the plat to the surrounding zoning districts.
- _____ 13. All existing monuments and markers found and set.
- _____ 14. Location, names and widths of all existing streets, roads, and easements within the proposed subdivision and adjacent thereto.
- _____ 15. Approximate boundaries of all areas subject to inundation or storm water overflow, and the location, width and direction of flow of all watercourses.
- _____ 16. Approximate location of tree cover and general identification of size and types thereof.
- _____ 17. Location and, where ascertainable, sizes of all existing structures, wells, overhead and underground utilities, railroad lines, municipal boundaries, section lines, township lines, and other important features existing upon, over or under the land proposed to be subdivided.
- _____ 18. Location of soil test holes, together with data regarding soil bearing qualities, etc., attesting to the suitability of soils for the specific uses proposed in the subdivision.
- _____ 19. North arrow and scale.
- _____ 20. Existing contours, at two-foot intervals if required by the Planning Commission for a zero to five percent slope: five-foot intervals for slopes exceeding five percent up to 30 percent: 10-foot intervals for slopes in excess of 30 percent; and spot elevations to determine the general slope of the land, and high and low points thereof. Said contours and elevations shall be based upon datum acceptable to the City Engineer.
- _____ 21. Areas in the plat which have been designated as wetlands or floodplains by the Department of Natural Resources.

City of New Prague
Preliminary Plat Submission Checklist

PROPOSED DESIGN FEATURES TO BE SHOWN ON PRELIMINARY PLAT:

- ___ 1. Layout of proposed streets showing the right-of-way widths, centerline gradients, typical sections, and proposed names of streets in conformance with City and/or County street identification policies.
- ___ 2. Locations and widths of proposed alleys and pedestrian ways.
- ___ 3. Locations and size of proposed sewer lines, water mains, and their connection with existing systems.
- ___ 4. Public rights-of-way or land to be vacated, i.e.: streets, alleys, etc.
- ___ 5. Lot and block numbers for lots being created, including a list of the lots with sq. ft. and lot and block shown, including typical lot size.
- ___ 6. Square footage and dimensions of lot(s) being created.
- ___ 7. Location, dimensions and purpose of all easements.
- ___ 8. Minimum building setback lines.
- ___ 9. Lots on a curve shall have the lot width indicated at the building setback line.
- ___ 10. Areas, other than streets, alleys, pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.
- ___ 11. Grading Plan / Provision for Surface Water Disposal
 - ___ Grading plan showing existing and proposed 2-foot contours, proposed storm sewer, house pad locations, proposed house styles, lowest floor elevations, lowest structural opening elevations, water bodies, normal water level, 100 year high water level, and emergency overflows.
 - ___ Water Quantity modeling requirements: post development peak flows must be equal to or less than predevelopment flows for the 1, 10, and 100 year storm events.
 - ___ Water Quality modeling requirements: 90% sediment removal, 60% phosphorus removal.
 - *The City Engineer will establish the pond requirements.
- ___ 12. Water Supply. Water mains shall be provided to serve the subdivision by extension of an existing community system wherever feasible. Service connections shall be stubbed into the property line and all necessary fire hydrants shall also be provided. Extensions of the public water supply system shall be designed so as to provide public water in accordance with the standards of the City.

City of New Prague
Preliminary Plat Submission Checklist

- ___ 13. Sewage Disposal. Sanitary sewer mains and service connections shall be designed in accordance with the standards of the City.
- ___ 14. Provisions of handling site erosion during construction.
- ___ 15. Where the subdivider owns property adjacent to that which is being proposed for the subdivision, it shall be required that the subdivider submit a sketch plan of the remainder of the property so as to show the possible relationships between the proposed subdivision and the future subdivision. In any event, all subdivisions shall be required to relate well with existing or potential adjacent subdivisions. Projected drainage calculations may be required for future phases of the development.
- ___ 16. A plan for potential re-subdivision when large lots are utilized (in excess of one (1) acre, two hundred (200) feet of width or over two hundred (200) feet of lot depth.
- ___ 17. Boundaries of all blocks and lots within the proposed subdivision, together with the numbers and letters proposed to be assigned each lot and block.
- ___ 18. Total number of proposed lots and outlots with a table of their sizes that includes a listing of the minimum, maximum and average sizes.
- ___ 19. Layout of proposed streets showing right-of-way widths, centerline grades of streets and proposed street names.
- ___ 20. Location of any of the foregoing improvements which may be required to be constructed beyond the boundaries of the subdivision shall be shown on the preliminary map or on the vicinity map, as appropriate.
- ___ 21. Provisions for surface water disposal, ponding, drainage, and flood control.
- ___ 22. Where the subdivider owns property adjacent to that which is being proposed for subdivision, the subdivider must submit a sketch plan or ghost plat of the remainder of the property so as to show the possible relationships between the proposed subdivision and the future subdivision. In any event, all subdivisions must relate well with existing or potential adjacent subdivisions.
- ___ 23. Proposed pad elevations on each lot. Pad elevations shall ensure a two percent minimum grade from the structure and along all drainage ways.
- ___ 24. Minimum front, side and rear setback lines on each lot. When lots are on a curve, the width of the lot at the building setback line shall be shown.
- ___ 25. Minimum building setbacks to wetlands as specified in the city's Zoning Ordinance.

City of New Prague
Preliminary Plat Submission Checklist

- _____ 26. Location, size and proposed improvements for proposed parks, playgrounds and public open spaces; or other special uses of land to be considered for dedication to public use or to be reserved by deed of covenant for the use of all property owners in the subdivision and any conditions of such dedication or reservation.

- _____ 27. Proposed right-of-way widths of any alleys, pedestrian ways, trails, drainage easements, utility easements and wetland or conservation easements.

- _____ 28. Preliminary utility plan including the proposed sizes and locations of water, sanitary sewer, and storm water facilities.

- _____ 29. Preliminary grading and drainage plan which shows existing and proposed contours, including the types of buildings proposed to be constructed on the lots, i.e. FB = Full Basement, SE L/O = Split Entry Lookout, SE W/O = Split Entry Walkout, or FB 18 W/O – Full Basement Walkout

City of New Prague Final Plat Submission Checklist

Your final plat submissions will be reviewed by City staff and forwarded in writing back to you.

All items on this checklist must be complete before the City will begin the formal review process.

- A. A completed application form, with required signatures
- B. Application Fee
- C. A current Title Commitment/Policy for the property addressed to the City of New Prague with a copy to the City Attorney.
- D. The Final Plat, prepared for recording purposes shall be prepared in accordance with provisions of Minnesota State Statutes, and Scott County and Le Sueur County regulations and such final plat shall contain the following information:

- ___ 1. Name of subdivision.
- ___ 2. Location of section, township, range, County and State, and including descriptive boundaries of the subdivision, based on an accurate survey, giving angular and linear dimensions, which must mathematically close.
- ___ 3. The location of monuments shall be shown and described on the final plat in accordance with Section 505.02 Minnesota Statutes as amended.
- ___ 4. The location of lots, streets, public highways, alleys, parks, and other features shall be shown in accordance with Section 505.02 Minnesota Statutes as amended.
- ___ 5. Lots shall be numbered clearly. Blocks are to be numbered, with numbers shown clearly in the center of the block.
- ___ 6. The exact locations, widths and names of all streets to be dedicated.
- ___ 7. Location and width of all easements to be dedicated.
- ___ 8. Name and registration number of surveyor making the plat.
- ___ 9. Scale of plat (the scale to be shown graphically on a bar scale), date and north arrow.

Note: The final plat must be reviewed by the City Attorney and the Scott County Surveyor and Recorder or the LeSueur County Recorder (depending on the County the development is in) prior to filing. These reviews should be done prior to ordering of the mylars.

**City of New Prague
Final Plat Submission Checklist**

CERTIFICATION REQUIREMENT

- ___ 1. Certification by registered surveyor in the form required by Section 505.03, Minnesota Statutes as amended.

- ___ 2. Execution by all owners of any interest in the land and any holders of a mortgage thereon of the certificates required by Section 505.03, Minnesota Statutes, as amended, and which certificate shall include a dedication of the utility easements and other public areas in such form as approved by the City Attorney, County Recorder, County Surveyor, and City Council.

- ___ 3. Space for certificates of approval and review to be filled in by the signatures of the chairperson of the City Planning Commission and the Mayor and City Clerk. The form of certificate by the Planning Commission as follows:

REVIEW

Be it known that on this _____ day of _____, 20____, the Planning Commission of the City of New Prague, Minnesota, approved the plat of _____.

Chairperson

Secretary

APPROVALS

Be it known that on this _____ day of _____, 20____, the City Council of the City of New Prague, Minnesota, did duly approve this plat of _____.

Mayor

Clerk

City of New Prague Final Plat Submission Checklist

Final Plat Procedures

In order to obtain final plat/development agreement approval, it is necessary for the signed mylar copies of the final plat to be in the Planning Department no later than 10:00 AM on Monday of the week prior to the City Council meeting. We also require a signed copy of the development agreement and financial security at the same time. This is City Council policy and is necessary for management of their agenda. There will be no exceptions to this policy. Additionally, park dedication fees, engineering administration fees, the cost for traffic control sign installation, street light operation, storm water utility fee and the City base map updating fee must be paid in cash prior to City council consideration of the final plat/development agreement. Finally, any warranty deeds for outlot dedication to the City for park land or storm water retention pond purposes or any trail and/or conservation easement agreements must be signed by all interested parties prior to City Council consideration of the final plat.

After City Council approval, the final plat must be filed and recorded at either Scott County or LeSueur County (depending on the location) before permits will be issued by the City. Procedures for obtaining building permits are included herein. The developer must provide the Planning Department with a blueline or mylar copy of the recorded plat. A certified as built grading plan must also be provided prior to building permits being issued. Prior to grading the site, the developer must contact the engineering department to schedule pre-construction meetings for grading and utilities and have erosion control measures in place.



PLANNING DEVELOPMENT APPLICATION

City of New Prague

Planning Office

118 Central Avenue N
New Prague, MN 56071

File Number _____

Fee Paid _____

Complete Application _____

Date Filed _____

Zoning District _____

PID _____

60 Days Ends _____

APPLICATION (S) FOR:

____ Rezoning (\$550.00)

____ Conditional Use Permit/PUD/IUP (\$550.00)

____ Amendments for CUP/PUD (\$440.00)

____ Vacation (\$495.00)

____ Comp. Plan Amendment (\$660.00)

____ Preliminary Plat (\$660.00)

____ Final Plat (\$495.00)

____ Variance (\$385.00)

____ Concept Plan (\$330.00)

____ Annexation (\$605.00)

1. Street Location of Property: _____

2. Legal Description of Property: _____

3. Name of Property Owner: _____ Telephone # _____

Address: _____ E-mail _____

4. Name of Applicant: _____ Telephone # _____

Address: _____ E-mail _____

5. Name of Contact Person: _____ **Telephone #** _____

Address of Contact Person: _____ **E-mail** _____

6. Name of Architect/Engineer: _____ Telephone # _____

Address of Architect/Engineer: _____ E-mail _____

7. Name of Architect/Engineer: _____ Telephone # _____

Address of Architect/Engineer: _____ E-mail _____

The contact person noted above will receive all review comments and requests for revisions from the City. They are responsible to inform all parties involved on the project of changes or updates that may occur throughout the process.

8. State proposed use and a description of project proposed or variance requested.

NOTE: APPLICATIONS ARE NOT COMPLETE UNTIL ALL REQUIRED SUBMISSIONS HAVE BEEN RECEIVED.

For all applications, other than for variances and final plats, applicants are required to furnish to the City a list of names and addresses of property owners within 350 feet radius of the subject property. Also to be included are two sets of address labels of the property owners. These must accompany the applicant at the time of submittal.

Acknowledgment and Signature:

The undersigned applicant hereby represents upon all of the penalties of the law, for the purpose of inducing the City of New Prague to take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinance of the City of New Prague, and the laws of the State of Minnesota, and the undersigned applicant will pay all fees and charges incurred by the City for the examination and review of this petition.

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

AGREEMENT TO PAY PROFESSIONAL FEES

I/we, the undersigned Applicant, hereby agree that I/we will pay all outside fees and charges that may be incurred by the City for planning, engineering, legal and any other professional services directly related to and incurred by the City during the examination, review and processing of this Application, and during any necessary enforcement action subsequent to this request. I/we understand that the Applicant fee is only an administrative charge intended to defray costs associated with City Staff services and resources required for the processing of this request. If a determination is made by the City that outside professional services are necessary for the review and processing of this Application, the City Planner may require the Applicant to enter into a development escrow agreement and deposit funds in escrow with the City. The sum to be deposited will be based upon the anticipated direct costs to the City. The City will also make every reasonable effort to keep these charges to a minimum, yet still provide the needed level of professional services. If direct costs for professional services are in excess of funds placed in escrow, then additional escrow funds may be required to be submitted prior to further processing of the request. Otherwise any fees resulting in charges above the escrow funds placed on deposit will be billed and promptly paid by the Applicant prior to the final disposition of the request by the City. If direct costs to the City are less than the sum placed in escrow, then the balance will be refunded to the Applicant upon final disposition of the request by the City.

Signature of Applicant: _____

Date: _____

-----**FOR OFFICE USE ONLY**-----

Date of Public Hearing: _____ Receipt # _____ Ordinance Section _____

Approved _____ Denied _____ by the Planning Commission on _____

(Date) subject to the following conditions: _____

Approved _____ Denied _____ by the City Council on _____

(Date) subject to the following conditions: _____

§ 030 MINOR SUBDIVISIONS.

(A) *Application.* A minor subdivision shall constitute any of the following:

(1) The addition of a parcel of land to an abutting parcel.

(2) The division of a lot from a larger tract of land that creates no more than two lots out of the original lot. The parcels of land must not have been part of a minor subdivision within the last five years.

(3) The division of a base lot upon which a two family dwelling, townhouse, four-plex, or any other multi-family unit which is a part of a recorded plat where the purpose of the division is to permit individual private ownership of a single dwelling unit within the structure. The newly created property lines must not cause any of the unit lots or the structure to be in violation of this chapter.

(4) The consolidation of two or more platted lots into one parcel.

(B) *Contents and data required.*

(1) *Certificate of survey.* The requested minor subdivision shall be prepared by a professional land surveyor in the form of a certificate of survey. The survey shall contain a legal description for the parcels to be created. Two copies of the survey, along with an electronic version of the survey, shall be submitted to the Planning Department.

(2) *Property description and submission information.* The data and supporting information detailing the proposed minor subdivision shall be the same as required for a preliminary plat as described in Section 040 of this chapter. Exceptions may be granted by the Planning Department in writing.

(C) *Design standards.* The minor subdivision must conform to all design standards as specified in Sections 060 through 069 of this chapter. Any proposed deviation from the design standards shall require the processing of a variance request.

(D) *Processing.*

(1) If the minor subdivision involves property which has been previously platted, or the property is greater than 10 acres in total area, the City Planner may administratively approve the application, provided that it complies with applicable provisions of this chapter.

(2) In all other instances, the procedures for review and approval of plats set forth in this chapter must be followed, including approval by the City Council.

(E) *Filing.* The City Planner shall be authorized to stamp and sign the deed or registered land survey as meeting the requirements of the city. The survey or deed shall be filed and recorded at the Office of the County Recorder within 30 days of approval.

Minor Subdivisions/Lot Combinations Description

A minor subdivision or lot combination is a transfer of property that may be approved by city staff, without formal action by the City Council. Planning Staff must first be contacted concerning potential property splits or combinations before making an application.

The following information is intended to describe and outline the process for completing an administrative land split or combination:

- 1) Consult with Planning Staff** – Contact the Planning Department to review the proposed split/combination. Planning staff will determine whether or not your proposal qualifies as administrative, and outline the review process and required application information. They will provide you with the necessary application, submittal checklist, and any required fee information. Additional items such as road/access issues and easements will be identified at this preliminary review.
- 2) Review with Scott / Le Sueur County Taxation and Registrar of Titles** – The Scott / Le Sueur County Taxation Department will review the involved parcels and their status to determine how the split/combination can occur. This includes reviewing parcel ownership, abstract or Torrens status, and tax district information. If a parcel is Torrens property the Registrar of Titles will determine if the split/combination needs to be completed through a Registered Land Survey (RLS). For abstract property a regular land survey will be required. County staff will also review deed requirements, current and delinquent property taxes due, and recording fees.
- 3) Submit Application and Pay Required Application Fees** – Once the required split/combination information has been prepared the applicant submits the application, review fee, survey and any other information required by the City. The Planning Department will then review the information to determine whether it is complete, and then conduct its review to determine compliance with ordinance regulations. The City will then submit to the County Planning Staff for internal review.
- 4) Legal Description is Forwarded to County Surveyor’s Office** – The County Survey Department will review the survey/RLS and proposed legal descriptions. Any necessary corrections will be discussed with the applicant and it will be required that their surveyor makes changes and resubmits. Once the survey/RLS and legal descriptions are acceptable, the County Surveyor will notify the City Planning Department so that they may then approve the minor subdivision/lot combination. This process would generally take between 2 -5 days.
- 5) Prepare Deeds** – Upon approval by the Planning Department the applicant may then have deeds prepared to record the split/combination. County Taxation will review with the applicant the deed requirements, and it is strongly recommended that the applicant provide a draft copy of all proposed deeds and other documents for review before recording. County staff will again review recording fees and property taxes due.
- 6) Record Documents** – The applicant should have the deeds for recording stamped and signed by the City Planning Department before bringing them to the County Recorder. Once the documents are ready to be recorded, they should first be presented to the taxation department where taxation staff will assign new parcel numbers and delete old parcel numbers. Recording fees and current and delinquent property taxes must be paid at time of document recording.

City of New Prague Minor Subdivisions

7) Final Items – Customer Service staff processes fees and send documents to Land Records for recording. The County Surveyor’s Office then updates parcel line-work to reflect the new property boundaries.

*** Zoning Authority approval of the minor subdivision/lot combination shall expire one (1) year from the date of approval if the required property deeds and documents are not recorded within said timeframe.**

Reasons parcels may not be able to be combined:

- 1) Parcels to be combined are not under common ownership.
- 2) Parcels are in different taxing districts.



Minor Subdivision Checklist

This information is required before the application can be accepted and considered complete:

**Applicant
Check-In**

**Staff
Check-In**

- Complete Minor Subdivision application, signed and dated by applicant and landowner
- Application fee: \$400
- Existing complete legal descriptions and parcel addresses for all affected parcels
- Proposed complete legal descriptions for all affected parcels
- Two (2) copies of certificate of survey prepared by licensed surveyor showing:
 - Name and address, including telephone number, of legal owner and/or agent of property
 - All contiguous property and all roads and their legal name
 - Proposed new property lines with dimensions noted and parcel acreage
 - Existing and proposed driveway location
 - Location of any existing and proposed legal rights-of-way or public and private easements encumbering the property
 - Proposed legal descriptions of the original parcel(s) and proposed parcel(s)
 - Location, purpose and dimensions of all existing buildings. Location shall note distance of those buildings closest to property lines from the existing and proposed property lines
 - Location of any existing tile lines, abandoned wells, drainage ways, waterways, watercourses, lakes, wetlands and the toe and top of any bluffs present. When applicable, the ordinary high water level and 100-year flood elevations shall be shown.
- Documents verifying vacation of right-of-way, drainage or utility easements *(if applicable)*
- Deed for land area being transferred and one (1) deed for each remnant parcel.
Deeds must be stamped by the Planning Department before being brought in for recording.
- Fees due for all deeds/documents being recorded and current year and delinquent property taxes
Recording fees for Abstract documents are \$46.00 each. Recording fees for Torrens documents are \$46.00 to cancel and create the first certificate and \$40.00 to create the second certificate. State Deed Tax is \$1.65 per \$500.00 and a Conservation Fee of \$5.00 will need to be collected on each deed also. Current year and any delinquent property taxes must be paid in full.
- Other application materials as required by staff: _____

*I hereby certify that the application and related materials contain all the required information and the supporting data are true and correct to the best of my knowledge. **Applicant Initial Here:** _____*

New Prague Planning Department
118 Central Ave. N., New Prague, MN 56071
Phone: (952) 758-4401 Fax: (952) 758-1149
www.ci.new-prague.mn.us

Section III
Planning & Zoning Requirements

Reference Guide to Lot and Setback Requirements

RL-90 Single Family District

A.	Minimum Lot Area:	9,000 square feet
B.	Minimum Lot Width:	65 feet
C.	Minimum Front Yard Setback:	30 feet
D.	Minimum Side Yard Setback:	7 feet
E.	Minimum Rear Yard Setback:	30 feet
F.	Maximum Height:	35 feet
G.	Maximum Land Coverage by Structures:	40 percent

RL-84 Single Family District

A.	Minimum Lot Area:	8,400 square feet
B.	Minimum Lot Width:	60 feet
C.	Minimum Front Yard Setback:	30 feet
D.	Minimum Side Yard Setback:	7 feet
E.	Minimum Rear Yard Setback:	30 feet
F.	Maximum Height:	35 feet
G.	Maximum Land Coverage By Structures:	40 percent

RL-70 Single Family District

A.	Minimum Lot Area:	7,000 square feet
B.	Minimum Lot Width:	50 feet
C.	Minimum Front Yard Setback:	25 feet
D.	Minimum Side Yard Setback:	7 feet
E.	Minimum Rear Yard Setback:	30 feet
F.	Maximum Height:	35 feet
G.	Maximum Land Coverage by Structures:	40 percent

RM Medium Density Residential

A.	Minimum Lot Area:	
	1. Single family:	7,000 square feet
	2. Two family units:	7,000 square feet per d.u.
	3. Three through eight unit buildings:	3,000 square feet per d.u.
B.	Minimum Lot Width:	100 feet for multi unit buildings 50 feet for single family dwelling units
C.	Minimum Front Yard Setback:	30 feet
D.	Minimum Side Yard Setback:	10 feet for multi unit buildings 7 feet for single family dwelling units
E.	Minimum Rear Yard Setback:	30 feet
F.	Maximum Height:	50 feet
G.	Maximum Land Coverage by Structures:	40 percent
H.	Minimum Floor Area (two or more unit buildings):	
	1. Efficiency Unit:	400 square feet
	2. One bedroom apartment:	600 square feet

Reference Guide to Lot and Setback Requirements

3. Two bedroom units: 750 square feet
4. Three bedroom units: 950 square feet
- I. Useable Open Space Per Dwelling Unit (two or more unit buildings):
 1. 400 square feet

RH High Density Residential

- A. Minimum Lot Area: 1,300 square feet per d.u. for multi unit buildings
7,000 square feet per unit for single and two family
- B. Minimum Lot Width: 100 feet for multi unit buildings
50 feet for single family dwelling units
- C. Minimum Front Yard Setback: 30 feet
- D. Minimum Side Yard Setback: 20 feet for multi unit buildings
7 feet for single family dwelling units
- E. Minimum Rear Yard Setback: 30 feet
- F. Maximum Height: 50 feet
- G. Maximum Land Coverage By Structures: 40 percent
- H. Minimum Floor Area (2 or more unit buildings):
 1. Efficiency Unit: 400 square feet
 2. One bedroom apartment: 600 square feet
 3. Two bedroom units: 750 square feet
 4. Three bedroom units: 950 square feet
- I. Useable Open Space Per Dwelling Unit (two or more unit buildings):
 1. 300 square feet

B-1 Central Business District

- A. Lot size: No requirement
- B. Front side and rear yards: Each permitted or conditional use including accessory uses in the B-1 district shall have a front, side or rear yard of not less than 10 feet when such use is abutting an alley, or any railroad right of way, which yard may be used only for access to the use or for landscaping purposes.
- C. Maximum Height: 36 feet

B-2 Community Commercial District

- A. Minimum Lot Area: 20,000 square feet
- B. Minimum Lot Width: 80 feet
- C. Minimum Front Yard Setback: 30 feet along collector and arterial roadways
15 feet along residential and local roadways
- D. Minimum Side Yard Setback: 10 feet
- E. Minimum Rear Yard Setback: 30 feet
- F. Minimum Alley Setback: 10 feet
- G. Maximum Height: 35 feet or 3 stories
- H. Maximum Land Coverage by Structures: 40 percent

Reference Guide to Lot and Setback Requirements

B-3 Highway Commercial District

- A. Minimum Lot Area: 20,000 square feet
- B. Minimum Lot Width: 80 feet
- C. Minimum Front Yard Setback: 40 feet
- D. Minimum Side Yard Setback: 10 feet
- E. Minimum Rear Yard Setback: 10 feet
- F. Minimum Alley Setback 10 feet
- G. Maximum Height: 35 feet or 3 stories
- H. Maximum Land Coverage by Structures:40 percent

I-1 Light Industrial District

- A. Minimum Lot Area: 40,000 square feet
- B. Minimum Lot Width: 150 feet
- C. Minimum Front Yard Setback: 40 feet
- D. Minimum Side Yard Setback: 15 feet
- E. Minimum Rear Yard Setback: 25 feet (50' when abutting a residential district)
- F. Minimum Alley Setback 10 feet
- G. Maximum Height: 50 feet
- H. Maximum Land Coverage by Structures:40 percent

Public Street Construction Requirements

1. In all subdivisions the following will be required:
 - a. Grading, curbing and one lift of asphalt shall be installed upon all public streets prior to the issuance of a building permit.
 - b. The sub grade and bituminous base shall be designed to support construction traffic prior to placement of final bituminous wearing surface.
 - c. Construction of the final bituminous wearcourse shall be delayed one year from placement of the bituminous base course or as approved by the City Engineer.
 - d. The required warranty period for materials and workmanship from the utility contractor installing public sewer and watermain shall be two years from date of final acceptance or one year following final acceptance of the final bituminous wearing surface as approved by the City Engineer. Warranty bonds are required from the contractor installing public sewer and watermain or developer. Securities will be held until the warranty period expires.
 - e. Drain tile shall be installed behind the curb adjacent to all streets where there is a presence of purged or high ground water as determined by the City Engineer. Private drantile systems constructed around houses can connect to the public system utilizing an air gap system.
 - f. Drain tile shall be installed behind the curb in all silty, loamy, and sandy clay soils where the rear lot elevations are above the street centerline, or as directed by the City Engineer.
2. The grading, curbing, and asphalt installation requirements shall be as specified within the subdivision's development contract and pursuant to the City's Subdivision Ordinance.

Street Naming Process

- (A) All street names shall be approved by the City Council and shall conform to an established numbering and naming system based on the City's existing street names and quadrants of the City (i.e.: NW/SW/NE/SE).
- (B) Proposed street names shall be substantially different so as not to be confused in sound or spelling with present names except that streets that join or are in alignment with streets of an abutting or neighboring subdivision shall bear the same name.
- (C) No street shall change direction by more than 90 degrees without a change in the street name.
- (D) The subdivider shall install street name signs as required and approved by the Planning Department.

Park Land Dedication Requirements

(A) *Intent and purpose.* This section is adopted for the purpose of providing for the recreation, health, safety and welfare of the public through the orderly development of recreation areas and the conservation of natural resources and scenic beauty in the City of New Prague. It will also provide for a variety of activities within the park system, including various cultural and social activities, active and passive recreation and ensure that all areas of the city have equal access to parks and open space areas by providing for equal distribution of parks and open spaces throughout all sections of the city relative to user population densities.

The city council finds that:

(1) The preservation and development of parks, significant natural communities, features of significant historical interest, playgrounds, trails, and open space areas within the city are essential to maintaining a healthy and desirable environment for residents and persons employed within the city. The presence of parks, trails, and open space amenities also enhance the value and attractiveness of residential, commercial and industrial subdivisions to landowners, developers, purchasers, employers, and employees. The city must not only provide for its present citizens, but provide for the future.

(2) New subdivisions place a burden upon the city's parks and open space system. New facilities must be developed concurrently with development in order to provide the desired level of service and the quality of the environment for all. Therefore, new subdivisions shall be required to contribute toward the city's park system in rough proportion to the relative burden that they will place upon the park system.

(3) The city council recognizes that the need for such parks, trails, and public open spaces is directly related to the density and intensity of population and development permitted and allowed in the city. Urban development results in increased population, increased intensity of use, and greater demands for such public areas and facilities.

(4) The city council recognizes that residential subdivisions create approximately 90 percent of the park/public land dedication need and commercial/industrial subdivisions create approximately 10 percent of this need.

(5) Subdivision of land for schools and religious institutions may create additional demand on the city's park and recreational land and facilities. The city may enter into agreements with these organizations that foster cooperative use of property for recreational activities.

(B) *Land or Cash Dedication Required for Parks, Trails and Open Space.* Minnesota Statute Section 462.358, subdivision 2b provides that municipal subdivision regulations may require that a reasonable portion of the buildable land of a proposed subdivision be dedicated to the public or preserved for public use as parks, recreational facilities, playgrounds, trails, wetlands, or open space, and that the municipality may

Park Land Dedication Requirements

alternatively accept an equivalent amount in cash based upon the average fair market value of the unplatted land for which park fees have not already been paid.

(1) The form of contribution (cash, land, or any combination thereof) shall be decided by City Council based upon need and conformance with the comprehensive plan and the park plan therein.

(2) The city council shall establish the administrative procedures deemed necessary to implement the provisions of this section.

(C) *Park Board Recommendation.* For each subdivision, the Park Board shall, prior to the time that the Planning Commission completes its public hearings on the preliminary plat, review the preliminary plat and recommend to the Planning Commission the total area and location of the land that should be dedicated within the subdivision for public use. These recommendations shall be based on the comprehensive plan. The Park Board shall forward these recommendations to the Planning Commission and City Council. In those instances where the Park Board concludes that a cash equivalency payment should be made by the subdivider in lieu of dedication of land, the Park Board shall recommend to the Planning Commission the percentage of the total park dedication requirement to be paid to the city in cash. In the event that review at a regular meeting of the Park Board would result in a delay in the review and approval process so that statutory time limitations may not be met, the requirement of review by the Park Board may be waived by the City Council at the time of its review of the application.

(D) *General Standards for determination.*

(1) The Park Board shall develop and recommend to City Council for adoption general standards and guidelines for determining which portion of a subdivision should reasonably be required for public dedication. Such standards and guidelines may take into consideration the zoning classification to be assigned to the land to be subdivided, the particular use proposed for such land, amenities to be provided, and factors of density and site development as proposed by the subdivider.

(2) The Park Board shall develop and recommend standards for design and construction of public parks, trails, and open space areas in the city.

(E) *Dedicated land requirements.*

(1) Any land to be dedicated as a requirement of this section shall be reasonably useable for one or more of the above public purposes for which it is acquired. Factors used in evaluating the utility of the area proposed to be dedicated shall include size, shape, topography, drainage, geology, tree cover, rare species and other significant wildlife habitats, access, and location.

(2) The required dedication or payment of fees in lieu of land dedication shall be made at the time of final plat approval.

Park Land Dedication Requirements

(F) *Area of dedicated land.* For all vacant platted residentially zoned lots where the final plat was approved by the city prior to the effective date of this Ordinance, a park dedication fee equivalent to .25 percent of the value of the new dwelling unit improvement shall be required to be paid to the City at the time of issuance of the building permit for the home. For all subdivisions occurring after the effective date of this Ordinance, the following required dedication or payment of fees in lieu of land dedication shall be applicable. Subdividers shall be required to dedicate to the city for use as parks, recreational facilities, playgrounds, trails open space or areas of natural and environmental significance as the amount calculated as below or equivalent fair market value in cash in lieu as set out below:

- (1) Residential Subdivisions. A residential subdivision's proportional share is the product of (1) Per Capita Residential Share (established in the City's Official Fee Schedule) and (2) the number of residents anticipated in the subdivision at full build out.
- (2) Commercial and Industrial Subdivisions. A commercial or industrial subdivision's proportional share is the product of (1) Per Capita Commercial/Industrial Share (established in the City's Official Fee Schedule) and (2) the number of employees expected in the subdivision at full build out.
- (3) Mixed Use Subdivisions. A mixed use subdivision's proportional share is the sum of the proportional share for the residential portion plus the proportional share for the commercial or industrial portion.

(2) *Cash in lieu.* In no event shall the cash in lieu of land payment exceed 11.8 percent of the total buildable undeveloped fair market land value in the subdivision.

(3) *Schools and religious institutions.* The amount to be dedicated shall be determined by City Council based on discussion with the school district or religious institution. Determinations shall be based on anticipated use of city park facilities by the school or religious institution, and any agreements for cooperative use of recreational facilities. Subdivision of land for school purposes creates an additional demand on the City's park and recreational system to the extent that the school serves students who do not live within the city.

(4) *Determination of fair market value.* To determine the fair market value of the unplatted land, the subdivider shall submit an appraisal at the time of preliminary plat application. The city will then obtain its own appraisal as a validation of the subdivider's appraisal. If city staff and the subdivider are unable to agree on fair market value, the city council shall make the determination of fair market value. The subdivider shall bear all appraisal costs for both parties. The appraisers must be designated as an SRA, SRPA or MAI, or equivalent designation.

Park Land Dedication Requirements

(5) *Lands designated on parks, trails, and open space plan or comprehensive plan.* Where a proposed park, playground, trail, or open space area indicated in the city's parks, trails, and open space plan or comprehensive plan is located in whole or in part within a proposed subdivision, all or part of the proposed site shall be designated as such and should be dedicated to the city based on the area of land dedication required by this chapter.

(6) *Deviation from required dedication.* The dedication requirements based on the subdivision's proportional share of the city park system are presumptively appropriate.

(7) *Wetlands, ponding areas and floodplain.* Existing wetlands and drainage ways dedicated to the city shall not be considered as part of the required park land or cash contribution to the city.

(8) *Existing Utility Easements.* Land encumbered by a utility easement such as petroleum or electric power transmission lines shall not be considered as part of the required land dedication or cash contribution, except in instances where such easement is a standard platting requirement of the city or when the city determines that the land within the easement is useable for public purposes.

(9) In the event that the subdivision's proportional share cannot be determined due to the lack of an accompanying development proposal, the subdivider shall dedicate land to the public or cash equivalent equaling the lesser of:

(a) 11.8 percent of the unplatted buildable land value, less any applicable credits if residential, or,

(b) the maximum possible proportional share for the subdivision under the applicable zoning district's future land use plan designation by the comprehensive plan, less any applicable credits.

(10) Previously subdivided property from which park dedication has been received that is being re-subdivided with the same number of lots is exempt from park dedication requirements. If the number of lots is increased, the park dedication requirement shall only apply to the additional lots.

(G) *Land dedication/payment of fees.*

(1) *Land dedication.* When land is to be dedicated to satisfy the park dedication requirement, separate lots or outlots shall be indicated on the plat drawings for the area to be dedicated. Such lots or outlots shall be dedicated or deeded to the city prior to the issuance of any building permits within the subdivision. The subdivider shall be responsible for finishing the grading, installing the ground cover, and the construction of trails on all land to be dedicated to the city. No credit toward the required park dedication shall be given for this work, except that a credit for the cost of improvements to trails included in the city's trail plan may be given.

Park Land Dedication Requirements

(2) *Cash fee.* In the event that a cash fee is to be paid in lieu of land dedication, the payment of such fee shall be required as follows:

(a) The fee shall be paid prior to the city's release of the signed final plat mylars for recording with the county. The amount of any required cash contribution shall be calculated based on the rates established by the city and in effect as of the date of the release of the final plat for filing.

(b) In plats that include outlots for future development, the subdivider may pay to the city the subdivision's proportional share for the entire subdivision, including the outlots; or the subdivision's proportional share excluding such outlots, providing that the park dedication requirement will be satisfied when such outlots are re-platted. At that time, the amount of any required cash contribution shall be calculated based on the rates established by the city and in effect as of the date of the release of the final plat for filing.

(H) *Park fund.*

(1) *Purpose.* Cash payments received from subdividers in lieu of land dedications shall be deposited by the city into a separate fund to be used only for the purposes for which the cash was obtained, including acquisition of land, the development of existing public sites or for debt retirement in connection with land previously acquired. The City Council shall establish separate budgeting and accounting procedures to oversee said fund.

(2) *Annual financial report.* Each year the Park Board shall present to the City Council, in such detail as City Council shall require, its estimate of the financial needs of the Park Board for the ensuing fiscal year.

(3) *Gifts and donations.* The Park Board is authorized to receive gifts, devises, bequests, endowments, or other donations of money and property on behalf of the city. All monies received shall be deposited in the park fund.

(I) *Park Boundary Markers.*

(1) Where park land which abuts adjacent platted property, excluding right-of-way and other public lands, the subdivider shall install permanent boundary stakes at every other lot corner which clearly identifies the area as public park property.

Sidewalks & Multi-Purpose Trailways

The following shall be required regarding the placing of sidewalks in the City of New Prague.

Street Class	R/W Width (feet)*	Curb Width (feet)*	Grade (Max %)	Sidewalk Width (feet)**	Trail Width ROW/Paved (feet)*
Arterial	100/150	44-68	4	6	20/10
Collector	80/120	36-40	6	5	15/8
Local	60	28-32	7	5	15/8
Cul-de-Sac (Dead End)	60' radius	45' radius	7	5	15/8
Alley	25	14-20	7	N/A	N/A

*The City Council may require larger or smaller than minimum widths upon recommendation of the Planning Commission, City Staff or the City Engineer. A street which intersects or crosses a railroad shall have a right-of-way of sufficient width to permit construction of a grade-separated crossing.

** A sidewalk is required on both sides of all public streets, except as otherwise noted in Section 068 of this chapter.

Concrete sidewalks of not less than five feet in width shall be provided on both sides of each street, except for cul-de-sacs less than 300 feet in length in a residentially zoned area where a sidewalk on one side will be sufficient. The City may also consider a sidewalk on only one side of a street where the residential density is less than three (3) dwelling units per net acre in a residentially zoned area. In areas where a sidewalk is only required on one side, consideration for the location of the sidewalk must be made to provide connection to or continuation of existing adjacent sidewalk or trail routes. Where a proposed subdivision abuts or includes 36 an arterial street, sidewalks of not less than six feet in width shall be provided on both sides of the street, unless a trail is included on one side of the street as designated by the comprehensive plan. In such case, the trail must be located on one side of the street and a sidewalk on the other. All sidewalks and trails must be compliant with the Americans with Disabilities Act.

Sidewalks & Multi-Purpose Trailways

Sale / Development Sign Regulations

One sign with a commercial message on a residentially zoned property that does not exceed six square feet per surface may be placed in the front yard of the property. One sign with a commercial message on a commercial / industrial zoned property that does not exceed 32 square feet per surface may be placed in the front yard of the property. These signs must be removed within 10 days after the closing date of the sale or lease of the property.

One sign with a commercial message that does not exceed 240 square feet of surface per side (with a maximum of two sides) may be placed upon a construction site. These signs must be removed within 10 days after the closing date of the sale of the last lot owned by the development company.

The Subdivision Ordinance provides the following requirements in regards to natural features:

Section 041(B)(5) states that “The approximate location of tree cover and general identification of size and types thereof.” must be shown on all preliminary plat submittals.

Section 065(A)(4) states “Features. In the subdividing of land, due regard shall be shown for all natural features, such as tree growth, watercourses, bluffs, historic sites or similar conditions which, if preserved, will add attractiveness and stability to the proposed subdivision.”

Section 068(E) states “Trees. Requirements for trees on individual lots shall meet the provisions listed in Section 736 of the Zoning Ordinance. Pre-development trees with a diameter of eight inches or more as measures three feet above the base of the trunk shall not be removed unless such tree is within the right of way of a street as shown on the final plat. Removal of trees shall be subject to the approval of the City Council.

Section 734 of the Zoning Ordinance must also be referred to for items such as preservation of natural drainage ways, wetland preservation, bluff preservation, groundwater preservation, stormwater management, and drainage alterations.

Wetland Preservation

The City of New Prague is the Local Government Unit (LGU) for the administration of the Minnesota Wetland Conservation Act (WCA) for all projects proposing to drain or fill wetlands within New Prague. In addition, the City regulates excavation within wetland similar to draining and filling under the WCA. The following process for preserving wetland areas shall be required of developers and builders.

Wetland Conservation Act (WCA) Permit Procedures

WCA Agent

Deric Deuschle, MS, CWD | Sr. Biologist
 SEH Inc.
 3535 Vadnais Center Dr.
 St. Paul, MN 55110-5196
ddeuschle@sehinc.com | direct 651.490.2114 |

Completed	Prior to Preliminary Plat Submittal
	Check proposed building site for jurisdictional wetlands
	<p><u>No Jurisdictional Wetlands Identified</u> - If no wetlands are located on-site then submit the following to the WCA Agent and City Administrator:</p> <ul style="list-style-type: none"> ▪ Copy of the National Wetland Inventory (NWI) Map with the property boundaries (even if no NWI wetlands located on property) ▪ Copy of the Soil Survey Map with the property boundaries ▪ List of whole unit hydric soils that occur within the property boundaries ▪ No Loss Form filled out for the site (See Attachment) <p>Note: If it is determined by the applicant’s wetland consultant that an area that contains whole unit hydric soils and/or is located on the National Wetland Inventory (NWI) map is <u>not</u> a jurisdictional wetland, proof must be provided that the area is not wetland. At a minimum a Corps of Engineers Routine Wetland Determination form must be filled out for the lowest point of the area containing hydric soil and/or a NWI wetland and submitted along with a location map. This information shall be attached to the No Loss Form. Prior to submitting a Preliminary Plat the applicant must receive an approval of the no loss certificate from the WCA Agent listed above.</p>
	<p><u>Jurisdictional Wetlands Identified</u> – Submit a Wetland Delineation Report for approval to the City Administrator and WCA Agent. Set-up a meeting for wetland boundary review in the field by contacting the WCA Agent. At a minimum, the wetland delineation report shall include the following:</p> <ul style="list-style-type: none"> ▪ Copy of the National Wetland Inventory Map with property boundaries ▪ Copy of the Soil Survey Map with project boundaries ▪ List of whole unit hydric soils that occur within property boundaries ▪ Delineation Data Forms filled out for each transect ▪ Map with wetland boundaries and location of transects ▪ Location map with sufficient road names to get to the site ▪ Aerial photograph with project boundaries of the site <p>Note: Prior to submitting a Preliminary Plat the applicant must receive a wetland delineation approval letter from the WCA Agent.</p>

Wetland Preservation

Preliminary Plat Stage	
	The applicant’s wetland consultant shall make a determination if the proposed activity is exempt by the WCA or requires a Wetland Replacement Plan Application.
	<u>Exemption Form Submittal</u> - An Exemption Form shall be filled out if the proposed activity is Exempt by the WCA. One copy of the form shall be submitted to the City Administrator and the WCA Agent. The proposed activity cannot begin until the WCA agent signs and mails a copy of the Exemption form back to the applicant.
	<p><u>WCA Replacement Plan Application Submittal</u> – If the project is not exempt, a Wetland Replacement Plan Application shall be filled out by the applicant or applicant’s agent and submitted to the City Administrator and the WCA Agent. One copy shall be submitted to the City Administrator and 7 copies shall be submitted to the WCA Agent for the required distribution to the agencies.</p> <p>Note:</p> <ul style="list-style-type: none"> ▪ The City has 60 days from the date of submittal of a complete Wetland Replacement Plan Application to make a decision. ▪ All supporting information provided as part of the Wetland Replacement Plan Applications shall be readable at the scale submitted. Information submitted with the Replacement Plan Application shall include the WCA requirements as well as a grading plan with pipe locations and sizes for the property. ▪ Applicants are required to follow WCA sequencing and replacement procedures and are encouraged and depending on the situation may be required to: <ul style="list-style-type: none"> ○ Utilize buffer strip adjacent to existing and/or proposed mitigation sites as part of their required replacement. ○ Look for restoration opportunities as part of their required replacement. ▪ The applicant is responsible for submittal of the Replacement Plan Application to the Army Corps of Engineers and/or DNR for their review and approval process.

Final Plat Stage	
	The Wetland Replacement Plan Application shall be approved at the time of or before Final Plat Approval.
	Note: Final Plat Approval will not occur until the Replacement Plan Application is ready for approval.

Section 734, Subdivision 4 provides a full text of the Wetland Preservation regulations for the City of New Prague.

Underground Utilities

Public utilities must be provided to all subdivisions. Private systems will not be allowed in any case. Where sewer and water systems are installed, the mains shall be of adequate size to accommodate future growth and utilization. Stubs shall be provided to each lot from the utility main to the lot line for future connection. Wherever practical, similar utilities must be placed in the same general location on streets of the same direction.

(A) *Sanitary sewers.* Sanitary sewer lines must be extended to the edges of the subdivision to facilitate future subdivisions.

(B) *Water.* Water distribution facilities including pipe fittings, hydrants, valves, etc., must be installed to serve all properties within the subdivision. Water mains must be a minimum of eight inches in diameter in residential areas and 12 inches in diameter in commercial and industrial areas, unless approved by the City Engineer. Where mains larger than eight inches are required to serve future growth, the city may elect to participate in the cost of such water mains. Looping of all water mains is required and must conform to the city's comprehensive water plan.

(C) *Storm water.* All subdivision designs shall incorporate adequate provisions for storm water runoff consistent with the New Prague Surface Water Management Plan, as amended, and be subject to review and approval of the City Engineer.

(D) *Electric/telephone/cable/fiber optics.* All new electric distribution lines (excluding main line feeders and high voltage transmission lines), telephone service lines, cable television lines, fiber optic lines and services constructed within the confines of and providing service to customers in a newly platted residential area must be buried underground. Such lines, conduits or cables must be placed within easements or dedicated public ways in a manner that will not conflict with other underground services. Transformer boxes must be located so as not to be hazardous to the public and must be out of sight triangles at intersections of roadways. The City Council may waive the requirements of underground services as set forth in this section if, after study and recommendation by the Planning Commission, it is established that such underground utilities would not be compatible with the planned development or unusual topography, soil or other physical conditions that would make underground installation unreasonable or impractical.

Section IV
Engineering Requirements

Below are some, but not all, the design standards provided for in full in the City's Subdivision Ordinance. Please refer to the subdivision ordinance for all requirements.

§ 060 CONFORMANCE TO DESIGN STANDARDS.

All subdivisions must conform to the design standards set forth in this chapter, except in cases of changes permitted in a planned unit development, by the City Council approval of a variance, or by specific exceptions designated by this chapter.

§ 061 MONUMENTS.

When completed, all subdivisions must have block corner monuments replaced. Survey error may not be more than 1' in 7,500'.

(A) The monuments shall be as approved by the Scott County or LeSueur County Surveyor's Office for use as judicial monuments and shall be set at each corner or angle on the outside boundary of the final plat or in accordance with a plan as approved by the city. The boundary line of the property to be included with the plat to be fully dimensioned; all angles of the boundary excepting the closing angle to be indicated; all monuments and surveyor's irons to the indicated, each angle point of the boundary perimeter to be so monumented.

(B) Pipes or steel rods shall be placed at each lot corner and at each intersection of street center lines. All United States, Minnesota, county or other official bench marks, monuments or triangular stations in or adjacent to the property shall be preserved in precise position and shall be recorded on the plat. All lot and block dimensions shall be shown on the plat and all necessary angles pertaining to the lots and blocks, as an aid to future surveys shall be shown on the plat.

§ 062 STREET IMPROVEMENTS.

(A) *Street locations.* The street layout of every subdivision shall be in conformity with the comprehensive plan or circulation element thereof, and shall provide for the continuation of major streets which serve property contiguous to the subdivision. Street networks shall provide ready access for fire and other emergency vehicles, and the City Council may require additional access points if such are found to be beneficial or necessary to protect the public safety.

(1) Where the plat to be submitted includes only part of the tract owned or intended for development by the subdivider, a tentative plan of a proposed future street system for the un-subdivided portion must be prepared and submitted by the subdivider.

(2) Reserved strips controlling access to streets are prohibited.

(B) *Street access.*

(1) No land situated in the city which has been subdivided or laid out into separate tracts shall be sold for use for dwellings unless such tracts of land shall abut upon a public street or public highway. This limitation shall not apply to planned unit developments approved by the City Council pursuant to the zoning ordinance.

(2) Street access shall not be denied by creation of parcels of land of substandard depth which are held in private ownership.

(C) *Classification of streets.* Classification of streets shall be determined with reference to the comprehensive plan and official street maps including arterial, collector and local streets.

(1) *Cul-de-sacs/dead end streets.* Cul-de-sacs may only be used in areas where topography prohibits the use of through streets, to preserve natural features, when residential lots abut public parks but may require public access to the park or when residential lots' rear yards abut a major roadway. Cul-de-sacs or dead end streets designed to have one end permanently closed or in the form of cul-de-sac, (turn-around) shall be provided at the closed end with a turn-around having a minimum right-of-way radius of not less than 60 feet, or with a Y or T permitting comparable ease of turning. Such streets shall not exceed 500 feet in length, and a right-of-way radius of not less than 60 feet. Where dead end streets are constructed and have the possibility of extending to adjacent property a temporary cul-de-sac shall be provided. Cul-de-sac design shall meet the approved design specification which is generally described as an elongated roundabout with an island. The island of the cul-de-sac can be either landscaped or paved. A landscaped cul-de-sac island will require a maintenance agreement be approved by the City. The required cul-de-sac detail plate is attached as an exhibit to this chapter.

(2) *Curved streets.* The location of all curved streets must be so arranged as to fit the natural topography as closely as possible and to make possible desirable land subdivisions and safe vehicular traffic.

(3) *Half streets.* Half streets are prohibited.

(4) *Local streets.* Local streets must be designed so their use by through traffic will be discouraged.

(5) *Private streets.* Private streets are not permitted. Driveways, as defined by this ordinance, are not considered private streets.

(D) *Classification of alleys.* Alleys within subdivisions must have a minimum width of 20 feet and must be improved to the same standards provided for streets generally. Dead end alleys and alleys with sharp changes in direction are prohibited.

(E) *Design Standards - Streets.*

(1) *Curb radius.* The minimum curb radii for thoroughfares, collector streets, local streets and alleys shall be as follows:

- (a) Arterial streets - 25 feet.
- (b) Collector and local streets – 15 feet.
- (c) Alleys - 4 feet.

Collector and arterial streets as well as reconstruction projects, curbs and gutters shall be installed as per Minnesota Department of Transportation Construction Specifications as they may be amended from time to time.

(2) *Reserve curves.* Minimum design standards for collector and arterial streets shall comply with Minnesota State Aid Standards.

(3) *Reserve strips.* Reserve strips controlling access to streets shall be prohibited.

(4) *Street alignment.* Connecting street center lines deflecting from each other at any point more than 10 degrees shall be connected by a curve with at a least 100 foot radius for collector and local streets, and at least a 300 foot radius for arterial streets. A tangent that is at least 100 feet long shall be introduced between curves on arterial streets.

(5) *Street grades.*

(a) Whenever feasible, street grades shall not exceed the following, with due allowance for reasonable vertical curves:

<i>Street Type</i>	<i>Percent Grade</i>
Arterial	4 percent
Collector	6 percent
Local	7 percent
Marginal access	7 percent

(b) All streets shall be graded in accordance with the specifications of the City Engineer. Such grading shall be for the full right-of-way width of the dedicated street.

(6) *Street intersections.* Street intersections shall be as nearly at right angles as is practicable. No street should intersect any other street at less than 80 degrees. Wherever possible, local and collector streets should be designed so as to not intersect

with arterial roadways at intersections closer than 500 feet. In general, provisions shall be made at intervals not exceeding one-half mile for through streets (streets running through the subdivision in a fairly direct manner).

(7) *Street jogs.* Street jogs with center line offsets of less than 125 feet are prohibited.

(8) *Surfacing.* All streets shall be surfaced for the full roadway or curb to curb width as described in this chapter. Such surfacing shall consist of a gravel base over a suitable sub-grade and an approved bituminous or concrete surface in accordance with the specifications of the City Engineer. Any ditches required for suitable drainage shall be constructed in the unpaved portion of the street and shall be sodded. Unsuitable soil lying within one foot of the subgrade shall be removed and replaced with suitable material. The drop from the centerline of the street to the outer edge of the street shall be a minimum of a three percent slope.

(9) *Tangents.* A tangent at least 500 feet long must be introduced between reverse curves on collector streets and a tangent of at least 50 feet in length must be introduced between reverse curves and vertical curves on all other streets.

(F) *Minimum street/access standards.*

Street Class	R/W Width (feet)*	Curb Width (feet)*	Grade (Max %)	Sidewalk Width (feet)**	Trail Width ROW/Paved (feet)*
Arterial	100/150	44-68	4	6	20/10
Collector	80/120	36-40	6	5	15/8
Local	60	28-32	7	5	15/8
Cul-de-Sac (Dead End)	60' radius	45' radius	7	5	15/8
Alley	25	14-20	7	N/A	N/A

*The City Council may require larger or smaller than minimum widths upon recommendation of the Planning Commission, City Staff or the City Engineer. A street which intersects or crosses a railroad shall have a right-of-way of sufficient width to permit construction of a grade-separated crossing.

**A sidewalk is required on both sides of all public streets, except as otherwise noted in Section 068 of this chapter.

(G) *Street Spacing Requirements.* When designing streets and intersections within a subdivision, the following spacing requirements shall apply to intersection streets. The

City’s Comprehensive Land Use Plan’s Future Functional Classification Map defines the functional classification of all streets for the purposes of the minimum spacing table below:

Minimum Street Spacing Requirements Table

Functional Classification of Existing or Proposed Street	Functional Classification of Existing or Proposed Street			
	Local	Collector	Minor Arterial	Principal Arterial
Local	No Restriction	660’	1,320’	Not Permitted
Collector	660’	660’	1,320’	Not Permitted
Minor Arterial	1,320’	1,320’	1,320’	Not Permitted
Principal Arterial	Not Permitted	Not Permitted	Not Permitted	1 mile (grade separated access only)

§ 064 EROSION AND SEDIMENT CONTROL.

Grading and drainage requirements for each subdivision shall be subject to approval of the City Engineer. Section 734 of the Zoning Ordinance titled “Land and Water Preservation” (as may be amended) shall be used as the erosion and sediment control standards.

§ 065 LOT AND BLOCK STANDARDS.

(A) *Lot standards.* Lots must be designed to meet the following minimum standards:

(1) *Area.* The minimum lot area, width and depth must be sufficient to satisfy all Zoning Ordinance requirements.

(2) *Corner lots.* Corner lots for residential uses must have additional width to permit appropriate building setbacks from both streets as required in the Zoning Ordinance.

(3) *Double frontage lots.* Double frontage lots (or “through” lots) should be avoided, except where the subdivision abuts an arterial or collector roadway. A planting screen easement that is at least 10 feet in width in which there may be no right of access, shall be provided along the line of lots abutting such traffic artery or other disadvantageous use.

(4) *Features.* In the subdividing of land, due regard shall be shown for all natural features, such as tree growth, watercourses, bluffs, historic sites or similar

conditions which, if preserved, will add attractiveness and stability to the proposed subdivision.

(5) *Frontage/access.* Every lot must have the minimum frontage on a city approved public or private street other than an alley, as required by the Zoning Ordinance, except where permitted under a planned unit development.

(6) *Lot boundaries.* No lot shall be divided by a boundary line between registered land and abstract property.

(7) *Lot corners at street intersections.* Curbs at street intersections shall be in accordance with § 067(E)(1).

(8) *Lot line angles.* Side lot lines shall be straight lines running within 20 degrees of perpendicular to the road upon which the lots front. Side lot lines on curved roads should run at or near radially to the curve.

(9) *Lot pads.* The top of the foundation and the garage floor of all structures shall at minimum provide for a two percent slope towards the street surface. Exceptions to this standard may be approved by the City Engineer for special circumstances such as increased setback, site topography, flooding potential, septic system operation and the like, provided that proper site and area drainage is maintained and the elevation of the structure is in keeping with the character of the area.

(10) *Lot remnants.* All remnants of lots below minimum size left over after subdividing of a larger tract must be added to adjacent lots, rather than being permitted to remain as unusable parcels., unless they are platted as outlots to be added to an adjacent future development site.

(11) *Re-subdivision of lots.* When a tract is subdivided into larger than normal building lots or parcels, such lots or parcels shall be so arranged as to permit the logical location and openings of future streets and appropriate re-subdivision, with provision for adequate utility connections for such re-subdivision.

(12) *Setback lines.* On the preliminary plat, setback or building lines shall be shown on all lots intended for residential use and shall not be less than the setback required by the Zoning Ordinance, as may be amended.

(13) *Turn-around access.* Where proposed residential lots abut an arterial or collector street, they should be platted in such a manner as to encourage turn-around access and egress on each lot.

(14) *Watercourses.* Lots abutting a watercourse, wetland, ponding area or stream shall have additional depth and width to meet all applicable buffers and setback requirements as required under the provisions of the Zoning Ordinance.

(B) *Block standards.* All blocks shall be designed to meet the following minimum standards:

(1) *Block access.* Paved pedestrian ways or bicycle trails that are 10 feet in width may be required between streets paralleling a block if pedestrian access to schools or other areas of pedestrian destination is deemed desirable by the Planning Commission and City Council.

(2) *Arrangement.* A block shall be so designated as to provide two tiers of lots, unless it adjoins a railroad or limited access collector or arterial roadway or unless topographical conditions necessitate a single tier of lots.

(3) *Block length.* In general, intersecting streets in determining block lengths, shall be provided as such intervals so as to serve cross-traffic adequately and to meet existing streets. Where no existing plats control, blocks in residential subdivisions should not exceed 1200 feet in length nor be less than 400 feet in length, except where topography or other conditions may justify a departure from these requirements. In blocks longer than 800 feet, pedestrian ways or easements through the block may be required near the center of the block to provide for alternate means of pedestrian ingress and egress.

(4) *Block shape.* Blocks shall be shaped so that all blocks fit readily into the overall plan of the subdivision and their design must evidence consideration of lot planning, traffic flow and public open space areas.

(5) *Block use.* Blocks intended for commercial, institutional and industrial use must be designated as such and the plan must show adequate off-street areas to provide for parking, loading docks and such other facilities that may be required to accommodate motor vehicles.

§ 067 EASEMENTS.

(A) *Drainage.* Where a subdivision is traversed by a watercourse, there shall be provided a drainage way, channel, outlot, or drainage right-of-way conforming substantially with the lines of such watercourse, together with such further width of construction of both, as will be adequate for storm water run off. All drainage easements shall be identified on the plat and shall be graded and sodded in accordance with Section 73 of this chapter. Twenty foot wide easements for drainage purposes must be centered on rear and front lot lines. Ten foot wide easements for drainage purposes must be centered on side lot lines, unless the side lot line abuts a public right-of-way, in which case it must be 20 feet in width.

(B) *Public trails/walkways.* In addition to other required open space, easements to provide connections to public trails will be required where shown on the comprehensive plan. Twenty foot wide pedestrian easements shall be required where deemed essential to

provide circulation, or access to schools, playgrounds, shopping centers, transportation and other community facilities.

(C) *Utilities.* Twenty foot wide utility easements must be centered on rear and front lot lines. Ten foot wide utility easements must be centered on side lot lines, unless the side lot line abuts a public right-of-way where the easement must be 20 feet wide. Utility easements shall have continuity of alignment from block to block, unless infrastructure deems larger easements necessary. At deflection points, utility easements for pole-line anchors shall be provided where necessary.

§ 068 LANDSCAPING AND WALKWAYS.

(A) *Planting, gateways, entrances.* The type and spacing of trees to be planted on public property shall be determined by the City Council. No planting of trees or vegetation, installation of gateways or entrances or similar improvements shall be made on public property except with permission and approval of the City Council. This requirement includes boulevard trees, if permitted.

(B) *Treatment Along Arterial and Collector Streets.* When a subdivision abuts or contains an existing or proposed arterial or collector street, the City Council may require screen planting contained along the rear property line of residential lots for the adequate protection of residential properties from the effect of the adjacent roadways.

(C) *Sidewalks/pedestrian ways.* Concrete sidewalks of not less than five feet in width shall be provided on both sides of each street, except for cul-de-sacs less than 300 feet in length in a residentially zoned area where a sidewalk on one side will be sufficient. The City may also consider a sidewalk on only one side of a street where the residential density is less than three (3) dwelling units per net acres in a residentially zoned area. In areas where a sidewalk is only required on one side, consideration for the location of the sidewalk must be made to provide connection to or continuation of existing adjacent sidewalk or trail routes. Where a proposed subdivision abuts or includes an arterial street, sidewalks of not less than six feet in width shall be provided on both sides of the street, unless a trail is included on one side of the street as designated by the comprehensive plan. In such case, the trail must be located on one side of the street and a sidewalk on the other. All sidewalks and trails must be compliant with the Americans with Disabilities Act.

(D) *Sodding.* One row of good quality weed-free sod must be installed along boulevards adjacent to the curb. If a sidewalk is located in the front of the lot, the subdivider is responsible for sodding the boulevard between the sidewalk and the curb before a certificate of occupancy will be issued. All drainage swales must be graded and the turf established with a good quality sod approved by the Public Works Director or his or her designated representative. (See Section 736 of the Zoning Ordinance)

(E) *Trees.* Requirements for trees on individual lots shall meet the provisions listed in Section 736 of the Zoning Ordinance. Pre-development trees with a diameter of eight

inches or more as measured three feet above the base of the trunk shall not be removed unless such tree is within the right-of-way of a street as shown on the final plat. Removal of trees shall be subject to the approval of the City Council.

Utility & Street Construction Requirement Details

(Available Upon Request at the Current Charge Rate)

Utility & Street Construction Requirements – Index

Utility and Street Construction Plan Requirements

City of New Prague Standard Specifications

City of New Prague Standard Utilities Specification

Additional Specification Requirements for Developer Installed Improvements

Specification Requirements for Developer Installed Improvements

Standard Symbols to be used on Utility and Street Construction Plans

New Prague Standard Detail Plans

Review and Approval of Plans and Specifications

Construction Staking Requirements

Procedures for Plan Revisions during Construction

Procedures for Processing Partial Payment Requests

Materials Testing Requirements

Schedule of Required Utility Tests

Schedule of Required Final Inspections

Conditional Requirements for Building Service Connections

Procedures for Letters of Credit Reduction

Procedures for Final acceptance of Utilities and Streets

Construction Record Drawing Requirements

Typical Representative Construction Costs To New Prague Standards (Average Development Cost)

Street construction including typical storm sewer, draitile, and sand subcuts (without grading):

- A. Residential Street:
 - 1. 32 foot width.....\$125.00 per LF
 - 2. 42 foot width.....\$135.00 per LF
 - 3. Typical cost per lot.....\$10,000-12,500 per lot

- B. Commercial and Industrial Street:
 - 1. 44 foot width.....\$145.00 per LF

Sanitary Sewer:

- A. Eight (8) inch sanitary sewer including
Manholes and services.....\$42.00 per LF
- B. Lift Stations.....\$90,000-140,000 each
- C. Forcemain.....\$20.00 per LF
- D. Typical cost per lot.....\$4,500-5,000 per lot

Storm Sewer:

- A. Typical cost per lineal foot inclusive of catch basins, manholes, and lateral
size piping.....\$80 per LF
- B. Typical cost per lot.....\$6,000
- C. Typical cost per lineal foot can increase to \$120 for larger trunk pipe.

Watermain:

- A. Eight (8) inch watermain including
Hydrants, valves, and services.....\$38.00 per LF
- B. Typical cost per lot.....\$4,500-5,000 per lot

Pedestrian Walkways:

- A. Five (5) foot concrete sidewalk.....\$13.00-14.00 per LF
- B. Eight (8) foot bituminous Multiple
Purpose Trail Way.....\$14.00-15.00 per LF

Site grading:

- A. Site dependent.....\$3,000 - \$6,000 per acre

***A typical residential lot costs between \$20,000.00 to \$25,000.00 to develop
Not including the cost of the land. Based on a 75' lot width.**

Typical Representative Construction Costs To New Prague Standards (Average Development Cost)

Indirect Costs:

- A. Administration and engineering for City
Installed improvement projects.....35% of total construction amounts

- B. Developer Installed Projects (escrow for engineering, administration, legal, Inspection, etc. for proposed public improvements):
 - 1. City Engineering & Contract Administration.....3.00% Fixed Fee
if Disbursement Agreement.....3.25%
 - 2. City Legal Expenses.....0.50% Estimated
 - 3. Design (private).....6.00%
 - 4. Record Drawings (private).....0.50%
 - 5. Construction Survey (private).....2.50%/3.0
 - 6. Construction Observation (city).....7.00% Estimated
 - Total.....18.00% of total construction amount**

Note:

All costs indicated above are average and based on current construction costs assuming normal construction and project scheduling. These costs can vary due to topographical differences and designs. The City Engineering Administration fee includes engineering plan review, monitoring of construction observation, consultation with developer and developer's engineer in regard to status and problems concerning the work as well as requests for reduction of letter of credit. This fee shall be paid in full prior to acceptance of final plat or review of engineering plans and specifications.

Section V
Final Plat Requirements

Sample Development Agreement (Developer Installed Improvements)

SUBDIVISION AGREEMENT

BY AND BETWEEN

THE CITY OF NEW PRAGUE

AND

(Place Name Here)

FOR

(Place Name Here)

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EXHIBIT A LEGAL DESCRIPTION OF PROPERTY

Sample Development Agreement (Developer Installed Improvements)

EXHIBIT B	LIST OF PLAN DOCUMENTS
EXHIBIT C	STORMWATER MAINTENANCE AGREEMENT
EXHIBIT D	SUBDIVISION IMPROVEMENT COST ESTIMATE
EXHIBIT E	UTILITY MAP
EXHIBIT F	PETITION AND WAIVER

This Subdivision Agreement (the “Agreement”) is made and entered into this ___ day of ____, 202X by and between the city of New Prague, a municipal corporation under the laws of Minnesota (the “City”), and _____, a Minnesota limited liability company (the “Developer”).

WITNESSETH:

WHEREAS, the Developer is the fee owner of the property located within the City which is legally described on Exhibit A attached hereto (the “Property”); and

WHEREAS, on _____ 4, 202X, the Developer received preliminary and final approval to plat the Property as _____ (“the Subdivision”), subject to certain terms and conditions; and

WHEREAS, the approval of the final plat of _____ is contingent upon the Developer entering into a subdivision agreement satisfactory to the City regarding the Subdivision, which shall include, at a minimum, provisions related to the future construction of _____, payment of all required development fees, and extension of public utilities to the Property.

NOW, THEREFORE, based on the mutual covenants and obligations contained herein, the parties agree as follows:

1. Right to Proceed.

The Developer may not construct public or private improvements or any buildings within the Subdivision until all the following conditions precedent have been satisfied:

- a) the final plat of _____ has been recorded with _____ County;
- b) this Agreement has been executed by the Developer and the City and recorded with _____ County;
- c) the required Letter of Credit (as hereinafter defined) has been received by the City from or on behalf of the Developer;
- d) final engineering and construction plans in digital form for the Subdivision Improvements (as hereinafter defined) have been submitted by the Developer and approved by the city engineer;
- e) the Developer has reimbursed the City for all legal, engineering and administrative expenses incurred to date by the City regarding the Subdivision;
- f) the Developer has executed the Stormwater Maintenance Agreement in the form attached hereto as Exhibit C;
- h) all erosion control measures are in place;
- i) the Developer has received all required permits from the Minnesota Pollution Control Agency, the Minnesota Department of Health, _____ County and any other entity having jurisdiction over the Subdivision;
- j) the Developer has paid all of the fees required under this Agreement;
- k) the Developer or the Developer’s engineer has initiated and attended a preconstruction meeting with the city engineer and staff;
- l) the Developer has executed the Petition and Waiver Agreement, attached hereto as Exhibit F; and

Sample Development Agreement (Developer Installed Improvements)

m) the City has issued a notice that all conditions precedent have been satisfied and that the Developer may proceed.

2. Plans; Subdivision Improvements. a) The Developer agrees to develop the Subdivision in accordance with this Agreement, the final plat of _____, and the terms and conditions of City resolution number _____ which resolution is hereby incorporated by reference into this Agreement and made a part hereof. The Developer also agrees to construct all required Subdivision Improvements within the Subdivision in accordance with the approved engineering and construction plans (collectively, the “Plans”). The documents which constitute the Plans are those on file with and approved by the City and are listed on Exhibit B attached hereto. The Plans may not be modified by the Developer without the prior written approval of the City.

b) In developing the Subdivision in accordance with the Plans, the Developer shall make or install at its sole expense the following public and private improvements (collectively, the “Subdivision Improvements”):

1. site grading;
 2. sanitary sewer;
 3. street;
 4. municipal water distribution system;
 5. stormwater improvements, including both the stormwater sewer and the private stormwater facilities;
 6. street signs and lighting; and
 7. landscaping.

c) All work performed by or on behalf of the Developer related to construction of the Subdivision Improvements shall be restricted to the hours of 6:00 a.m. through 12:00 a.m., Monday through Sunday.

3. Erosion Control. a) All construction regarding the Subdivision Improvements shall be conducted in a manner designed to control erosion and in compliance with all City ordinances and other requirements, including the City’s current permit with the Minnesota Pollution Control Agency regarding municipal separate storm sewer system program. No portion of the Property may be graded before an erosion control plan approved by the City is implemented. The City may impose additional reasonable erosion control requirements after the City’s initial approval if the City deems such necessary due to a change in conditions. All areas disturbed by grading shall be reseeded promptly after the completion of the work in that area unless construction of utilities, buildings or other improvements is anticipated immediately thereafter. Except as otherwise provided in the erosion control plan, seed shall provide a temporary ground cover as rapidly as possible. All seeded areas shall be mulched, and disc anchored as necessary for seed retention. The parties recognize that time is of the essence in controlling erosion.

b) If the Developer does not comply with the erosion control plan and schedule or supplementary instructions received from the City, the City may take such action as it deems reasonably necessary to control erosion based on the urgency of the situation. The City agrees to make reasonable efforts to provide notice to the Developer in advance of any proposed action, including notice by telephone or email in the case of emergencies, but no or limited notice by the City when conditions so dictate will not affect the Developer’s obligations or the City’s rights hereunder.

c) The Developer agrees to reimburse the City for all expenses it incurs in connection with any action it takes to control erosion. No grading or construction of the Subdivision Improvements will be allowed and no building permits will be issued within the Subdivision unless the Developer is in full compliance

Sample Development Agreement (Developer Installed Improvements)

with the erosion control requirements. The erosion control measures specified in the Plans or otherwise required within the subdivision shall be binding on the Developer and its successors and assigns.

4. Site Grading; Haul Routes. a) All site grading must be done in compliance with the Plans, required erosion control measures and all requirements of the Minnesota Pollution Control Agency regarding contaminated soils. Within 30 days after completion of the grading, or such other period acceptable to the City's engineer, the Developer shall provide the City with an "as constructed" grading plan and a certification by a registered land surveyor or engineer.

b) The Developer agrees that all construction traffic shall be restricted to the designated haul route. The designated haul route shall be Trunk Highway 19. The Developer further acknowledges that any construction access which may be necessary from Trunk Highway 19 may require additional approvals from MnDOT.

5. Construction of Subdivision Improvements. a) All Subdivision Improvements shall be installed in accordance with this Agreement, the Plans, all other city approvals, the City's subdivision regulations, the City's engineering standards (as hereinafter defined) for utility construction, and any requirements as may be imposed by the New Prague Public Utilities Commission. The Developer shall submit plans and specifications for the Subdivision Improvements prepared by a registered professional engineer. The Developer shall obtain any necessary permits from the New Prague Utilities Commission, the Minnesota Pollution Control Agency, the Minnesota Department of Health, the Metropolitan Council, Le Sueur County and any other agency having jurisdiction over the Subdivision before proceeding with construction. The City shall inspect all work at the Developer's expense. The Developer, its contractors and subcontractors shall follow all instructions received from the City's inspectors. Prior to beginning construction, the Developer or the Developer's engineer shall schedule a preconstruction meeting with all parties concerned, including the City staff and engineers, to review the program for the construction work.

b) No building permit shall be issued for any structure within the Subdivision until sanitary sewer and water are available to the lot to be constructed upon. If building permits are issued prior to the completion and acceptance of all Subdivision Improvements, the Developer assumes all liability and costs resulting in delays in completion of the Subdivision Improvements and damage to the Subdivision Improvements caused by the City, the Developer, its contractors, subcontractors, materialmen, employees, agents, or third parties. No temporary or permanent certificate of occupancy shall be issued for any structure within the Subdivision until all utilities have been completed for the Subdivision and as more fully specified in this Agreement. All utilities within the Subdivision shall be placed underground.

c) Within 45 days after the completion of the Subdivision Improvements, the Developer shall supply the City with a complete set of reproducible "as constructed" plans and three complete sets of paper "as constructed" plans, each prepared in accordance with City standards and in AutoCAD format based on Le Sueur County coordinates. Sanitary sewer, water and stormwater "as constructed" plans shall also be submitted to the City in GIS format compatible with ArcMap 10 in the coordinates and with the attributes directed by the City engineer. Iron monuments must be installed in the Subdivision in accordance with state law. The Developer's surveyor shall submit a written notice to the City certifying that the monuments have been installed. All Subdivision Improvements required by this Agreement shall be completed by no later than September 30, 2020, except as specifically noted otherwise in this Agreement.

d) The Developer agrees to require its contractor to provide the City with a warranty bond which covers against defects in labor and materials for the sanitary sewer, municipal water distribution system, storm water facilities, trees, and landscaping (the "Warrantied Improvements") for a period of two years from the date of their acceptance by the City or from their completion if they are not to be dedicated to the City. During such period, the Developer agrees to repair or replace any Warrantied Improvements, or portion or element thereof, which shows signs of failure, normal wear and tear excepted. A decision regarding whether any of the Warrantied Improvements shows signs of failure shall be made by the City in

Sample Development Agreement (Developer Installed Improvements)

the reasonable exercise of its judgment. If the Developer fails to repair or replace any defective Warranted Improvements during the warranty period, the City may repair or replace the defective portion and may use the Letter of Credit, as hereinafter defined, to reimburse itself for such costs. The Developer agrees to reimburse the City fully for the cost of all Warranted Improvements repairs or replacement if the cost thereof exceeds the remaining amount of the Letter of Credit. Such reimbursement must be made within 45 days of the date upon which the City notifies the Developer of the cost due under this section. If the Developer fails to make required payments to the City, the Developer hereby consents to the City levying special assessments for any unreimbursed amount associated with such costs against the lots within the Subdivision. The Developer, on behalf of itself and its successors and assigns, acknowledges the benefit to the Subdivision of the repair or replacement of the Warranted Improvements and hereby consents to such assessment and waives the right to a hearing or notice of hearing or any appeal thereon under Minnesota Statutes, Chapter 429.

6. Sanitary Sewer and Water Improvements. The Developer agrees to construct sanitary sewer and water lines to serve the lots within the Subdivision. The Developer's work in constructing and extending the utilities must be in accordance with the Plans and must comply with all City requirements regarding such utilities, and any requirements as may imposed by the New Prague Utilities Commission. The sanitary sewer and water Subdivision Improvements will be dedicated by the Developer to the City as public improvements upon completion and acceptance by the City, as such as depicted on the map, attached hereto as Exhibit E (the "Utility Map"). The City agrees to accept those portions of the sanitary sewer and water improvements depicted on the Utility Map as future public improvements for maintenance after receipt of the required warranty bond if they are deemed by the City to have been constructed according to City specifications, including the applicable engineering standards and the plans (the "Engineering Standards and Plans"). The Developer shall remain solely liable for the operation and maintenance, and eventual abandonment or removal, of any temporary and/or non-public sanitary sewer and water lines constructed to serve the Subdivision until such time as the City permanently extends public utility service to serve the Subdivision. Nothing herein shall be interpreted as affecting the City's authority to impose special assessments, as authorized by law, for any future utility or other public improvement projects benefiting the Subdivision.

7. Stormwater Improvements. a) The Developer agrees to construct certain stormwater facilities in accordance with the Plans and in compliance with all City requirements regarding such improvements (the "Stormwater Improvements"). The Stormwater Improvements include but are not limited to the pond and all other improvements constructed by Developer as shown on the Plans and as defined in the Stormwater Maintenance Agreement attached hereto as Exhibit C.

b) The Stormwater sewer drainage inlets and pipes serving the Subdivision (the "Stormwater Sewer") are deemed to be private facilities as proposed in the site civil drawings.

c) Certain of the Stormwater Improvements, specifically, the pond, inlet pipes, outlets, and outlet pipes serving the Subdivision (the "Private Stormwater Facilities"), will remain private and will be maintained by the Developer at its sole expense. The City does not intend to accept the Private Stormwater Facilities as public and does not intend to maintain them. In order to meet the requirements of the City code, the Developer agrees to enter into a Stormwater Maintenance Agreement with the City in the form attached hereto as Exhibit C. The purpose of the Stormwater Maintenance Agreement is to ensure that the Developer constructs and maintains the Stormwater Improvements and to give the City the right but not the obligation to do so if the Developer fails in its obligations thereunder. The Stormwater Maintenance Agreement will be recorded against the land within the Subdivision and will run with the land. The Developer acknowledges that i) the Private Stormwater Facilities have not and will not be accepted by the City; ii) the City does not plan to maintain or pay for maintenance, repair or replacement of the Private Stormwater Facilities and that the Developer will have responsibility for such work; iii) the City has the right but not the obligation to perform necessary work upon the failure or refusal by the Developer to do so; and iv) if the City performs any work on the Private Stormwater Facilities, the City has the right to

Sample Development Agreement (Developer Installed Improvements)

specially assess or otherwise recover the cost of such work against all the lots within the Subdivision which may exist at the time of such work.

8. Future Street Improvements. The City and the Developer acknowledge that the annexation and development of the Property pursuant to this Agreement will necessitate the eventual extension of 3rd Street SE to be located within the right-of-way included in the approved final plat. The Developer hereby agrees that at such time as the City notifies the Developer of the need to extend 3rd Street SE, the Developer and the City shall enter into an agreement whereby the Developer agrees to construct such extension, at its sole cost, in accordance with all City specifications in force at that time. Such agreement shall be entered into by the parties within 90 days of the City providing the Developer with notice that such extension is necessary or desirable. If the Developer fails to enter into such agreement, or fails to carry out its obligations thereunder, the City may exercise its rights under the petition and waiver agreement attached hereto as Exhibit F. Notwithstanding anything in this paragraph, the City may elect, at its sole discretion, to exercise any authority related to the extension of 3rd Street SE at such time as it deems the extension necessary or desirable.

a) The City and Developer also acknowledge that the future construction of 3rd Street SE, as contemplated above, may include the need for wetland permitting, filling, and mitigation, and any other activities which may be required by any governmental agency with jurisdiction thereover. The Developer shall be solely responsible for all costs associated with compliance with any governmental requirements based upon rules and regulations then in force. The parties agree that these costs shall be included as part of the petition and waiver agreement attached hereto as Exhibit F.

9. Letter of Credit. a) In order to ensure completion of the Subdivision Improvements required under this Agreement and satisfaction of all fees due to the City, the Developer agrees to deliver to the City prior to beginning any construction or work on the Subdivision Improvements a letter of credit (the "Letter of Credit") in the amount of \$_____. This amount required represents 125 percent of the maximum risk exposure for the City as calculated by the city engineer, based on the anticipated sequence of construction and the estimated cost of each element of the Subdivision Improvements, rather than the aggregate cost of all required Subdivision Improvements. The Letter of Credit shall be delivered to the City prior to beginning any work on the Subdivision Improvements and shall renew automatically thereafter until released by the City. The estimated cost of the elements of the work covered by the Letter of Credit is itemized on Exhibit D attached hereto. The Letter of Credit shall be issued by a bank licensed to do business in the United States determined by the City to be solvent and creditworthy and shall be in a form acceptable to the City. The Letter of Credit shall allow the City to draw upon the instrument, in whole or part, in order to complete construction of any or all of the Subdivision Improvements and other specified work within the Subdivision and to pay any fees or costs due to the City by the Developer.

b) The City agrees that prior to drawing on the Letter of Credit it will provide written notice to the Developer and a period of no less than 30 days for the Developer to cure the default. Notwithstanding the above, the City shall not be obligated to allow a cure period which extends beyond the expiration date of the Letter of Credit.

c) Periodically and upon request by the Developer, the City agrees to reduce the Letter of Credit to an amount roughly equal to 125 percent of the cost of the remaining work and unpaid fees, subject to evaluation of the City's maximum risk exposure, delivery of the required warranty bond(s) to the City and satisfaction of all of the Developer's financial obligations to the City. The Letter of Credit shall be released in full and returned to the Developer following expiration of the 1st-to-expire two-year warranty period as required under the terms of this Agreement; satisfaction of all financial obligations by the Developer to the City; and completion of all other financial requirements of this Agreement. Prior to releasing any portion of the Letter of Credit or accepting another letter of credit in replacement, the City shall first be satisfied regarding the quality and completeness of the work on the Subdivision Improvements and that the Developer has taken such steps as may be necessary to ensure that no liens will attach to the Subdivision.

Sample Development Agreement (Developer Installed Improvements)

Notwithstanding anything herein to the contrary, the Letter of Credit shall not be reduced to less than \$50,000 or 25% of the original Letter of Credit amount, as determined by the city engineer, until such time as the City releases the entire Letter of Credit.

d) It is the intention of the parties that the City at all times have available to it a Letter of Credit in an amount adequate to ensure completion of all elements of the Subdivision Improvements and other obligations of the Developer under this Agreement. To that end and notwithstanding anything herein to the contrary, all requests by the Developer for a reduction or release of the Letter of Credit shall be evaluated by the City in light of that principle.

e) If at any time the City reasonably determines that the bank issuing the Letter of Credit no longer satisfies the City's requirements regarding solvency and creditworthiness, the City shall notify the Developer and the Developer shall provide to the City within 30 days a substitute Letter of Credit from another bank meeting the City's requirements. If within 30 days of notice the Developer fails to provide the City with a substitute Letter of Credit from an issuing bank satisfactory to the City or if the existing Letter of Credit will expire prior to the end of the 30 days, the City may draw under the existing Letter of Credit. If at any time the City determines that the bank issuing the Letter of Credit is no longer financially stable, it may draw on the Letter of Credit without notice to Developer.

10. Trunk Charges and Connection Rates; Fees. a) The Developer agrees to pay a water area access charge of \$_____ per acre for the water availability charge, as established by the New Prague City Council. This amount shall be \$_____ for _____ acres of land contained in the plat.

c) The Developer agrees to pay the City a siren fee of \$_____ at the time of approval of the final plat of _____.

d) The Developer agrees to pay the City a sidewalk fee of \$_____ at the time of approval of the final plat of _____.

e) The Developer shall reimburse the City for all necessary staff time to update its GIS maps to incorporate the as constructed plans. The hourly rate for the City to complete this work shall be \$85/hr. Developer shall reimburse the City for such costs within 14 days of receiving an invoice for such work. In the event that the Developer fails to make such payments, the City is hereby authorized to assess such costs in the same manner as the assessment of other costs pursuant to this Agreement.

The fees provided herein represent the current 202X rates included in the City's approved fee schedule. The City's fees are generally reviewed annually and may increase over time. In the event that the Developer applies for any permit or approval which triggers any corresponding fee, the Developer shall be obligated to pay the then current rate, as contained in the City's then current fee schedule.

11. Park Dedication Requirements. The Developer agrees to pay the City at the time of approval of the final plat of _____ a park dedication fee of \$_____. Such obligation shall satisfy the Developer's park dedication requirements under the City Code.

12. Responsibility for Costs. The Developer agrees to pay to the City an administrative fee in the amount necessary to reimburse the City for its reasonable costs and expenses in reviewing the Subdivision, including the drafting and negotiation of this Agreement. The Developer agrees to reimburse the City in full for such reasonable costs within 30 days after notice in writing by the City. The Developer agrees to reimburse the City for the reasonable cost incurred in the enforcement of any provision of this Agreement, including reasonable engineering and attorneys' fees.

13. Developer's Default. In the event of default by the Developer as to construction or repair of any of the Subdivision Improvements or any other work or undertaking required by this Agreement, and

Sample Development Agreement (Developer Installed Improvements)

following reasonable written notice days and opportunity to cure of not less than 30 days, the City may, at its option, perform the work and the Developer shall promptly reimburse the City for any expense incurred by the City. This Agreement is a license for the City to act, and it shall not be necessary for the City to seek an order from any court for permission to enter the Property for such purposes. If the City does any such work, the City may, in addition to its other remedies, levy special assessments against the lot(s) within the Subdivision to recover the costs thereof. For this purpose, the Developer, for itself and its successors and assigns, expressly waives any and all procedural and substantive objections to the special assessments, including but not limited to, hearing requirements and any claim that the assessments exceed the benefit to the land so assessed. The Developer, for itself and its successors and assigns, also waives any appeal rights otherwise available pursuant to Minnesota Statutes, section 429.081.

14. Insurance. The Developer agrees to take out and maintain or cause to be taken out and maintained until six months after the City has accepted the Subdivision Improvements, public liability and property damage insurance covering personal injury, including death, and claims for property damage which may arise out of Developer's work or the work of its contractors or subcontractors. Liability limits shall not be less than \$500,000 when the claim is one for death by wrongful act or omission or for any other claim and \$2,000,000 for any number of claims arising out of a single occurrence. The City shall be named as an additional insured on the policy. The certificate of insurance shall provide that the City must be given the same advance written notice of the cancellation of the insurance as is afforded to the Developer.

15. Floodplain Regulations. a) No structures, including fences and accessory structures, may be constructed within the Subdivision below the regulatory flood protection elevation. The Developer must comply with the requirements of the City with regard to flood protection. Any utilities which are installed by the Developer on ground, the surface of which is below the regulatory flood protection elevation, must be flood proof in accordance with the state building code and City requirements.

16. No Building Permits Approved. a) Approvals granted herein by the City regarding the Subdivision do not include approval of a building permit for any structure within the Subdivision. The Developer must submit and the City must approve building plans prior to an application for a building permit for a structure on any lot within the Subdivision. The Developer or the party applying for a building permit shall be responsible for payment of the customary fees associated with the building permit and all other deferred fees as specified in this Agreement.

17. Clean up and Dust Control. The Developer shall clean dirt and debris on a daily basis from all roads which may utilized for or are otherwise affected by construction work undertaken by the Developer, its contractors, agents, or assigns. Prior to any construction within the Subdivision, the Developer shall identify to the City in writing a responsible party for erosion control, street cleaning, and street sweeping. The Developer shall provide dust control to the satisfaction of the City's engineer throughout construction within the Subdivision.

18. Compliance with Laws; Applicable Law. a) The Developer agrees to comply with all laws, resolutions, ordinances, regulations and directives of the state of Minnesota and the City applicable to the Subdivision. Breach of the terms of this Agreement by the Developer shall be grounds for denial of a building permit or certificate of occupation for the Subdivision.

b) This Agreement shall be construed according to the laws of Minnesota.

19. Agreement Runs With the Land. a) All duties and obligations of Developer under this Agreement shall also be duties and obligations of Developer's successors and assigns. The terms and conditions of this Agreement shall run with the Property.

20. Assignment. The Developer may not assign this Agreement without the prior written permission of the City.

Sample Development Agreement (Developer Installed Improvements)

This document drafted by:

Kennedy & Graven, Chartered
470 U.S. Bank Plaza
200 South Sixth Street
Minneapolis, MN 55402
(612) 337-9300 (AMB)

EXHIBIT A TO
SUBDIVISION AGREEMENT

Legal Description of the Property

(Place Legal Description Here)

Sample Irrevocable Letter of Credit

IRREVOCABLE LETTER OF CREDIT NO. _____

_____, 20XX

City of New Prague
118 Central Avenue North
New Prague, MN 55071

Re: ABC 123 Addition

Dear Sir or Madam:

At the request of ABC 123 Development, Inc. (“Principal”), we hereby establish our irrevocable Letter of Credit No. _____ (“Letter of Credit”) for the account of the Principal and in favor of the City of New Prague (“Beneficiary”), and authorize the Beneficiary to draw by its sight draft(s), up to an aggregate amount of _____ (one hundred twenty five percent (125%) of the estimated cost of all improvements).

This Letter of Credit is given to assure the performance of the Principal’s obligation to the Beneficiary pursuant to the Development Contract dated _____, 20XX, between ABC 123 Development, Inc. and the City of New Prague.

We engage with the Beneficiary that all drafts drawn under and in compliance with the Letter of Credit No. _____ will be duly honored, provided that the presentation is made during regular business hours at our office located at _____, MN XXXXX, by _____ p.m. (bank location time) prior to _____, 20XX.

All drafts under the Letter of Credit must be endorsed by an authorized representative of the Beneficiary and bear the clause, “Drawn On Irrevocable Letter of Credit No. _____, dated _____, 20XX and must be accompanied by the following:

The original Letter of Credit, which shall be returned to the Beneficiary after notation thereon of the amount and date of each draft; and

A written statement signed by the Mayor or City Administrator of the City of New Prague stating that the Principal has defaulted under the provision(s) of that certain Development Contract dated _____, 20XX, and that the sum drawn will be used to cure the default.

Sample Irrevocable Letter of Credit

The Letter of Credit cannot be assigned. We shall have no obligation or liability under the Letter of Credit to any person other than the Beneficiary. This is not a Notation Letter of Credit. More than one draw may be made under this Letter of Credit.

This Letter of Credit shall automatically renew for successive one-year terms unless, at least forty-five (45) days prior to the next annual renewal date (which shall be _____ of each year), the Bank delivers written notice to the New Prague City Administrator that it intends to modify terms of, or cancel, this Letter of Credit. Written notice is effective if sent by mail, postage prepaid, and deposited in the U.S. Mail, at least forty-five (45) days prior to the next annual renewal date addressed as follows: New Prague City Administrator, New Prague City Hall, 118 Central Avenue North, New Prague, MN 56071, and is actually received by the City Administrator at least thirty (30) days prior to the renewal date.

The amount of this LETTER OF CREDIT shall be reduced by the amount of the estimated cost of the work completed as each portion of the improvements is completed and paid for, and the City Engineer approves in writing such reduction. Each drawing hereunder shall be reduced by the amounts of such drawing the amount available under this LETTER OF CREDIT.

The Letter of Credit shall be governed in all respects by the laws of the State of Minnesota, including the Uniform Commercial Code in effect in said state.

Except as otherwise stated herein, the Letter of Credit is subject to the Uniform Customs and Practice for Documentary Credits (1993 revision) International Chamber of Commerce Publication Number 500. This LETTER OF CREDIT shall be deemed to be a contract made under the laws of the State of Minnesota and, as to matters not governed by the Uniform Customs, shall be governed by and constructed in accordance with the laws of the State of Minnesota, including the Uniform Commercial Code as in effect in the State of Minnesota.

We shall not be called upon to resolve issues of fact or law between the Beneficiary and the Developer.

We hereby agree that a draft drawn under and in compliance with this Letter of Credit shall be duly honored upon presentation.

Sincerely,

John Doe
President & CEO

Insurance Requirements

Contractor Insurance

For all periods during which the Developer is performing work on the improvements, the Developer shall maintain in force, insurance coverage's of the types and with limits not less than specified below.

- a. Workmen's Compensation with statutory minimums.
- b. Comprehensive General Liability, including contractual indemnity coverage, with coverage limits not less than \$1,000,000.00.
- c. Automobile Liability with coverage limits of not less than \$1,000,000.00.
- d. Umbrella Coverage \$1,000,000.00.

All policies maintained under this section shall name the City as an additional insured and shall provide that the policy may not be canceled; materially change or not renewed without at least 30 days prior notice to the City. Prior to commencing any work on improvements, the Developer will furnish to the city certificates of insurance showing that the required coverage is in effect.

Subcontractor Insurance

The developer shall require that each subcontractor performing work on improvements to maintain insurance coverage of the types specified in the section above and with minimum limits reasonable under the circumstances. Upon request by the City, the Developer will furnish to the City certificates of insurance evidencing that the required coverage is in effect.

Sample Consent to Easement

EASEMENT

KNOW ALL MEN BY THESE PRESENTS: that John Doe, a single person, (“Grantor”), does hereby grant unto the City of New Prague, a municipal corporation under the laws of the State of Minnesota, its successors and/or assigns (“Grantee”) a perpetual easement for utility purposes over, across, under and upon the following described property located in the County of ABC, State of Minnesota, to-wit:

- LEGAL DESCRIPTION GOES HERE -

John Doe

Notary Public

The foregoing instrument was acknowledged before me on this _____, 20XX by John Doe, a single person, Grantor.

Notary Public

ACCEPTANCE OF EASEMENT

The undersigned hereby accepts the conveyance of the foregoing easement, _____, 20XX.

City of New Prague

By _____
Its Administrator

STATE OF MINNESOTA))
COUNTY OF SCOTT))

The foregoing instrument was acknowledged before me on _____, 20XX by XXXXXXXXXX, the City Administrator of the City of New Prague, a political subdivision of the State of Minnesota on its behalf.

Notary Public

THIS INSTRUMENT DRAFTED BY:

Jane Doe
City of New Prague
118 Central Avenue North
New Prague, MN 56071

Section VI
City Maps & Plans

List of City Departments & Contact Persons

City Departments (Area Code 952)

City Hall

General Information.....758-4401
Fax Line.....758-1149

Administration

Joshua M. Tetzlaff
City Administrator.....758-4401

Building Inspections

Scott Sasse, Building Official.....758-4401
Brian Petersen, Building Inspector.....758-4401

City Council.....758-4401

Parks.....758-4401

Planning & Economic Development..758-4401

Ken Ondich, Planning Director.....758-4401
Kyra Chapman, Planner.....758-4401
Deb Wegner, Planning Tech.....758-4401
Joshua M. Tetzlaff, EDA Director.....758-4401

Public Works.....758-4401

Utilities.....758-4401

Outside Organizations

Scott County

General Information.....(952) 445-7750

LeSueur County

General Information.....(507) 357-2251

Utility Companies

CenterPoint Energy.....1-800-245-2377
Northern Natural Gas.....(651) 463-7126
Williams Bros. Pipeline.....(651)633-1555

Telephone Companies

Bevcomm(952) 758-2501

MnDOT

General Information.....(651) 296-3000

Gopher State One Call.....1-800-252-1166
(underground utility location)

Pollution Control Agency.....(651) 296-6300

Dept. Natural Resources

Division of Waters.....(651) 296-4800

Soil & Water Conservation District

Scott County.....(952) 492-5425
LeSueur County.....(507) 357-4879

Environmental Quality Board

General Information.....(651)296-2603

Cable Television

Bevcomm.....(952) 758-2501
Comcast.....(612) 522-2000

Garbage

Lakers New Prague Sanitary.....(952) 758-2991

New Prague Post Office.....(952) 758-7678

New Prague Fee Schedule

Please refer to the City's Official Adopted Fee Schedule, adopted annually by the City Council and amended as needed.

General Information:

The City of New Prague adopted the Minnesota State Building Code which is comprised of the following documents pertaining to building construction.

1. 1300, Administration of the Minnesota State Building Code;
2. 1301, Building Official Certification;
3. 1302, State Building Code Construction Approvals;
4. 1303, Minnesota Provisions;
5. 1305, Adoption of the 2000 International Building Code;
6. 1307, Elevators and Related Devices.
7. 1309, Adoption of the 2000 International Residential Code;
8. 1311, Adoption of the 2000 Guidelines for the Rehabilitation of Existing Buildings;
9. 1315, Adoption of the 2002 National Electrical Code;
10. 1325, Solar Energy Systems;
11. 1330, Fallout Shelters;
12. 1335, Floodproofing Regulations;
13. 1341, Minnesota Accessibility Code;
14. 1346, Adoption of the Minnesota State Mechanical Code;
15. 1350, Manufactured Homes;
16. 1360, Prefabricated Structures;
17. 1361, Industrialized/Modular Buildings;
18. 1370, Storm Shelters (Manufactured Home Parks);
19. 4715, Minnesota Plumbing Code
20. 7670, 7672, 7674, 7676 and 7678, Minnesota Energy Code

As required by the State Code, building permits are required for all new construction and/or reconstruction which will alter a structure. The New Prague Zoning Ordinance further requires permits for items including but not limited to: accessory buildings, swimming pools, decks, and signs. To apply for building permits, please submit the appropriate information as indicated in this document, for staff review. Applications for building permits are accepted from 8:00 AM to 4:30 PM, Monday through Friday, at City Hall, 118 Central Avenue North or on the City's online permitting site. The process of obtaining a building permit will normally take up to 10 days for single family home construction. Commercial and industrial permits will take longer. Please be advised that failure to provide all required information will delay your permit review and approval.

Once a building permit has been issued, work must begin on the project within 180 days, or the permit will become void. In the event that some delay may cause a period greater than 180 days after issuance of a permit for construction to start, the Building Department should be notified. Also, please note that the permit may be suspended or revoked if it is found to be issued in error, or on the basis of incorrect information submitted as part of the building permit application.

Building Permit Process

The following submittals constitute a **complete** application for a Building Permit for a new structure. Only **complete** applications will be accepted for the permit review process. The plans and submitted documents will be reviewed upon receipt of the **complete** application. If the submitted documents are not accurate or additional information is required, delays in the approval process may occur. You will be contacted when the plan review and fee calculation has been completed. Upon receipt of payment, the permit will be issued.

Single Family Homes:

1. One (1) signed and completely filled out application form.
2. PDF copy of detailed plans –drawn to scale, including:
 - a) Foundation plan & wall design;
 - b) Floor plan(s);
 - c) Cross Section(s);
 - d) Elevation plan(s); and
 - e) Beam size(s), joist size(s) and spacing.
3. PDF copy of an exterior envelope calculation that complies with the Minnesota State Energy Code
4. PDF of an accurate Certificate of Survey prepared by a Minnesota registered land surveyor complying with City approved survey requirements.

Commercial, Industrial Buildings, Multi-Family Residential Buildings:

A PDF copy of the below plans:

1. signed and completely filled out application form
2. architect certified plans
3. structural certified plans
4. civil plans, including site & grading plans
5. Certificates of Survey prepared by a Minnesota registered land surveyor
6. landscaping certified plans
7. specification
8. exterior envelope calculation
9. code analysis on plans or separate sheet
10. soil test report
11. special inspection agreement
12. plumbing certified plans.
13. mechanical certified plans.
14. sprinkler certified plans
15. electrical certified plans

Building Permit Process

Plumbing, Heating, Ventilation and Air Conditioning

Plumbing, heating, ventilation and air conditioning permits are issued by the Building Department. Additions, alterations, or repairs to existing dwellings, as related to plumbing, electrical and mechanical systems may be performed by the homeowner. All work of a commercial/industrial nature requires licensed contractors to perform the installations.

Sewer and Water Connections

Before a contractor connects a building to the public sewer and water system, a permit must be obtained and applicable connection fees paid. All sewer and water permits must be applied for and hook ups made by a licensed Master Plumber or his representative.

Electrical

All electrical permits obtained for work to be performed within New Prague are issued by the State Electrical Board; address 1821 University Avenue, St. Paul, MN 55104. Telephone number is 651-642-0800. The electrical inspector assigned to the New Prague area is Randy J. Edel of Edel Inspections LLC. Inspection requests can be arranged by calling Mr. Edel between 7:00 and 8:30 AM, Monday through Friday, at 507-334-3748.

Accessory Buildings, Swimming Pools, Decks, and Signs

In addition to a completed building permit application form, the applicant should submit a plot plan and necessary construction drawings needed for plan review. For assistance to homeowners and contractors, there are public information handouts available from the Planning and Building Departments for these improvements.

Sign permits are applied for and issued through the Planning Department. Completion of a sign permit application is required. Along with an application, the installer must submit plans showing location, specifications, methods of construction, and attachment to the building or ground placement method.

Plan Review Procedures for Building Permits

The building permit application, plans, specifications, computations, and other required data filed by the applicant are reviewed by the Building Official and Planning Department for compliance with the applicable building codes. For commercial, industrial, and multi-family buildings, construction plans are also reviewed by the City Engineer, and Planning Department.

The Planning Department reviews the project plans to verify compliance with zoning requirements pertaining to landscaping, parking, setbacks, and the aesthetic quality of the project. The City Engineer ascertains that proper erosion control, drainage, grading, and traffic access is provided for the site. A review is done by the Building Official to ensure

Building Permit Process

that the proposed plans and specifications are consistent with the Fire Code. Deficiencies noted during the plan review procedure are outlined in a formal plan review letter from the Building Official to the project engineer, contractor, and/or owner. The deficiencies noted in the plan review must be addressed by the architect or project engineer before the building permit will be issued. Preliminary design meetings attended by design professionals and the Building Official are encouraged in an effort to mitigate any code related requirements.

Building Permit Fees

Fee are established annually (and as amended) on the City's Official Fee Schedule which is adopted by the City Council.

Inspections

All construction work for which a permit is required shall be subject to inspections by the Building Official, and shall be based on the required schedule from the Minnesota State Building Code which includes:

- A. Foundation inspections.
- B. Structural/framing inspections.
- C. Energy inspections.
- D. Mechanical/plumbing, heating, and ventilation rough-in and final inspections.
- E. Final inspections.

In addition to the called inspections specified above, the Building Official may make or require other inspections of construction work to ascertain compliance with the provisions of the code and ordinances enforced by the City of New Prague. It shall be the duty of the person doing the work authorized by a permit to notify the Building Official that such work is ready for inspection.

Certificate of Occupancy

With the exception of farm buildings, a Certificate of Occupancy is required for all buildings constructed or moved into the City of New Prague. A Certificate of Occupancy is issued after the final inspection is made and approved by the inspection staff. Under no circumstances should a building or structure be occupied prior to the issuance of a Certificate of Occupancy.

Questions Regarding Construction Projects

The information provided in this section has been of a general nature. Specific questions pertaining to construction projects such as building code requirements, zoning regulations, permit charges, review procedures, and required inspections can be answered by calling the Building and Planning Departments at 952-758-4401 or by visiting City Hall.