



<b>For Office Use Only</b>	
	Stamp
Fee Paid: _____	
Escrow Paid: _____	

## Preliminary Plat Land Use Application & Checklist

*Procedures for processing plat applications are found in Hugo City Code Chapter 90, Section 90-338.*

All subdivisions in the Urban Residential, Multi-Family Housing, Central Residential, Neighborhood Service, General Business, and General Industrial Zoning Districts creating two (2) or more lots or parcels shall be platted. All subdivisions in the Agricultural, Long-term Agricultural, Future Urban Service, and Rural Residential Zoning Districts, creating four (4) or more lots or parcels, or creating parcels less than five (5) acres in size, or with widths less than three hundred feet (300') shall be platted.

**Name of Plat:** \_\_\_\_\_

**Property Information:**

Street Address of Property \_\_\_\_\_ P.I.D. Number \_\_\_\_\_

Legal Description  
(Please attach description if lengthy) \_\_\_\_\_

**Applicant (Applicant will receive all correspondence from the City):**

Developer: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Email \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Engineer :**

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Email \_\_\_\_\_

**Property Owner(s)**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Email \_\_\_\_\_



\_\_\_\_\_ Buildable Acreage Calculation Worksheet.

\_\_\_\_\_ Application fee and escrow.

**Applications must include electronic copies of plans and application items. Large copies of plans may be requested in addition to electronic copies.**

# City of Hugo

## Buildable Acreage Calculations Worksheet

This form is used to calculate the buildable area of a development. The Metropolitan Council uses this information to track expansion and use of the City's Municipal Utility Service Area (MUSA).

Name of development \_\_\_\_\_

Name of person completing this form: \_\_\_\_\_ Firm: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

1. Gross area of development (acres) \_\_\_\_\_
  2. Less wetlands<sup>1</sup> \_\_\_\_\_
  3. Less steep slopes<sup>2</sup> \_\_\_\_\_
  4. Less flood plain<sup>3</sup> \_\_\_\_\_
  5. Less public water (not included as wetlands on line number 2)<sup>4</sup> \_\_\_\_\_
  6. Less other development restrictions (Please state)<sup>5</sup> \_\_\_\_\_
- Total Buildable Acreage**  
(Line 1 minus lines 2 -6) \_\_\_\_\_

---

<sup>1</sup> Wetlands are defined as those areas with a predominance of hydric soils, and that are inundated by surface or ground water at a frequency and duration to support a prevalence of hydrophilic vegetation typically adapted for life in saturated soil conditions and, under normal circumstances, support a prevalence of such vegetation.

<sup>2</sup> A steep slope is where the gradient of the land equals or exceeds 30% over a horizontal distance of 50 feet in all areas, or 12% over a horizontal distance of 50 feet in shoreland areas.

<sup>3</sup> For the purposes of this form, include all areas shown as A, B, D, or V Zones, and their derivatives, on the current Flood Boundary and Floodway Map prepared by the Federal Insurance Administration for the City of Hugo. Do not include in this line those areas that have been, or are to be, removed from the floodplain district as part of the development process.

<sup>4</sup> Public waters include all lakes, ponds, swamps, streams, drainage ways, floodplains, floodways, natural water courses, underground water resources, and similar features in involving, directly or indirectly, the storage, conveyance or control of water, and all those waters defined in Minnesota Statutes, Section 103G.005, Subdivision 15. For the purposes of this worksheet do not include wetlands reported under line 2.

<sup>5</sup> Public road right-of-ways are considered part of a development's buildable area for the purposes of this report.