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|  | Minnesota Department of Transportation - District 6 (p. 1)  **DEVELOPMENT REVIEW INFORMATION CHECKLIST** 2/3/15r vs | | | | | | | | | | | |
| Local Government Units requesting review of proposed developments: complete this page, include information in this checklist (as applicable) and send to MnDOT District 6 Planning, 2900 48th St NW, Rochester, MN 55901, or [tracy.schnell@state.mn.us](mailto:tracy.schnell@state.mn.us) or [gregory.pates@state.mn.us](mailto:gregory.pates@state.mn.us) | | | | | | | | | | | | |
| **Date:** | | | **Prepared by:** | | | | | | | | | |
| **Type of Activity** (check all that apply) | | | | | | | | | | | | |
| Driveway/road access change | | | Preliminary plat - # lots \_\_\_ | | | | | Environmental document | | | | |
| Land use change | | | Final plat - # lots \_\_\_ | | | | | Access management plan | | | | |
| Site sketch plan | | | Registered survey | | | | | Corridor plan | | | | |
| Site plan | | | Conditional Use Permit (CUP) | | | | | Comprehensive/long-range plan | | | | |
| Road plan – County/local | | | Road plan – State aid | | | | | Other | | | | |
| **Is this an amendment or revision?**  **No**  **Yes; date of prior submittal­­** | | | | | | | | | | | | |
| **Location** | | | | | | | | | | | | |
| **Street/highway** | | | | | | **On/nearest MN highway** | | | | | | |
|  | | | | | |  | | | | | | |
| **City or township and zip code** | | | | **County** | | **Highway milepost (if known)** | | | | **Highway reference point (if known)** | | |
|  | | | |  | |  | | | |  | | |
| **Plat name (if applicable)** | | | | | | **Coordinates (if known)** | | | | | | |
|  | | | | | |  | | | | | | |
| **Description** | | | | | | | | | | | | |
| **# of Acres** | | | | | | | | | **MnDOT Referral Number** (if known) | | | |
|  | | | | | | | | |  | | | |
|  | | | | | **Existing** | | | | **Proposed/planned** | | | |
| Land use and zoning | | | | |  | | | |  | | | |
| # of Parcels | | | | |  | | | |  | | | |
| # of Residential units and/or commercial-industrial sq. ft. | | | | |  | | | |  | | | |
| Property access, including access management efforts | | | | |  | | | |  | | | |
|  | | | | | **Temporary construction** | | | | **Permanent construction** | | | |
| Time schedule/date for proposed work | | | | |  | | | |  | | | |
| **Other information** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Local Government Unit (LGU) and LGU Official Status** | | | | | | | | | | | | |
| **Primary contact** | | **Name** | | | | | | | | | | |
| one primary contact please | |  | | | | | | | | | | |
|  | | **Mailing address** | | | | | **City** | | | | **State** | **Zip** |
|  | |  | | | | |  | | | |  |  |
|  | | **Email address** | | | | | **Day phone** | | | | **Mobile phone** | **Fax** |
|  | |  | | | | |  | | | |  |  |
| **LGU action** | | Planning Commission, date: | | | | | Board/council, date: | | | | | |
| attach staff reports | | Contingencies: | | | | | | | | | | |
| **Developer or Property Owner** | | | | | | | | | | | | |
| **Primary contact** | | **Name** | | | | | | | | | | |
|  | |  | | | | | | | | | | |
|  | | **Mailing address** | | | | | **City** | | | | **State** | **Zip** |
|  | |  | | | | |  | | | |  |  |
|  | | **Email address** | | | | | **Day phone** | | | | **Mobile phone** | **Fax** |
|  | |  | | | | |  | | | |  |  |
| **Consultant** | | | | | | | | | | | | |
| **Primary contact** | | **Contact Name** | | | | | **Business Name** | | | | | |
|  | |  | | | | |  | | | | | |
|  | | **Mailing address** | | | | | **City** | | | | **State** | **Zip** |
|  | |  | | | | |  | | | |  |  |
|  | | **Email address** | | | | | **Day phone** | | | | **Mobile phone** | **Fax** |
|  | |  | | | | |  | | | |  |  |

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| **Plans, site plans, and maps (scaled in relation to MnDOT right-of-way and local roadways) should include:** | | | | |
|  | Location map of the site or area relative to state and local roadways and MnDOT right-of-way (R.O.W.) | | | |
|  | Date, title, scale and north arrow | | | |
|  | Existing land features, adjacent property uses, any other relevant proximate property uses | | | |
|  | Size of the particular parcel(s) and other features | | | |
|  | Proposed use and access to the property, frontage roads, and proximity relative to | | | |
|  | Circulation patterns, and connections with the local street and path/trail network (as applicable) | | | |
|  | Current and future estimated traffic generation on the site or area | | | |
|  | Parking areas, driveways, street access, turn lanes, and sight distances (existing and proposed as applicable) | | | |
|  | Turn movement data (as applicable) | | | |
|  | Proposed street, sidewalk/path, transit facility typical sections or contours and profile grades, and construction layout (as appropriate) | | | |
|  | Legal descriptions, monuments, and bearings, and land ties to section corners (as appropriate) | | | |
|  | MnDOT right-of-way, and dimensions from centerline of roadway to MnDOT right-of-way line at one or more locations as needed | | | |
|  | Highway Access Control (if known) | | | |
|  | *HYDRAULICS/DRAINAGE:* Existing site conditions, proposed grading and site drainage system plan sheets and profiles relevant to drainage area. Applicable wetland impact/mitigation features, temporary sediment and erosion control measures, and erosion control blanket used to stabilize disturbed MnDOT R.O.W unless other methods (i.e. rip-rap) called for in plans, approved by MnDOT | | | |
|  | Legible drainage area maps: pre- and post-project drainage conditions with contours, drainage area boundaries, flow direction. Names of drainage areas, ponds, and drainage structures should be the same in maps and models | | | |
|  | Drainage area models: HydroCAD or XPSWMM; electronic files to run the model AND model printouts | | | |
|  | Drainage area models/computations: Atlas 14, Volume 8 rainfall depths with an SCS Type II, 24 hour distribution | | | |
|  | Summary table: pre- vs. post-project peak discharges to MnDOT R.O.W., 2-, 10-, 100-year events showing no discharge increase | | | |
|  | Curve numbers per NRCS methodology modified as needed based on detailed knowledge of soil type and specific conditions on site | | | |
|  | Appropriate time of concentration (Tc) computations and assumptions: MnDOT rejects those that overestimate or underestimate Tc (i.e. using “Lag/CN” method to determine peak runoff from watersheds having long and/or diverse flow paths, and assuming sheet flow occurs for distances exceeding 100’; or pre-project Tc underestimated to offset post-project peak discharge increases) | | | |
|  | Available freeboard for pre- and post-project treatment ponds, and normal and 100-year high water levels HWL; minimum 2.0’ freeboard between road surface and proposed 100-year HWL for treatment ponds along MnDOT right-of-way | | | |
|  | Infiltration basins, filtration basins and ponds adjacent to MnDOT R.O.W. designed with minimum 2.0’ elevation difference between 100-year HWL and crest of basin berm. Berm crest at least 5’ wide. Emergency overflow lined from crest to toe of slope with Turf Reinforcement mat or Category 6 or 7 Erosion Control Blanket at a minimum. | | | |
|  | Location of infiltration/filtration basins protected from construction tracking and sediment during all construction phases; basins kept “offline” or not constructed until the area flowing to them is stabilized. | | | |
|  | Temporary/permanent erosion control at disturbed areas that sheet flow to and any disturbed areas within MnDOT R.O.W shall be either erosion control mat or bonded fiber matrix | | | |
|  | Project discharge points to MnDOT ditch or channel located to not cause erosion or conflict with existing ditch or channel grade | | | |
|  | Continuous wood chip or compost sediment control logs (biorolls) for erosion control at proposed project perimeter (no silt fence) | | | |
|  | Connection to open ditch or channel. Avoid direct connections to MnDOT storm sewer system; if direct connection, applicant is responsible for providing a good connection (typically a new structure). MnDOT offers no warranty that there will not be a hydraulic backwater effects on new storm line upstream if connected to MnDOT existing storm sewer. | | | |
|  | Proposed driveway/access road culverts on MnDOT R.O.W. designed for 10-year Atlas 14 rainfall event AND proposed access road does not cause water to come within 1’ of the highway road surface during 100-year event | | | |
| **With plats (and some plans, site plans, and maps as applicable) *also* include the following:** | | | | |
|  | Section, township, range | | | |
|  | Mile post reference (i.e. Mile Post 128.3) | | | |
|  | Document number, or recorded right-of-way descriptions | | | |
|  | Right-of-way on all highways, including right-of-way as occupied versus described | | | |
|  | Labels for MnDOT right-of-way lines and described right-of-way | | | |
|  | Any access control, including access openings | | | |
|  | Note concerns whether the highway title is easement or fee | | | |
|  | Date of survey | | | |
|  | Legal descriptions (including point where legal description starts – tied to land line), right-of-way monument(s) found, and bearings | | | |
|  | Utilities | | | |
|  | Easements and outlots | | | |
| **Other related information as applicable including:** | | | | |
|  | Environmental assessment or impact study or statement | | | |
|  | Traffic impact report or study | | | |
|  | Other impacts or information | | | |
| **For MnDOT Use** 2/3/15 r (p. 2) | | | | |
| **Date Received:** | | **From:** | **Complete?:**  yes  no | **Referral Number:** |