



City of International Falls Preliminary Plan Procedure [Section 12-3 \(a\)](#)

Procedure

1. Discuss concept with City Staff (City Engineer and City Administrator).
 - This is an opportunity to ensure the Preliminary Plan can be supported by City Staff
 - Receive feedback on plan from City Staff
 - Make necessary edits to the Preliminary Plan based on discussions with City Staff
 - Continue to meet with City Staff until the concept plan is adequate
2. Submit application to City Staff. Application shall include the following:
If submitting paper:
 - Three paper copies of Preliminary Plan and \$10.00 feeIf submitting online:
 - Email application and Preliminary Plan to: info@ci.international-falls.mn.us
 - \$10.00 Fee by check or cash in person at City Counter or mailed to 600 4th Street, International Falls, MN 56649
3. Application is considered complete
 - All requested materials have been submitted and payment is received
 - Applicant is notified of complete application within 15 days of submittal
4. At the first regular meeting at least 30 days following a complete application, the Planning Commission shall determine the Preliminary Plan's conformance with City standards
 - Planning Commission may approve a Preliminary Plan subject to certain revisions
 - Action taken by Planning Commission shall be recorded in the proceedings and transmitted to the applicant
5. Upon approval of the Preliminary Plan, the plan has received general acceptability of the layout
6. The applicant shall submit the Final Plat application within one year of obtaining Preliminary Plan approval



City of International Falls Preliminary Plan Checklist [Section 12-3 \(b\)](#)

Checklist

Each copy of the submitted Preliminary Plat shall include the following information:

- Layout of proposed streets, showing right-of-way widths and names of streets.
- Location and widths of proposed pedestrian ways and utility easements.
- Layouts, numbers and minimum dimensions of lots.
- Areas, other than streets, pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.
- Minimum front and side street building setback lines indicating dimensions.
- Scale: 1 inch equals 100 feet.
- Proposed name of subdivision.
- Location by section, town, range or by other legal description together with small-scale sketch showing location within the section.
- Names and addresses of the owner, subdivider, surveyor and designer of the plan.
- Graphic scale.
- North-point.
- Date of preparation.
- Existing conditions in the tract and in a reasonable area surrounding the tract.
- Property lines.
- Districts proposed for nonresidential use.
- Total acreage of proposed plat.
- Platted streets, railroad right-of-way and utility easements.
- Permanent buildings or other structures.
- Location of existing sewers, water mains, culverts or other underground facilities.
- Topography of platted area, see [Section 12-3 \(b\)](#) for more details.
- Wooded areas in outline only.
- Stage development: Whenever a portion of a tract is proposed for platting and it is intended or of a size for future enlargements of such platted portion from time to time, a tentative plan for the future subdivision of the entire tract shall be submitted.
- Other reasonable information, such as soil tests, if requested by the city engineer.