City of Shakopee
Memorandum

TO: Kyle Sobota, Senior Planner

FROM: Darin Manning, Project Engineer

SUBJECT: Preliminary & Final Plat – Canterbury Park Tenth Addition

PROJECT NO.: PLAT-000186-2023

DATE: December 29, 2023

The staff review indicates a request to review a Preliminary and Final Plat application for the Canterbury Southwest Tenth Addition. Canterbury Southwest Tenth Addition is located west of Vierling Drive, east of Schenian Street, and north of Shenandoah Drive.

This review should be considered preliminary, as more comments will follow with additional submittals. However, the Engineering Department offers the following comments at this time to the applicant and to the planning department:

The following items need to be addressed/completed prior to release of the Final Plat for recording:

1. Plan review and plat review red-lined comments are attached to this memo and must be addressed and approved by the City Engineer.

2. Refer to Shakopee Public Utilities comments for watermain.

3. Pay the Storm Water Management Plan Review Fee, as required by the most current City of Shakopee Fee Schedule.

4. Submit a turning movement diagram that shows accessibility for fire, garbage and delivery trucks throughout the proposed development.

5. Easements will be shown on the Final Plat as approved by the City Engineer.

6. It appears there are utilities proposed outside the subject property. A utilities easement and maintenance agreement with the adjacent property owner shall be submitted and recorded with the County prior to recording of the final plat.

7. There is a canterbury regional trunk storm sewer pipe that extends north through the proposed development. Additional drainage and utility easement with Canterbury will be required for the private trunk storm sewer prior to final plat approval.

8. Submit a copy of a cross-access and maintenance agreement for the shared driveway and record with the properties.

9. Provide a copy of the cross-access and maintenance agreement for any private sanitary sewer, and storm sewer that crosses adjacent properties and record with the properties.

10. An encroachment agreement shall be submitted for any retaining wall located within the drainage and utility easement.

11. Obtain final approval of the subdivision's storm water management plan.

12. Submit a utility Facilities easement agreement. The utility facilities easement agreement shall include the storm pond east of the development. The document must be recorded with the County.

13. Provide electronic files (AutoCAD and Portable Document Format – PDF) of the Final Plat to be recorded with datum on the Scott County coordinate system.

The following items need to be addressed/completed prior to approval of a grading permit, a street and utility plan and/or a building permit:

14. Pay the Trunk Storm Water Charge, as required by the most current City of Shakopee Fee Schedule.

15. Obtain a NPDES construction site permit prior to any land disturbing activity. A copy of the permit must be provided to the city.

16. Private infrastructure must not encroach on the perimeter drainage and utility easements.

17. Grade the entire site, as proposed on the approved plans, in one phase within one year from the date of approval of the grading permit application. Grading is defined as bringing the site to the proposed finished grade with materials deemed acceptable by the City of Shakopee engineering department, providing topsoil per City requirements and applying seed, mulch and/or sod per City requirements and providing an as-built record grading plan per Section 2.5 of the City of Shakopee Design Criteria.

18. Submit a landscaping plan in compliance with the most recent version of the City of Shakopee's Easement Fencing and Landscaping Policy.

19. The contractor must submit a Construction Management Plan to the city prior to any construction activities.

20. Record plans need to be provided per the City of Shakopee Design Criteria, Section 2.5 and Section 11.2 (A-L). The record plans need to be certified and submitted to the engineering department. Provide a letter from the engineer of record certifying all improvements were constructed per approved plans and under the direct supervision of the engineer of record.

Recommendation

The Engineering Department recommends approval of the application subject to the conditions above being addressed/completed by the applicant.