

Preliminary and Final Plats



All plats or subdivisions of land must be approved by the City Council through a resolution. Approval of the plats is done pursuant to Minnesota Statutes sections 462.358, 505.02, and 505.03.

A preliminary and final plat must be submitted to the City for approval. Preliminary and final plats are generally processed and acted upon by the Council simultaneously; however, the City reserves the right to process them separately. In cases where the platting requirements result in an unnecessary hardship and failure to comply with platting requirements does not interfere with the purpose of platting, a subdivision waiver may be granted.

Information Required on a Preliminary Plat:

- _____ Date, title, scale, and north arrow
- _____ Location of present property and section lines, streets, buildings, water courses and other existing features
- _____ Existing and proposed centerline and paved area of any adjacent rights-of-way
- _____ Location of ingress and egress to the platted area, including existing and proposed driveway locations
- _____ Locations of other nearby driveways, street intersections and access points onto public roadways in the vicinity of the plat
- _____ Proposed location and dimensions of streets, rights-of-way, lots, property lines, and easements
- _____ Proposed building footprints, setbacks, parking lot layouts, and aisle configuration
- _____ Existing sanitary and storm sewers, water mains, culverts and other underground structures, within the tract or immediately adjacent, including but not limited to the outlet for and means of disposal of surface waters from the proposed platted area
- _____ The title under which the proposed subdivision is to be recorded and the name of the subdivider platting the tract
- _____ The names of all adjoining subdivisions or a description of unplatted areas
- _____ Topography
- _____ Any adjacent streets and/or public rights-of-way

Information Required on a Final Plat:

- Signature lines for City Manager and Mayor
- Final plat showing proposed lots and blocks

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Information Required for a Plat Submittal:

- Completed zoning application form
- \$500 application fee
- Five full-sized copies of the plat
- One 8 1/2 x 11 inch reduction of the plat
- Abstract of title
- Copy of Declaration of Covenants and Restrictions *(if applicable)*
- The area of each proposed lot
- Copy of the AutoCAD file on diskette, CD-ROM or via e-mail *(if applicable)*

Process:

1. An application for a preliminary plat is submitted to the Community Development Department.
2. The preliminary plat is reviewed by City staff and the City Attorney. The plat is also sent to Hennepin County and to the Minnesota Department of Transportation (when the plat is adjacent to a State road) for review. The County is allowed 30 days to review the plat. Any comments are conveyed to the applicant.
3. The applicant submits the application fee, along with any additional information or changes required. Once the preliminary plat has been reviewed, the applicant may submit the final plat for review. Preliminary and final plats can be sent to the City Council for approval together or separately.
4. A public hearing on the plat is scheduled on the City Council agenda. Notice of the hearing is published in the *Sun-Current* newspaper 10 days before the hearing.
5. The City Council holds a public hearing and approves or denies the plat.

Timeliness of Review: The City is required to notify applicants within 10 working days of receiving an application as to whether or not it is complete. Once an application is complete, the City has 5 working days to submit the plat to the County for review. The County has 30 days to review the plat. Once an application is complete, the City has 60 days to make a decision on the plat.

Recording a plat: Plats must be recorded within 30 days of City Council approval. If the applicant needs additional time for recording, a request should be made, in writing, to the Zoning Administrator at the time the application is submitted. Two sets of mylar versions should be submitted to the Zoning Administrator for signatures. Allow a minimum of three working days for plat signatures. Return one copy of the plat to the City after the plat has been recorded.

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Additional Information:

- Guarantees in the form of a cash escrow may be required by the City Council to ensure compliance with the conditions of the plat.

Application Fee: The plat application fee is \$500. The fee covers processing for both the preliminary and final plat.