

# Platting



All **plats** or subdivisions of land in the City of Richfield must be approved by City Council resolution. 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.

## **Process:**

1. Fill out and submit an application for plat approval to the Community Development Department. Submit four copies of the preliminary plat with the application.
2. Submit an application fee. The application fee for plat approval is \$500.
3. City planning and engineering staff will review the preliminary plat for compliance with City regulations and to determine what, if any, easements are required.
4. The City will also submit a copy of the preliminary plat to Hennepin County and/or the State of Minnesota for review if the property to be platted abuts a County or State road.
5. The applicant is responsible for making any changes to the plat, as requested by staff, the County or the State. If revisions are requested, submit four copies of the revised preliminary plat to staff.
6. Submit four copies of the final plat to the Community Development Department for review.
7. Once staff has approved the final plat, submit two mylar versions of the plat and one reduction (8 1/2" x 11") of both the preliminary and final plats.
8. Once the final plat has been submitted, staff will schedule the request on the City Council agenda (the City Council meets on the second and fourth Mondays of each month). Applications need to be complete three weeks prior to the Council meeting to be scheduled on the agenda.
9. The City Council holds a public hearing on the preliminary and final plat.
10. Following City Council approval, staff will return one copy of the signed mylar and a certified copy of the Council resolution to the applicant for recording with the County. Plats need to be recorded within 30 days of approval.