

115 2<sup>nd</sup> Street NE  
Menahga, MN 56464  
Ph: 1-218-564-4557

APP # _____
Date _____
Fee _____
Check# _____

**APPLICATION PROCEDURES FOR PLAT / SUBDIVISION**

**Note:** Please call for an appointment before dividing any tract of land into four (4) or more lots or parcels.

**PROCEDURE:**

- \_\_\_\_\_ 1. Meet with City staff regarding development and platting proposal to include the following items;
- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| 1. Availability of services       | 7. Trunk highway requirements       |
| 2. Topographic features           | 8. Notice to other jurisdictions    |
| 3. Street pattern and standards   | 9. Storm water run-off requirements |
| 4. Proposed timing of development | 10. Proof of ownership              |
| 5. Lot location                   | 11. Underlying plats on property    |
| 6. Park dedication requirements   | 12. Developer's Agreement           |

\_\_\_\_\_ 2. Following such informal review and consultation, the subdivider may contract with a Minnesota Licensed Surveyor to develop the preliminary plat, utilizing sketch plat review considerations.

\_\_\_\_\_ 3. Complete this application, with *all* submittal requirements listed on the checklist included with the application. The Zoning Administrator will not accept incomplete applications. Other information may be required that is not listed on the checklist in order to make a proper evaluation of the request. The complete plat, application and other required information must be submitted by the first week of the month for a public hearing to be scheduled the second week of the following month. The application will be stamped, officially filed and a public hearing date will be established when the preliminary plat application is accepted as complete.

\_\_\_\_\_ 4. The owner or subdivider shall submit Six full-size copies of the preliminary plat. The size of map shall not be less than twenty two inches (22") by thirty two inches (32"). Submit one additional copy of plans and graphics on 11 inch by 17 inch paper.

\_\_\_\_\_ 5. The platting fee is four hundred dollars (\$400.00)

\_\_\_\_\_ 6. A fee is required if the subdivider requests that any existing special assessments which have been levied against the premises described in the subdivision be divided and allocated to the respective lots in the subdivision plat. The City Assessor shall estimate the clerical cost of preparing the revised assessment roll, filing the same with the county auditor, and making such division and allocation, and upon approval by the council of such estimated cost, the same shall be paid to the City Treasurer, in addition to the cost for platting/subdivision application of this subdivision, to cover the cost of preparing and filing such revised assessment.

\_\_\_\_\_ 7. An up-to-date certified abstract of title or torrens certificate of title and such other evidence as the city attorney may require showing title or control of the proposed subdivision. The submittal shall be updated within 30 days of submission.

\_\_\_\_\_8. The subdivider must contact the Wadena Soil and Water Conservation District to determine if there are any wetland issues with the proposed subdivision. Any delineated wetlands shall be shown on the plat.

\_\_\_\_\_9. A Developers Agreement is required and shall be executed by both parties and any lien holders and/or proposed lien holders. The Developers Agreement shall be submitted to the Planning Commission within fifteen (15) days from the date the preliminary plat is officially accepted. A performance bond, or escrow deposit is required and may be posted in the name of the City to ensure that all required improvements are constructed.

\_\_\_\_\_10. City staff will submit a copy of the preliminary plat to the City Engineer for his examination and report. Copies of the report will be given to city staff to present to the Planning Commission prior to the public hearing.

\_\_\_\_\_11. Where applicable as to location, City staff will submit a copy of the preliminary plat to the Commissioner of Transportation. The Commissioner of Transportation shall submit written comments before final action on the preliminary plat.

\_\_\_\_\_12. The Planning Commission will conduct a public hearing and make a recommendation for denial or conditional approval to the City Council within sixty (60) days except in cases where the applicant/subdivider requests additional time to amend the plat.

\_\_\_\_\_13. The City Council shall act on the preliminary plat within one hundred twenty (120) days of the date on which the preliminary plat was officially filed. The preliminary plat must be approved if it meets the applicable zoning standards unless the municipality adopts written findings based on a record from the public proceeding why the application shall not be approved.

\_\_\_\_\_14. If the preliminary plat is approved, such approval shall not constitute final acceptance of the subdivision. The owner or subdivider shall file six (6) full-size copies twenty two inch by thirty four inch (22" x 34") and two (2) eleven inch by seventeen inch (11" x 17") copies of the final plat with the Administrator, no later than six (6) months after the date of approval of the preliminary plat by the Council, otherwise the preliminary plat and the final plat will be considered void, unless an extension is requested in writing by the subdivider for good cause and is granted by the City Council.

\_\_\_\_\_15. The final plat will have incorporated all changes or modifications approved in the preliminary plat, and otherwise conform to the preliminary plat. The Zoning Administrator will also examine the final plat for proper form before the plat is considered to be officially filed.

\_\_\_\_\_16. A plat shall contain a certification by the proper County official that there are no delinquent taxes owed and that the current year's payable taxes have been paid in accordance with Minnesota Statutes, Section 272.12.

\_\_\_\_\_17. The subdivider is responsible to obtain all required signatures on the final mylars before the Final Plat is submitted for recording at the Wadena County Recorder's Office with any covenants. The Final Plat must be recorded with the County Register of Deeds or Registrar of Titles within six (6) months of receiving approval of the City Council; otherwise, the approval of the final plat shall be considered void.

**PRELIMINARY PLAT SUBMITTAL CHECKLIST All**

subdivision maps shall be drawn at a scale not smaller than one inch (1") equals one hundred feet (100'), and prepared by a surveyor registered in the State of Minnesota.

1. The preliminary plat shall contain or have attached thereto the following information:

**A. Identification and Description.**

- Proposed name of subdivision, which shall not duplicate or be similar in pronunciation to the name of any previously recorded in the County
- Legal description of property to be platted.
- Names and address of the owner, subdivider, contract –for- deed vendors, mortgage holder of record, surveyor and designer of the plan
- North point
- Date of preparation

**B. Existing Conditions.**

- Boundary line of proposed subdivision, clearly indicated.
- Existing zoning classification
- Total approximate acreage
- Location, width, and name of every existing or previously platted street or other public way, showing type, width and condition of improvements, if any.
- Railroad and utility right-of-way
- Parks and other public open spaces
- Permanent buildings and structures
- Significant historical sites
- Wetlands, shoreland area (current, professional delineation of all wetlands within the plat required)
- Easements
- Section lines and corporate lines within the proposed subdivision and within a distance of 100 feet beyond the tract
- Location and size of existing sewers, water mains, culverts or other underground facilities within the tract and to a distance of 100 feet beyond the tract. Such data as grades, invert elevations and locations of catch basins, manholes, and hydrants shall also be shown.
- Boundary lines of adjoining unsubdivided lands within 100 feet, identified by name and ownership.
- Topographic data, out to 300 feet beyond the boundaries of the proposed plat including contours at vertical intervals of not more than 2 feet. Where horizontal contour interval is 100 feet or more, a 1-foot vertical interval shall be shown. Water courses, marshes, wetlands, wooded areas, rock outcrops, power transmission poles and lines, bluffs and other significant features shall also be shown.
- Proposed Green Space shown on plat. Tree and shrubbery locations and anticipated vegetation alterations.

**C. Subdivision Design Features.**

- Layout of proposed streets, showing right-of-way widths and proposed names of streets. The name of any street already used in the City shall not be used, unless the proposed street is an extension of an already named street, in which event the name shall also be shown.
- Location and widths of proposed alleys, pedestrian walkways, and utility, drainage, and public way easements.
- Typical cross sections of proposed street and alley improvements, and method of disposing of proposed storm water run-off
- Approximate centerline gradients of proposed streets and alleys, and location, size and approximate gradient of proposed sewer lines and water mains, drawn to scale the same way as existing data.
- Layout, numbers and preliminary dimensions of lots and blocks.
- Building/structure setback lines from streets and lot lines, indicating dimensions, and from the Ordinary High Water Mark.
- Other areas intended to be dedicated or preserved for public use, including their size in acres,

**D. Other Information.**

- Statement of the proposed use of lots so as to reveal the effect of the development on traffic, fire hazards or congestion of population.
- Proposed protective covenants.
- Source of water supply.
- Provisions for sewage disposal, drainage, and flood control.
- Storm water retention plan. This plan shall be engineered so that the plat shall retain the storm water run-off of 10-year rain event if said plat is served by storm sewer or other city-maintained system.
- Any additional information required by the Zoning Administrator, the Planning Commission, or City staff called upon to render opinions on any part of the proposed preliminary plat.

## FINAL PLAT SUBMITTAL CHECKLIST

### 1. Information to be shown on the final plat:

- Accurate angular and lineal dimensions for all lines, angles and curvatures used to describe boundaries, streets, alleys, easements, areas reserved for public use, and other important features. Dimensions of lot lines shall be shown in feet and hundredths of a foot.
- An identification system for all lots and blocks.
- True angles and distances to the nearest established official monuments (not less than three) which shall be accurately described in the plat.
- Municipal, township, county or section lines accurately tied to the lines of the subdivision by distances and angles.
- Radii, internal angles, point and curvatures, tangent bearings and lengths of all arcs.
- Accurate locations of all monuments.
- Accurate outlines and legal description of any areas to be dedicated or reserved for public use, or for the exclusive use of property owners in the subdivision with the purposes indicated therein.
- Certification by a registered surveyor in the form required by Minnesota Statutes, Section 505.03
- Execution by all owners of any interest in the land and any holders of a mortgage thereon of the certificate required by Minnesota Statutes, Section 505.03, and which certificate shall include a dedication of the utility easements and any other public areas in such form as shall be approved by the City Attorney.
- Certification by the proper county official that there are no delinquent taxes owed and the current year's payable taxes have been paid.
- Form of approval by City and County authorities as required by law.

**APPLICATION FOR SUBDIVISION**

Fee Paid \_\_\_\_\_ Date Filed \_\_\_\_\_ Receipt Number \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Title Holder(s) (if different than applicant)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Street Address of Property: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

Parcel Identification Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

Existing Use and Zoning of the Surrounding Area (350 feet): \_\_\_\_\_

\_\_\_\_\_

Rezoning Requested? \_\_\_\_\_ If so, to what zoning district? \_\_\_\_\_(Petition to re-zone must be submitted when preliminary plat is filed.)

Variance Requested? \_\_\_\_\_(If so, application must be submitted when preliminary plat is filed)

Number of Lots: \_\_\_\_\_Total acreage or sq. feet of property to be divided: \_\_\_\_\_

Describe how the land will be developed: (Statement of the proposed use of lots stating type of residential buildings with number of proposed dwelling units; type of business or industry so as to reveal the effect of the development on traffic, fire hazards or congestion of population): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Land Surveyor for Project: \_\_\_\_\_

Address of Land Surveyor: \_\_\_\_\_

\_\_\_\_\_  
Phone: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I am the legal fee owner(s) of the property described on this application and I consent to this application :

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Date Complete Application was received and approved by Zoning Administrator: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ by Planning Commission on: \_\_\_\_\_  
Date

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ by the City Council on: \_\_\_\_\_  
Date