



FINAL PLAT PROCEDURE¹ **All Subdivisions**

This handout is intended to provide guidance on putting together and submitting a final plat for a subdivision in Minnetrista. The purpose of the final plat is to incorporate all direction received at preliminary plat into the subdivision, and to finalize all documentation for legal recording at Hennepin County. This step completes the subdivision process.

In order to have your final plat application be complete and reviewed in the timeliest fashion, there are a number of steps that must be followed:

1. Contact City staff to discuss your preliminary plan approval and obtain another land use application.
2. Staff will provide you with direction on how to contact the City Attorney. **YOU MUST HAVE THE CITY ATTORNEY APPROVE TITLE WORK FOR YOUR PROPERTY PRIOR TO SUBMITTING A FINAL PLAT APPLICATION.**
3. Once you have received approval from the City Attorney for your title work, you must put together an informational packet (described herein) that fulfills the final plat submittal requirements. Initially providing detailed information and answers will greatly reduce the potential overall review time.
4. Submit your land use application, fee, and three (3) sets of completed packet information to staff. All levels of staff will examine your information to determine if the application is complete, and contact you if additional information is required or was omitted.
5. The planning department will ensure your final plat application adheres to all requirements established at preliminary plat, engineering will ensure all plan sets meet city requirements, and legal will ensure all documentation is in order for proper filing at the County.
6. Once the planning department receives confirmation from engineering and legal council that all documentation is in order, staff will notice a public hearing for the next available City Council meeting.²
7. The City Council will review the documentation and either grant or deny the final plat.

Per the City's Fee Schedule Ordinance, the City Council has established the following fees³ for final plat review:

- Expedited subdivisions: **\$500 + \$30/lot + \$500 Deposit**
- Class I & II subdivisions: **\$350 + \$30/lot + \$500/lot Deposit**
- Class III subdivisions: **\$500 + \$30/lot + \$500/lot Deposit**
- Planned Unit Developments: **\$500 + \$30/lot + \$500/lot Deposit**

¹ The information provided in this document is intended to be a correct statement of the law as set forth in the Minnetrista City Code and the laws of the State of Minnesota. However, the applicant should refer to the actual sources and consult with their own legal advisor regarding applicability to their application. In providing this information, the City makes no representations nor provides any legal advice or opinion.

² Staff reserves the right to send final plats to the Planning Commission prior to City Council review.

³ Applicant is also responsible for any additional fees incurred by the City (i.e. engineering, postage, legal expenses, and et cetera).



The following materials must be submitted prior to deeming an application complete:

- | <u>Sub:</u> | <u>Req:</u> | <u>Item:</u> |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Title Work. You must have the city attorney approve title work for your property prior to submitting a final plat application. The City must insure that the listed applicants are the only parties with interest in the subject property. If your property is described in Abstract, the city will need a copy of an <u>updated abstract</u> . If your property is described in Torrens, the city will need a <u>Registered Property Abstract (RPA)</u> . In either case, the city will also accept a <u>commitment for title insurance</u> in lieu of the above to fulfill this requirement. If staff has not received verification from the City Attorney that all title work has been approved, your final plat application will NOT be accepted. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. A completed land use application form signed by all property owners along with payment of the proper filing fee. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Written statements providing information regarding your proposal. <u>Please provide a separate answer for each of the lettered items listed below</u> (answers must be submitted in both hard copy and electronic form-- .txt files or MS Word format): <ol style="list-style-type: none">a. A listing of contact information including name(s), address(es) and phone number(s) of: the owner of record, authorized agents or representatives, engineer, surveyor, and any other relevant associates;b. A listing of the following site data: Address, current zoning, parcel size in acres and square feet, property identification number(s) (PID), and current legal description(s);c. A listing of general information including: the proposed name of the subdivision, the number of proposed lots, acreage dedicated for open space or public use, acreage dedicated within rights of way;d. Final Lot Information:<ol style="list-style-type: none">(1) A table listing the lot and block number, size of lot, width of lot, and depth of lot;(2) Final exact area calculations of parks, trails, & any other dedicated public open space; and estimated values of all dedicated land and improvements (trails, park equipment, sports fields, etc.);(3) Final exact area calculations of wetlands and buffers;(4) Final proposed area calculations for all dedicated right-of-ways; and(5) Proposed legal descriptions for all lots, easements to be created (if not being dedicated on the plat), and easements to be vacated (if any). |



- (continued):**
- e. An explanation of how issues have been addressed since the Preliminary Plat phase of the development;
 - f. A statement showing the final density of the project with the method of calculating said density shown;
 - g. If applicable, provide a description of final lakeshore access arrangement (i.e. shared dock with multiple slips, individual docks for each lot, etc.);
 - h. A final statement on proposed ownership and maintenance responsibilities of public and private open space areas/facilities. Specifically reference city codes and/or draft covenants that address the issue; and
 - i. The final development schedule indicating the approximate date when construction of the project, or stages of the same, can be expected to begin and be completed (including the proposed phasing of construction of public improvements and recreational and common space areas).

Sub: Req: Item:

- 4. Address labels:** Two (2) lists of names and addresses of the owners of all property within five hundred (500) feet of the boundaries of the property in question. One (1) list shall be typed on mailing labels (33 labels per sheet) and the other list shall be a reproducible copy of those labels. Please see **Exhibit A** of this handout which provides basic instructions on how to acquire a Property Owners List online from Hennepin County.

- 5. Area Map:** One (1) copy of an area map showing the parcel(s) in question and the surrounding properties. You will receive this map from Hennepin County when you receive your mailing labels.

- 6. Final Plat and associated documents:** Each of the following pieces of information shall be required for submittal to deem your application complete.
 - A) Final Plat** – Two (2) large set of plans; and One (1) copy of a reduced set (no smaller than 8.5 x 11) and an electronic copy of all materials;
 - B) Two (2) Sets of Final Plat Mylars** – You may elect to submit these initially, or work with the City attorney on submitting them upon review (in case changes are necessary);
 - C) Verification of Paid Taxes in the Current Year** – paid receipt from the County;
 - D) All Deeds for Property Being Dedicated to the City** – deeds for all parks, outlots, etc. which are to become property of the City of Minnetrista;
 - E) All Easement Dedication Documents for Easements Not Shown on the Final Plat** – trail, ingress/egress, and all other easements, if not shown on the final plat, shall be dedicated via these documents;



(continued):

- F) Final Development Plan;**
- G) Final Grading Plan** (if applicable);
- H) Final Utility Plan** (if applicable);
- I) Final Street & Storm Sewer Plan** (if applicable);
- J) Final Soils, Signage, and Lighting Plan** (if applicable);
- K) Final Tree Preservation & Planting Plan** (if applicable); and
- L) Final Home Owners Association Documents** (if applicable).

Sub: Req: Item:

- 7. **Electronic Files:**** A flash drive must be submitted which includes electronic files for the written statements regarding the proposal. Files are requested to be in MSWord format (please check with staff on other acceptable formats). Additionally, electronic files of the final plat must be submitted.

- 8.** Any **other information** required by city staff, commissioners, or council members necessary to provide a complete review of the variance request. Information deemed critical to the review process not listed in this handout may be requested⁴.

PLEASE NOTE THAT STAFF WILL NOT ACCEPT INCOMPLETE FINAL PLAT APPLICATIONS DUE TO STATE MANDATED TIME DEADLINES FOR COMPLETING PLAT REVIEWS.

⁴ Number of copies, size, and other such administrative details may also be imposed when requiring additional information.



Upon accepting your application, the review process to complete your subdivision will begin by all levels of staff:

- Planning staff will ensure your submittal incorporates all requirements laid out during the preliminary plat stage, and is conforming to City Codes. Once all reviews are complete, staff will schedule a public hearing for the first available City Council meeting;
- Engineering will examine your documents (final plat, grading plan, utility plan, etc.) to ensure everything is in order, and that all right-of-ways, easements, etc meet city guidelines; and
- Legal council will review the final plat, easement dedication language, and deeds to ensure everything is in order for filing at the County. Additionally, legal council may put together a developers agreement to ensure all subdivision improvements are completed in a timely fashion and adhere to City specifications.

Additional Information to Note:

- As the applicant or owner, you are responsible for the plat review at the Hennepin County Surveyors office, which may take more than one month.
- The Final Plat, once approved, must be fully filed at Hennepin County prior to any construction beginning on the site.
- As with each step of the development process, the developer is responsible for all fees related to the review of this application. This includes, but is not limited to engineering, wetland, legal, or environmental consultants, or other such experts as required by this application.
- As the applicant or owner, you are responsible for acquiring permits required by other agencies: watershed districts, DNR, Army Corp of Engineers, Pollution Control Agency, et cetera.
- The reports and agendas are available the Friday before the upcoming meeting date. If you wish to receive information other than by mail (i.e. fax or email), you must inform the city.

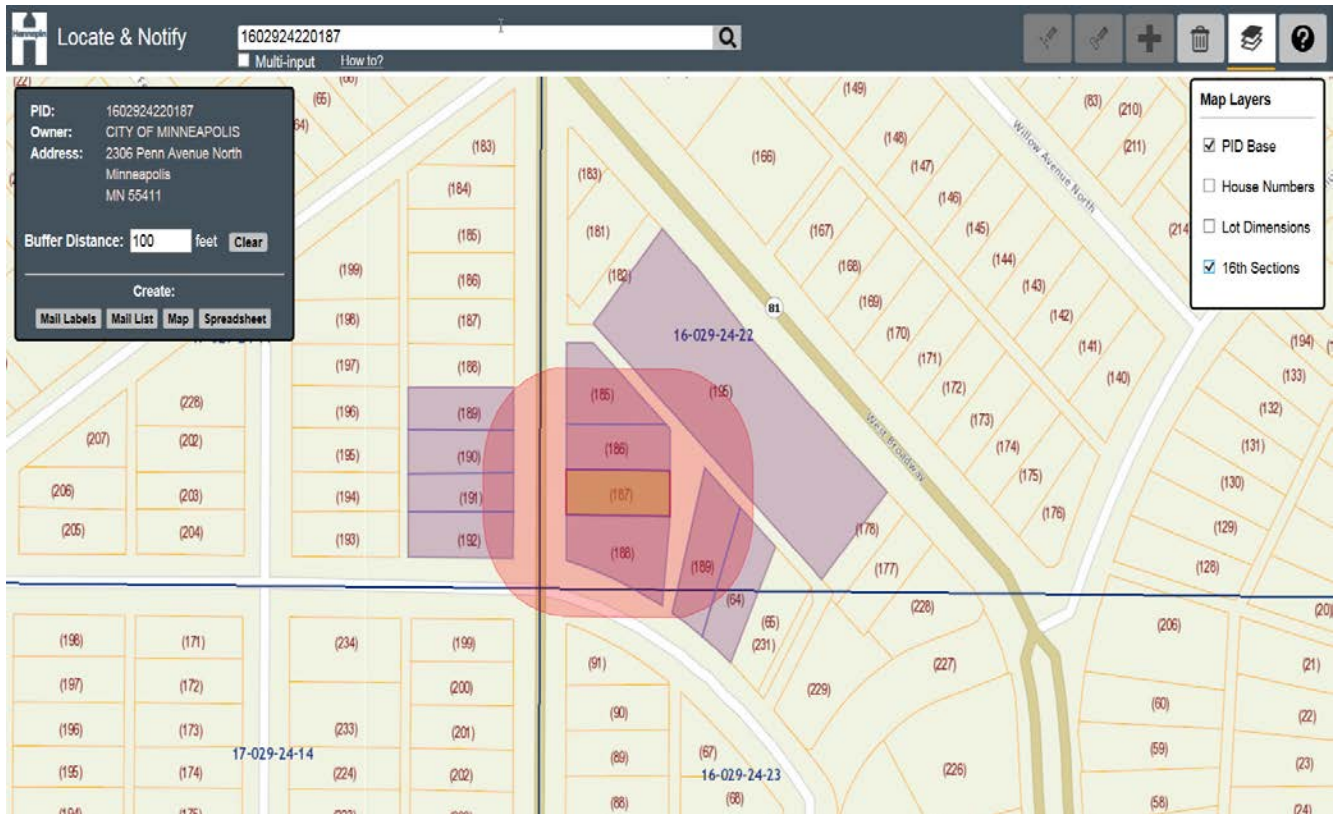
State statute requires the City to complete its review on your plat within 60 days of accepting your application—we will do everything possible to ensure your plat is reviewed in a timely fashion. Always keep in mind that your cooperation in responding to staff’s request(s) for additional information will significantly affect the process timeline. Please contact staff at (952) 446-1660 if you have any questions.

Thank you!

Exhibit A

FINAL PLAT LIST (PROPERTY OWNERS LIST) BASIC INSTRUCTIONS

1. Open the Locate & Notify application: <https://gis.hennepin.us/locatenotify/default.aspx>
2. Enter PID Number or address of the parcel of interest (PID#s are preferred search input).
 - a. If multiple PID#s are needed, simply use the left mouse button and click on the adjacent parcels after the application has zoomed into your area of interest.
3. Hit “Map Layers” and select “16th Sections” to turn on Section/Range/Township lines for your map.
 - a. If the Platted Lots (underlying Legal Description) layer is desired, turn on “Lot Dimensions” layer and turn off “PID Base” layer. Some cities request this on specialized land use applications.
4. Enter the distance required for your application criteria in the “Buffer Distance” section, and buffer.
5. Copy the parcel Address to your clipboard for later use in your “Map Notes” if desired.
6. **Click Mail List Button**, print the list and save a copy if desired.
7. **Click Mail Labels Button**, print labels “actual size”, do not shrink to fit or labels could overrun on later pages (standard 8.5 x 11 – 30 labels per sheet), usually must select a specific printer tray or manual feeder, save a copy if desired.
8. **Click Map Button** and paste the parcel address or add notes to map as desired, print and save copy if desired.
 - a. ****If you have a buffer selected and nothing happens when clicking List, Labels, or Map button, check your internet browser’s pop-up settings. Pop-ups must be allowed for the list, labels, or map, output to display in order to print and save.**



****Below image shows how the map looks with the "Lot Dimension" layer turned on****

