



A Subdivision is any division of land which does not qualify as an Administrative Subdivision (i.e. creating two lots, Sec. 20-66 of the Subdivision Ordinance). There are three steps when applying for a subdivision: Pre-Application meeting, Preliminary Plat and Final Plat.

Pre-Application Meeting

The applicant meets with City staff to find out what is required and what is optional, before proceeding with the formal application process and before investing in planning and engineering. At this time the developer is able to find out how the project is likely to be received.

Preliminary Plat

The preliminary plat presents in considerable detail the concept presented at the pre-application meeting. It is the time when all decisions about the nature of the project are clearly discussed and decided. A preliminary plat is a map of the proposed development, drawn to scale and includes all roads, streets, recreation areas, utility lines, storm draining, sewer and water lines, and all adjacent parcels and their ownership status and uses.

1. Once a preliminary plat application is complete, the City Planner will schedule a public hearing with the Planning Commission after preparing a report and recommendation. Allow at least 30-60 days from the application date to the Planning Commission hearing. The City Planner will mail a notice to property owners within 350 feet of the property. A copy of the staff report will be mailed to the applicant on the Thursday before the Planning Commission Meeting.
2. *As the applicant, your presence is expected at the Planning Commission meeting.* The Planning Commission meets on the second Monday of each month. Depending on the Planning Commission recommendation, the proposal will either go on to the City Council or come back to the Planning Commission for further review.
3. Following Planning Commission approval, the proposal will be presented to the City Council. The City Council meets on the first and third Mondays of each month. Approval of the preliminary plat request requires 3/5 vote of the City Council.

Final Plat

The final plat is the final and accurate version of the preliminary plat, and includes all changes and revisions required by the City as part of the conditions for preliminary plat approval. The final plat includes the final map of blocks and lots, utility easements, the grading and drainage plans, the detailed utility layouts, street rights-of-way and designs, easements and open space. Usually, as long as the final plat conforms substantially to the preliminary plat, it is approved.

1. After the preliminary plat has been approved, a final plat application shall be submitted to the City. The City may agree to review the preliminary and final plat simultaneously.
2. The City Council may refer the final plat to the Planning Commission for recommendation if it is found that the proposed final plat is substantially different from the approved preliminary plat or the requirements of the preliminary plat are not resolved.
3. Prior to City Council approval of the final plat, the applicant shall have executed a subdivision (developer's) agreement with the City, which controls the installation of all required improvements, outlines the financial guarantees, and ensures compliance with all conditions of approval.
4. Approval of the final plat request requires 3/5 vote of the City Council
5. Upon receiving final plat approval, the designated representatives of the City shall sign the plat, and the applicant shall record the approved and signed final plat with the county register of deeds within 60 days of approval, or the approved final plat shall be considered void.
6. The applicant shall, within 30 days of recording, furnish the City with three blue or black line prints, two mylars (22" x 34") of the final plat showing evidence of the recording, one reduced scale (11" x 17") copy of the plat, and a digital copy in a format acceptable to the city engineer. A building permit will not be issued until the City has received these items.

PRELIMINARY PLAT SUBMITTAL REQUIREMENTS

Unless waived by the Planning Department, you must provide all of the following items with the Preliminary Plat application. An incomplete application will not be accepted.

One large set (24"x36") and 15 reduced copies (11"x17") of the following drawings:

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| <input type="checkbox"/> Preliminary plat with lot dimensions and acreages. | <input type="checkbox"/> Map of existing conditions, including wetland delineations |
| <input type="checkbox"/> Preliminary Tree Preservation Plan | <input type="checkbox"/> Preliminary Utility Plan, including Location and size of all water lines, sanitary sewer lines and storm sewer lines plus all subsequent Manholes, catchbasins, clean-outs, valves, etc. location of fire hydrants. |
| <input type="checkbox"/> Preliminary Grading/Drainage Plan, including existing and proposed two-foot contours. | |

- A Complete Land Use Application and Application Fee
- A written statement describing the intended use of the property, how the use would meet the City's standards for this use and why the City should approve your request.

- Electronic copy of all exhibits
- The names and addresses of all current property owners of record within **350 feet** of the boundaries of the property. Contact the Property ID & Platting Dept at (612) 348-5910. You will need the PID#. The fee is \$1.25 per parcel with a minimum charge of \$25.
- Two Original Escrow Agreements

FINAL PLAT SUBMITTAL REQUIREMENTS

Unless waived by the Planning Department, you must provide all of the following items with the Final Plat application. An incomplete application will not be accepted.

- One large set (24"x36") and 15 reduced copies (11"x17") of the final plat.
- A Complete Land Use Application and Application Fee
- Complete all preliminary plat conditions required for final plat approval. (Refer to the Resolution approved the preliminary plat.)
- Electronic copy of all exhibits
- Certificate of title, title opinion, or title insurance policy must be submitted no more than 30 days before release of the final plat.

ADDITIONAL INFORMATION

In addition to the submittal requirements, please note:

At its discretion, the city may require an outside consultant review the proposed application and provide written comment. Such consultants may include: a traffic engineer, telecommunications engineer, water resources engineer, landscape architect, forester, or appraiser. If the city requires such review and comment, the applicant must provide cash escrow to the city to cover the cost of the review. City staff will notify applicants that such review is required prior to hiring the consultant(s).