

# FINAL SUBDIVISION PROCEDURES

## CITY OF MILACA

After approval of the preliminary plat, the final plat may be prepared. It shall incorporate changes, modifications, and revisions required; otherwise, it shall conform to the approved plat.

In the case of large subdivisions, to be developed in stages, the subdivider may be granted permission to prepare a plat for only the portion of the approved plat which he/she proposes to develop at this time, provided such portion conforms with all the requirements of these regulations. The subdivider may be required, as a condition of approval, to submit an estimated time schedule for further staging of the platting and recording.

All plats shall comply with the provisions of Minnesota State Statutes and the requirements of this regulation.

The subdivider shall file sixteen (16) copies of the final plat with the City Zoning Administrator no later than six (6) months after the date of approval of the preliminary plat. If this is not done, the approval of the preliminary plat will be considered void unless an extension is requested by the subdivider and granted in writing by the governing body.

The subdivider shall submit, with the final plat, a current Abstract of Title or a Registered Property Certificate along with any unrecorded documents and an Opinion of Title by the subdivider's attorney.

### **Procedures**

1. The subdivider shall fill out a Final Plat application with the City of Milaca after the Preliminary Plat has been approved by the City Council.
2. The applicant shall furnish the city with sixteen (16) copies of the Final Plat at least twenty (20) days prior to the Planning Commission meeting at which it is to be considered.
3. The Planning Commission shall hold a public hearing on the Final Plat. Public hearing notice shall be published at least ten (10) days prior to the Planning Commission meeting at which time the item will be heard. Notices shall be sent to property owners within a 350-foot radius at least ten (10) days prior to the public hearing by the City.
4. The sub-divider or representative thereof shall appear before the Planning Commission at the public hearing, in order to answer any questions concerning the Final Plat.
5. The Planning Commission will recommend approval or denial of the Final Plat to the City Council.
6. The application is placed on the City Council agenda with the report and recommendations of staff and Planning Commission. Final Plat approval is either granted or denied by the City Council. Grounds for denial shall be set forth in proceedings and reported to the applicant.

7. If the final plat is approved, the governing body shall sign the plat and the subdivider shall then record it with the County Recorder within one hundred eighty (180) days or the approved plat shall be considered void.
8. The subdivider shall, immediately upon recording, furnish the City Zoning Administrator with a reproducible copy, either cron-aflex or its equivalent, of the recorded plat and two (2) prints. An electronic format, as approved by the City Engineer, of the recorded plat will also need to be submitted to the City. Failure to furnish such copies shall be grounds for refusal to issue building permits for the lots within the plat.
9. Upon receiving approval of the plat for a portion of the Preliminary Plat, the subdivider shall not be required to request a continuation of the recognition of the preliminary plat so as to maintain its approval except that in the event a zoning amendment is adopted which requires a larger minimum lot size for land not yet platted and recorded, the larger minimum lot size may be required for any additional platting.

### **Date Required for the Final Plat**

The plat shall be prepared by a land surveyor who is registered in the State of Minnesota and shall comply with the provisions of Minnesota State Statutes and of this regulation. All of the information required for the Preliminary Plat shall also be required on the Final Plat. This information is listed below.

### **Identification and Description**

1. Proposed name of subdivision, the name shall not duplicate any plat theretofore recorded in the County.
2. Legal description of the property.
3. Name and address of the record owner, and any agent having control of the land, subdivider, land surveyor, engineer and designer of the plan.
4. Graphic scale not less than one (1") inch to one hundred (100') feet.
5. North point and key map of area showing well known geographical points for orientation within one-half (1/2) mile radius.
6. Date of preparation.

### **Existing Conditions**

1. Boundary lines shall be shown clearly and to such a degree of accuracy that conforms to the plat in that no major changes are necessary in preparing said final plat.
2. Existing zoning classifications for land in and abutting the subdivision.
3. Total acreage.

4. Location, right-of-way width, and names of existing or platted streets or other publicways, parks, and other public lands, permanent buildings and structures, easements and section lines, corporate and school district lines within the plat and to a distance of one hundred (100') feet beyond shall also be indicated.
5. Location and size of existing sewers, water mains, culverts, or other underground facilities within the preliminary plat area and to a distance of one hundred (100') feet beyond. Such data as grades of surfaces of underground structures and locations of catch basins, manholes, hydrants, and street pavement width and type, shall also be shown.
6. Boundary lines of adjoining unsubdivided or subdivided land, within one hundred (100') feet, identified by name and ownership, but including all contiguous land owned or controlled by the subdivider.
7. Topographic data, including contours at vertical intervals of not more than two (2') feet except where the horizontal contour interval is one hundred (100') feet or more, and one (1') foot vertical interval shall be shown. Water courses, marshes, wooded areas, rock outcrops, power transmission poles and lines, and other significant features shall also be shown. U.S.G.S. datum shall be used for all topographic mapping where available. At least one permanent benchmark shall be set within each subdivision to be platted and the location and elevation of this benchmark shall be shown on the preliminary plat.
  - a. City Engineer may waive and/or change the number of required benchmarks.
8. A copy of all proposed private restrictions shall be submitted.
9. Percolation tests and soil borings as required by the City Engineer.
10. If severe soil limitations for the intended use are noted by the City Engineer, a plan or statement indicating the soil conservation practice or practices to be used to overcome said limitation shall be made part of the permit application.
11. A construction storm-water permit from the MPCA.
12. An environmental impact study may be required by the City Engineer.

### **Subdivision Design Features**

1. Layout of proposed streets, showing right-of-way widths, and proposed names of streets. At the City's discretion, the name of any street shall conform to the City of Milaca Uniform Street Naming and Building Numbering System.
2. Locations and widths of proposed alleys, pedestrian ways, and utility easements.
3. Layout numbers and preliminary dimensions of lots and blocks.
4. Proposed front and side street building setback lines.
5. Location and size of proposed sanitary sewer lines and water mains.
6. Gradients of proposed streets, sewer lines and water mains.

7. Maximum high-water level where platted areas abut on or contain lakes, rivers, or permanent ponding basins.
8. Areas, other than streets, alleys, pedestrian ways, and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.

### **Other Information**

1. 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, and congestion of population.
2. Source of water supply.
3. Provisions for sewage disposal, surface water drainage and flood control.
4. If any zoning changes are contemplated, the proposed zoning plan for the areas, including dimensions.
5. Other information as may be requested by the City Engineer, Planning Commission or City Council.
6. Where the subdivider owns property adjacent to that which is being proposed for the subdivision, the Planning commission may require that the subdivider submit a sketch plan of the remainder of the property so as to show the possible relationships between the proposed subdivision and future subdivision. If any event, all subdivisions must be shown to relate well with existing or potential adjacent subdivisions and land use.

*Updated: March 2005*

# CITY OF MILACA



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## APPLICATION FOR SUBDIVISION FINAL PLAT

Application is hereby made for a Final Plat for \_\_\_\_\_  
Subdivision Name

Which received preliminary approval by the Milaca City Council on \_\_\_\_\_  
Date

Legal description of property  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

Telephone: ( ) \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

Applicant Telephone: ( ) \_\_\_\_\_

The following information is submitted in support of this application as described in the Preliminary Plat Procedures and Data Required for Preliminary Plat:

- Completed Application for Subdivision
- Complete Preliminary Plat check list
- Fee of \$100
- Legal Description of property to be divided
- 16 copies of the proposed plat
- Rezoning Application, if applicable
- Other \_\_\_\_\_

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I fully understand that all of the above required information must be submitted at least 20 days prior to the Planning Commission meeting to ensure review by the Planning Commission on that date.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Comments/Revisions \_\_\_\_\_

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

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Received By:

City Agent's Signature \_\_\_\_\_

Date \_\_\_\_\_