



East Bethel Community Development
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Subdivision – Final Plat Application Checklist

A complete application for final plat shall be submitted no later than one year after the date of approval of the preliminary plat, or a time as provided in the developer's agreement. Otherwise, the preliminary plat approval shall be considered void, unless an extension is requested in writing and, for good cause, is granted by City Council. The final plat application shall have incorporated all the conditions of City Council approval of the preliminary plat. In all other respects, the final plat shall substantially conform to the preliminary plat. It may constitute only that portion of the approved preliminary plat which the developer proposes to record and develop at that time. The following information is provided in Chapter 66 Article IV of the City Code of Ordinances.

Process

Step 1: Submit application, application fee, escrow, and required information (see below)

Step 2: Staff reviews the application for completeness and conformance to preliminary plat and phasing plan. If incomplete, a letter will be sent notifying the Applicant of the missing information. If complete, the application will be reviewed by required agencies, advisory committees, and staff.

Step 3: The City Council shall act on the final plat by motion. The motion shall include findings of fact supporting the approval or denial, and shall be entered in the proceedings of City Council. The lack of a majority Council vote to affirmatively approve the final plat shall be a denial of the requested application.

Step 4: City Council may impose conditions necessary to protect the public health, safety, and welfare.

Step 5: If the final plat and development contract are approved by City Council, the developer shall record the plat within 90 days after the date of approval. Otherwise, the approval of the final plat shall be considered void, unless the developer requests and receives an extension from City Council. The City may record the development contract immediately upon receipt of signatures.

Step 6: The developer shall submit for review and approval all proposals to change the original plans. The developer shall obtain written approval by the City prior to changes to the plans. The developer shall submit the following:

- One Mylar copy of the final plat.
- Seven sets and one digital electronic copy of record plans indicating all changes in the work, including accurate as-built locations, dimensions, elevations, grades, slopes, and all other pertinent information concerning the completed work.

Required Materials Checklist – Section 66-98

Preliminary plat information is typically furnished on plan sheets. However, some information is more appropriately submitted in other forms. The plat and associated information shall be

submitted in a form that is legible, organized, and understandable. The preliminary plat application shall consist of maps and accompanying documents.

- Land Use Application
- Fees + Escrow
 - \$300 Application Fee
 - \$5,000 Escrow
 - \$50/Lot if new road is required
- Revised Preliminary Plat – three large-scale (24-inch by 36-inch) copies, one 11x17 inch copy, and one PDF Copy
 - Supporting documents illustrating all changes and conditions that were required as part of preliminary plat approval
 - This revised preliminary plat will provide the historical record of the subdivision approval by which subsequent plats shall be considered
- Title Restrictions – one copy of any title declaration, conservation easements, deed restriction, restrictive covenant, or homeowners' association documents
- Final Plat General Information – three large-scale (24-inch by 36-inch) copies, one 11x17 inch copy, and one PDF Copy
 - Name of the subdivision
 - Location by section, township, range, county, and state, as well as descriptive boundaries of the subdivision based upon an accurate traverse giving angular and linear dimensions
 - The location of monuments shall be shown and described. Pipe or steel rod shall be at the corners of each lot and at each intersection of street centerlines
 - Location and accurate dimensions of all lots, outlots, provisions for alternative modes of transportation, streets, and other features. Lots and blocks shall be numbered
 - A listing of the total area of each lot measured in gross square feet per lot and total area of the plat
 - The exact location, widths, and names of all proposed streets and provisions for alternative modes of transportation to be dedicated
 - The location and width of all easements to be dedicated
 - Accurate outlines and legal description of land to be dedicated as parks, trails, ponds, or other public use shall be illustrated on the final plat and dedicated with the final plat
 - Name and address of the registered surveyor of the plat with certification in the form required by Minn. Stats. § 505.03, as may be amended
 - Statement dedicating all easements as follows: easements for installation and maintenance of methods for alternative modes of transportation, trails, utilities, and drainage facilities are reserved over, under, and along the areas designated as drainage and utility easements
 - Statement dedicating all streets or other public rights-of-way as follows: streets and other public areas shown on this plat and not heretofore dedicated to public use are hereby so dedicated
 - Final grading, construction plans shall be prepared and submitted in accordance with City standards

- Development Contract
 - The developer shall meet with City staff to finalize the terms of the development contract
 - Final grading and utility plans shall be approved by the City engineer and made a part of the development contract. No grading allowed until final plat and development agreement is approved and the development agreement is signed and a financial security is in place with the City
 - When the City has agreed to install improvements in a development, the developer shall furnish the City a financial statement satisfactory to the City. When the City has not undertaken improvement installation, it may, at its option, require the developer to furnish a financial statement satisfactory to the City.
 - Upon finalization of the development contract, the City clerk-treasurer shall have the final copy of the contract signed by all appropriate parties
- Additional information as required by City staff
 - Notarized certification by owner, and by any mortgage or lienholder or record, of the adoption of the plat, and the dedication of streets and other public areas
 - Approval by signature of City and county officials concerned with the approval of the plat
 - Final smoke easement documents shall be filed with the final plat. The City Council and City attorney must approve smoke easement agreements at final plat