



Final Plat Application

FEE: \$400 **Date Received** _____

ESCROW: \$1000

APPLICANT INFORMATION:

Applicant _____

Phone: _____ Email: _____

Mailing Address: _____

Property Owner: _____

Phone: _____ Email: _____

Mailing Address: _____

PROJECT INFORMATION:

Project/Development Name: _____

Project Location: _____

Parcel Identification Number(s) of Property: _____

Legal Description of Property (attach a separate document if necessary):

PROCEDURE FOR FINAL PLAT APPROVAL

An Application will be considered complete and therefore ready for submission to the Planning Commission when the information in this checklist and within the City subdivision ordinance is submitted and accepted by the City. The applicant will be notified by letter of any deficiencies in the application within ten (10) business days of receipt of the submittal. The application will be scheduled on the appropriate Planning Commission and City Council agenda upon acceptance of a complete application packet. Contact the Community Development Director Nate Keller at the St. Joseph Government Center at 320-229-9425 or nkeller@cityofstjoseph.com.

The plat request shall be filed with the City on this official application form, along with the established fee. Such application shall also be accompanied by two (2) large-scale copies, twelve (12) reduced 11"x17" scale copies and an electronic copy of a final plat and supportive information in conformity with the City's Ordinances. The scale of such materials shall be the minimum necessary to ensure legibility.

The application and copies of the final plat shall be submitted three (3) weeks prior to the next Planning Commission meeting for which you wish to be heard.

FINAL PLAT DATA REQUIREMENTS

1. The final plat must include all changes required from the preliminary plat.
2. Name of the subdivision, which shall not duplicate or too closely approximate the name of any existing plat theretofore recorded in the City of St. Joseph or its vicinity.
3. Location by section, township, range, county and state and including descriptive boundaries of the subdivision based on an accurate traverse, giving angular and linear dimensions which must mathematically close.
4. The location of monuments shall be shown and described on the final plat. Locations of such monuments shall be shown in reference to existing official monuments on the nearest established street lines, including true angles, and distances to such reference points or monuments.
5. Locations of lots, streets, public highways, alleys, parks outlots, and other features, with accurate dimensions in feet and decimals of feet, with the length of radii and /or arcs of all curves, and with all other information necessary to reproduce the plat on the ground shall be shown. Dimensions shall be shown from all angle points of curve to lot lines.
6. Lots shall be numbered clearly. Blocks are to be numbered, with numbers shown clearly in the center of the block.
7. The exact locations, right of way widths, and names of all streets to be dedicate.
8. Location, width and intended use of all easements to be dedicated.
9. Name of fee owner and surveyor preparing the plat.
10. Scale of plat (the scale must be shown graphically and in feet per inch), date, and north point.
11. Statement dedicating all streets, alleys, public outlots, and other public areas, utility and drainage easements not previously dedicated as follows: Streets, alleys, and other public areas shown on this plat and not heretofore dedicated to public use are hereby so dedicated.
12. A current abstract of title or title commitment.
13. Other data: Such other information that may be required by the City, including but not limited to:
 - Copies of any private restrictions affecting the subdivision or any part thereof submitted to the City. A signed Developers Agreement approved by the City which includes provisions for financial guarantee as provided for in City Ordinance.
 - A complete set of construction plans containing plans and specifications to construct the required public improvements and to make the subdivision suitable for development, which conform to the City requirements.
 - Three complete sets of 11" x 17" reproducible as-built construction drawings for any public improvements constructed in the subdivision shall be furnished to the City for the City files and City Engineer, within one hundred twenty (120) days after the construction is complete and approved by the City. In addition one (1) digital GIS formatted copy and one scanned copy for imaging shall be submitted to the City.
 - Upon adoption and filing of a final plat, the City shall prepare a street address map and distribute it to the applicant, utility companies, police department, ambulance, fire department, post office and County.
 - A certified full size mylar copy and one reduced 11"x17" mylar copy of the plat evidencing filing of the plat with the County within thirty (30) days after recording to the City. No building permit shall be approved for construction of any structure on any lot until the City has received evidence of the plat being recorded by Stearns County.
 - A disk of the recorded plat in AutoCAD or other approved format for inclusion in the City's base map.

NOTE: FINAL PLAT IS SUBJECT TO DEVELOPMENT FEES, INCLUDING BUT NOT LIMITED TO PARK DEDICATION AND STORM WATER DEVELOPMENT REQUIREMENTS.

Acceptance of either park land dedication or cash in lieu of park land dedication is at the discretion of the city.

Park Dedication Requirements:

Single Family Residential – 1,172 SF per unit or \$914 per unit (Payment in Lieu)

Multiple Family Residential – 1,250 SF per unit or \$975 per unit (Payment in Lieu)

Commercial & Industrial – 5% of land area or 5% of average land value (Payment in Lieu)

Storm Water Development Fee: \$0.10 per sq. foot single family residential

\$0.134 per square foot multi-family residential

\$0.20 per square foot commercial/industrial

Review and Decision by the City Council. The City Council shall review the application for Final Plat after the Planning Commission has made its recommendation. The City Council is the only body with the authority to make a final determination.

This application must be signed by all owners of the subject property or an explanation given why this is not the case.

We, the undersigned, have read and understand the above, and that any cost above the application fee related to this final plat for engineering and consulting will be reimbursed to the City of St. Joseph.

Applicant Signature

Date

Property Owner's Signature

Date

Questions: Contact Community Development Director Nate Keller at (320) 229-9425 or nkeller@cityofstjoseph.com.

Submit completed application to:

St. Joseph Government Center
75 Callaway St E
St. Joseph, MN 56374