

**FINAL PLAT  
APPLICATION**

125 Pine Cone Road N  
PO BOX 140  
SARTELL, MN 56377

PHONE: 320-253-2171 FAX: 320-253-3337



**FEE - \$575**

DATE RECEIVED \_\_\_\_\_

=====

**APPLICANT** \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**FEE OWNER** \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

PROJECT/DEVELOPMENT NAME \_\_\_\_\_

PROJECT LOCATION \_\_\_\_\_

PROPERTY IDENTIFICATION NUMBER (PIN) \_\_\_\_\_

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 in the document checklist 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/City Council meeting agenda upon acceptance of a complete application packet. Please contact the Planning and Community Development Director, Anita Rasmussen at Sartell City Hall at 320-258-7306.

Applications for Final Plat Approval shall be on a form provided by the City Clerk or Planning and Community Development Director. The application and copies of the site plan shall be submitted three (3) weeks prior to the next Joint Planning Commission meeting. (Please see attached meeting schedule). The following information is to be submitted to the City:

**FINAL PLAT DATA REQUIREMENTS.** As required by Section 11-3-9 of this Title, the applicant shall submit a final plat together with any necessary supplementary information. The final plat, prepared for recording purposes, shall be prepared in accordance with provisions of Minnesota State Statutes and Stearns/Benton County regulations, and such final plat or accompanying submittals shall contain the following information:

- A. Name of the subdivision, which shall not duplicate or too closely approximate the name of any existing plat theretofore recorded in the City of Sartell or its vicinity and which shall be subject to City Council approval.
- B. Location by section, township, range, county and state, and including descriptive boundaries of the subdivision.
- C. 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. The applicant shall provide coordinating data on all subdivision monumentation in a format approved by the City Engineer.
- D. Location of lots, outlots, streets, public highways, alleys, and parks 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.
- E. Lots shall be numbered clearly, blocks are to be numbered, with numbers shown clearly in the center of the block.
- F. A drawing or listing of total square footage per lot, acreage per block, square footage or acreage of each land use proposed (where applicable) and total acres in the plat.
- G. The exact locations, widths and names of all streets to be dedicated.
- H. Location, purpose and width of all easements to be dedicated.
- I. Name, address and phone number of surveyor making the plat.
- J. Scale of the plat to be one inch to one hundred feet (1"=100'—the scale to be shown graphically on a bar scale), date and north arrow.
- K. A current abstract of title or a registered property certificate along with any unrecorded documents that are subject to review and approval by the City Council.
- L. Copies of any protective or restrictive covenants affecting the subdivision or any part thereof.
- M. Statement dedicating all easements as follows: Easements for installation and maintenance of utilities and drainage facilities are reserved over, under and along the designated areas marked "drainage and utility easements".
- N. Statement dedicating all streets, alleys and other public areas not previously dedicated as follows: Streets, alleys and other public areas shown on this plat and not heretofore dedicated to public use hereby so dedicated.
- O. Other data: Such other information that may be required by the City following final plat approval, including but not limited to:
  - 1. A signed Development Agreement approved by the City which includes provisions for a financial guarantee of cash escrow or letter of credit, as provided for in Ordinance.
  - 2. A complete set of construction plans and specifications to construct the required public improvements and to make the subdivision suitable for development, which conform to the City requirements. These documents will be prepared by the City for projects following the publicly financed public improvement process.

3. A certified mylar copy of the plat evidencing filing of the plat with the County within sixty (60) days after approval by the City. No building permits shall be approved for construction of any structure on any lot in said plat until the City has received evidence of the plat being recorded by Stearns/Benton County.
  4. 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 and twenty (120) days after the construction is complete and approved by the City. In addition one digital GIS formatted copy and one scanned copy for imaging shall be submitted to the City.
  5. 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.
  6. A digital disk of the recorded plat consistent with the Stearns or Benton County coordinate system in a format specified by the City and/or the City Engineer for inclusion in the City's base map.
- P. Certification Required.
1. Certification by a registered surveyor in the form required by Minnesota Statutes 505.03, as amended.
  2. Execution by all owners of any interest in the land and holders of a mortgage thereon of the certificates required by Minnesota Statutes 505.03, as amended, and which certificate shall include a dedication of the utility easements and other public areas in such form as approved by the City Council.
  3. Space for certificate of approval and review to be filled in by the signatures of the Mayor and City Administrator in the following form:

FOR APPROVAL OF THE CITY OF SARTELL:

*This plat of (name of plat) was approved and accepted by the City of Sartell, Minnesota, at a regular meeting thereof held this \_\_\_\_\_ day of \_\_\_\_\_, . \_\_\_\_\_.*

CITY COUNCIL OF SARTELL, MINNESOTA

By \_\_\_\_\_, Mayor

By \_\_\_\_\_, Administrator

**NOTE: FINAL APPROVAL IS ALSO SUBJECT TO  
PARK DEDICATION REQUIREMENTS**

**Single Family Home – 1,198 sf per unit (park land dedication) or \$1,018 per unit (Payment in Lieu)**

**Multi-family Home – 900 to 1,198 sf per unit (parkland dedication) or \$765 to \$1,018 per unit (Payment in Lieu), depending upon on-site park amenities provided**

**Commercial/Industrial – 5% land or \$1.64 sf cash equivalent**

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

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Signature of Applicant

Date

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Signature of Owner (s)

Date

\*\*\*Please provide the City of Sartell a copy of the receipt from the recorder's office when plat is recorded.