



Subdivision Procedure by Simple Plat

([Land Use Application](#) also required)

Public Hearing

Application Requirements

The city requires one (1) copy of all required drawings at a scale no smaller than 1" = 50', and no larger than 24"x36". Two (2) sets of 11"x17" are also required. All required information must be submitted by the application date in order for an application to be considered complete.

Incomplete applications will not be accepted/processed in accordance with MN Statutes Chapter 462.358

Drawings shall be folded; rolled drawings will not be accepted.

Administrative Subdivision by Simple Plat may be utilized for property with a metes and bounds description, where the result will be four (4) or fewer lots, and not require the dedication of public right of way for purposes of gaining access to the subject property, and the property has not previously been administratively subdivided (Lot Split or Simple Plat). Section 30-391. The final result is a plat reviewed by the City Council.

City Ordinance Sections [30-391](#)

Each of following applicable requirements (unless waived by staff) shall be submitted:

- [Land Use Application](#) form
- Application Fee
- Labels for Property Owners within 350 feet of the subject parcel obtained from the Sherburne County Public Works Office-GIS (See Page 4 of the Land Use Application Form)
- A typewritten narrative with detailed description of what is being proposed
- Final Plat
- Primary and Secondary Septic Locations
- Delineated Wetlands
- Signed *CAD Drawing Requirements for Final Plat Mylar Submission* form
- County Review Letter, if adjacent to County Road
- All submitted documents shall also be provided in a digital format (e.g. pdf, jpeg, doc, dwg) at a resolution of at least 300 dpi. *Flash drives, CD's, and email are acceptable.*
- All other information as determined by City Staff

Applicant Signature: _____ Date: _____

Print Name: _____

CAD Drawing Requirements for Final Plat Mylar Submission

Prior to the Final Plats being released for recording, an AutoCAD (.dwg) drawing of the Final Plat mylars is required that provides **only** the following information:

1. Right-of-way Lines
2. Lot Lines
3. Lot # Identification Text
4. Block # Identification Text
5. Street Names
6. Outlot Text
7. Section Lines
8. Plat Boundary
9. Plat Name

This information shall be supplied as an AutoCAD drawing (.dwg) on a CD or flash drive with the submittal of final mylars. The required information shall have the layer names and colors as indicated in the chart below.

| <u>Description</u> | <u>Layer Name</u> | <u>Layer Color</u> | <u>Other</u> |
|-----------------------------|--------------------------|---------------------------|-----------------------------------|
| Public Right-of-way Lines | ROW-LN | 12 | |
| Lot Lines | LOT-LN | 11 | |
| Lot # Identification Text | LOT-ID | RED | |
| Block # Identification Text | BLK-ID | RED | |
| Street Names | ROADTXT | RED | |
| Outlot Text | LOT-ID | RED | |
| Section Lines | SEC-LN | 10 | |
| Plat Boundary | PLATBOUND | GREEN | |
| Plat Name | PLATNAME | RED | |
| Private Drives | PRIVATE | 210 | Polyline in center Width 50.00 |

The information required in items 1-9 above shall be the **only** electronic information provided on the CD. Failure to provide **only** this information will delay release of the mylars for recording.

The drawing file shall be labeled: *Plat name here*_Base Map.dwg

Applicant Signature: _____ **Date:** _____

Print Name: _____

Additional Information

The following pages, listed below, are information for the applicants use and should not to be turned in with the application. Some of this information might be needed during the process.

- Meetings & Fees
- Other Possible Permits
- Building and Model Home Permits
- Model Home Permit Agreement
- Final Plat Checklist (Applicant information only – this is a staff checklist for staff use only)

2017 Meetings & Fees

Meetings

Date

| | |
|---|-------|
| Concept Review Meeting (city staff review) | _____ |
| Parks and Recreation Meeting (open to the public) | _____ |
| Planning Commission Meeting (preliminary plat – public hearing) | _____ |
| City Council Meeting (preliminary plat – public hearing) | _____ |
| City Council Meeting (final plat – meeting open to the public) | _____ |

*****See page 5 of the [Land Use Application](#) Form for meeting schedules**

Costs/Fees

These are typical fees associated with a development; there may be additional fees depending upon the scope of the development.

| | |
|---------------------------------|---|
| Preliminary platting fee | \$275.00 |
| Escrow for consultants | \$1,500.00 |
| List of property owners | \$_____ (fee based on label sheets printed at the county) |
| Within 350 ft. | **see page 4 of the land use application form |
| Park dedication | Residential: \$1,425.93/dwelling unit - Low Density (<4 DU/acre) \$1,075.79/dwelling unit - Medium Density (4 to <7 DU/acre) \$4,897.04/dwelling unit - High Density (>7 DU/acre) Commercial: 8% of county assessed value of property Industrial 6% of county assessed value of property |
| Surface Water | \$116 per residential lot (rural); |
| Management Impact Fee | \$233 per residential lot (urban) \$1,326 per acre (Multi-family, commercial & industrial) |
| Sewer Availability Charge (SAC) | \$4,875 per unit |
| Sewer & Water Hookup Permit | \$150 commercial + \$2,000 bond in favor of the City of Elk River \$65 residential + \$2,000 bond in favor of the City of Elk River |

Elk River Municipal Utilities Fees

| | |
|---------------------------|-------------------------------------|
| Water Connection Charge | \$3,183 per Plumbing Unit (Builder) |
| Water Availability Charge | \$345 per Plumbing Unit (Developer) |

Please contact Elk River Municipal Utilities directly for electrical connection fees or other costs that may be involved in connecting to services (763.441.2020)

100% LETTER OF CREDIT FOR THE PUBLIC IMPROVEMENTS

A warranty bond in the amount of 25% of the cost of the public improvements is required to be provided to the city for a one (1) year period after city acceptance of the public improvements.

Other Possible Permits That May Be Required

Depending on the scope of the project, the following additional permits may be required from the following agencies:

- A National Pollutant Discharge Elimination System Permit (NPDES) is required if you are the owner or operator for any construction activity disturbing:
 - One acre or more of soil.
 - Less than one acre of soil if that activity is part of a "larger common plan of development or sale" that is greater than one acre.
 - Less than one acre of soil, but the MPCA determines that the activity poses a risk to water resources.
- The City of Elk River's Storm Water Pollution Prevention Plan (SWPPP) is required if you are the owner or operator for any construction activity disturbing:
 - One acre or more of soil.
 - Less than one acre of soil if that activity is part of a "larger common plan of development or sale" that is greater than one acre.
 - Less than one acre of soil, but the MPCA determines that the activity poses a risk to water resources.
- Department of Natural Resources (DNR)
- Army Corps of Engineers
- Local-State-Federal application for Water/Wetland Projects Permit
 - If project impacts any wetlands
- Minnesota Department of Transportation (MnDOT)
- Work Within Right-Of-Way Permit (City and County)
- Minnesota Department of Health
- Minnesota Pollution Control Agency (MPCA)
- Sherburne County Highway Department
- Great River Energy
- Northern Natural Gas
- Other Agencies

Building and Model Home Permits

Building Permits

The City of Elk River has adopted the following policy regarding the issuance of building permits in new plats. Building permits will ***not be accepted for review and issuance*** until the following items have been submitted, approved and/or completed to the City's satisfaction:

- Developer agreement executed and recorded.
- Final plat recorded.
- All fees (park, surface water management, sealcoating, engineering escrow) relating to platting paid.
- Letter of Credit received.
- Grading completed.
- Utilities installed and tested.
- Streets installed with first lift of blacktop, curb & gutter. (See model permit requirements for exceptions).
- Development plan approved.
- Erosion control measures established.
- Street name and traffic control signs installed.

Model Home Permits

Applications for model permits will be accepted at a rate of three (3) permits for every 50 homes within a plat. The City Engineer and the Fire Chief will approve model sites. In order to receive a model permit, the builder/developer must complete the attached agreement (see page 2) at the time of application. Model permit applications will be accepted after the following items have been submitted, approved and/or completed to the City's satisfaction:

- Developer agreement executed and recorded.
- Final plat recorded.
- All fees (park, surface water management, sealcoating, engineering escrow) relating to platting paid.
- Letter of Credit received.
- Grading completed.
- Streets graveled or access provided by an existing road.
- Development plan approved.
- If the model will be open to the public prior to completion of the streets, traffic control signs must be installed.

Model Home Permit Agreement

I, _____ of _____, hereby agree to assume the
(Name of Builder/Developer) (Name of Company)

risks of model home permit issuance in the plat of _____. The
(Name of Subdivision)
model is proposed for Lot ____, Block _____,
(Name of Subdivision)

By signing this agreement, I acknowledge the following:

- The location of the model can be accessed by emergency vehicles,
- The location of the model shall not interfere with the completion of plat improvements,
- The grading has been completed.
- A development plan has been approved by the City,
- Erosion control measures on the lot shall be in place prior to and maintained during construction.
- The model shall meet all applicable building codes prior to use of the building as a model,
- The building shall not be used as a model until the City has accepted all plat improvements and a Certificate of Occupancy has been issued.

Builder/Developer's Signature: _____

Date: _____

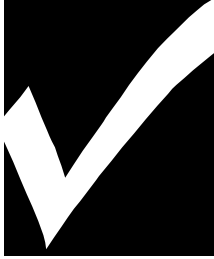
Approved by: _____
(City Engineer)

(Planning Staff)

(Fire Chief)

Date: _____

2017 FINAL PLAT CHECKLIST



Plat Name: _____

Applicant: _____

Case File: _____

PID#: _____

Council Approval Date: _____

Final Plat will not be released for recording until the following applicable items have been completed/paid:

- | | <u>Amount</u> |
|--|---------------|
| <input type="checkbox"/> Park Dedication | _____ |
| <input type="checkbox"/> Surface Water Management Impact Fee | _____ |
| <input type="checkbox"/> Trunk Sanitary Sewer and Water Assessment | _____ |
| <input type="checkbox"/> Water Availability Charge (<u>Check to Elk River Municipal Utilities</u>) | _____ |
| <input type="checkbox"/> Engineering/Legal (outstanding balance) | _____ |
| <input type="checkbox"/> Escrow for inspection of Public Improvements | _____ |
| <input type="checkbox"/> Letter of Credit | |
| <input type="checkbox"/> Title Commitment | |
| <input type="checkbox"/> Development Agreement | |
| <input type="checkbox"/> PUD Agreement | |
| <input type="checkbox"/> County Road Access Permit | |
| <input type="checkbox"/> Acreage Sheet for lots & right-of-way submitted | |
| <input type="checkbox"/> Electronic Data (See Page 2 of the Final Plat application) | |
| <input type="checkbox"/> Mylars - (3) full size signed sets <u>and</u> (1) 11x17 set | |
| <input type="checkbox"/> Engineering Department review of final mylars (<i>staff</i>) | |
| <input type="checkbox"/> Finance Department review of fees/assessments/etc. (<i>staff</i>) | |
| <input type="checkbox"/> Final signage/street names approved (<i>staff</i>) | |
| <input type="checkbox"/> Mylars returned to City from County with Document # (<i>staff</i>) | |

NOTES: