



# Administrative Subdivision 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. **In order for an application to be considered complete, all required information must be submitted.**

*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.***

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*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 5 of the Land Use Application Form)
- Final Plat
- Full legal description** of the subject property **in an editable Word format**
- Delineated Wetlands
- Signed *CAD Drawing Requirements for Final Plat Mylar Submission* form
- County review letter, if adjacent to a 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

*I understand if all of the required information is not submitted within 10 calendar days after my application has been submitted, my application will be returned incomplete and the next application deadline will be the following month.*

**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><b>Description</b></u>	<u><b>Layer Name</b></u>	<u><b>Layer Color</b></u>	<u><b>Other</b></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 digital format. 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: \_\_\_\_\_

This page is for the applicant's reference, it does not need to be submitted.

## **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
- Final Plat Checklist (Applicant information only – this is a staff checklist for staff use only)

## **2018 Meetings & Fees**

### **Meetings**

### **Date**

Concept Review Meeting (city staff review)	_____
Parks and Recreation Meeting (open to the public)	_____
Planning Commission Meeting (preliminary plat – <b>public hearing</b> )	_____
City Council Meeting (preliminary plat – <b>public hearing</b> )	_____
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 <a href="#">land use application</a> 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 Management Impact Fee	\$119 per residential lot (rural); \$240 per residential lot (urban) \$1,366 per acre (Multi-family, commercial & industrial)
Sewer Availability Charge (SAC)	\$5,020 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	\$3,278 per Plumbing Unit (Builder)
Water Availability Charge	\$355 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.

This page is for the applicant's reference, it does not need to be submitted.

## **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:

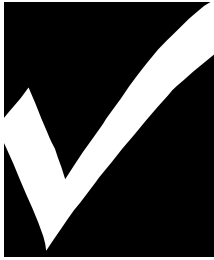
- Developer agreement executed and recorded.
- Final plat recorded.
- All fees (park, surface water management, sealcoating, engineering escrow) relating to platting paid.
- Letter of Credit received.
- Grading completed.
- Utilities installed and tested.
- Streets installed with first lift of blacktop, 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.

## **2018 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 (Check with Finance!)                                   | _____         |
| <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"/> Mylars - (3) full size signed sets <u>and</u> (1) 11x17 set                                       |               |
| <input type="checkbox"/> Electronic Data – <i>Must be turned in with Mylars (see page 2 of the Final Plat application)</i> |               |
| <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"/> 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:**