



PROPERTY INFORMATION	
Property Address	
Parcel ID Number	
OWNER INFORMATION	
Owner Name	
Owner Address	
Owner Phone	
Owner Email	
APPLICANT INFORMATION	
Applicant Name	
Applicant Address	
Applicant Phone	
Applicant Email	

FINAL PLAT REQUEST	
Property Acreage	
Proposed Number of Lots	
Name of Plat	

**OWNER'S STATEMENT**

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the city by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

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**Signature**

**Date**

**APPLICANT'S STATEMENT**

This application should be processed in my name, and I am the party whom the city should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

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**Signature**

**Date**

## SUBMITTAL REQUIREMENTS

City code outlines various items which must be submitted and considered as part of final plat applications. The following items must be submitted for a final plat application to be considered complete. **All plans and written information submitted as part of this application is public information that may be used in written reports and distributed to the public.**

<b>Application Fee</b>	\$500.00 unless part of a “Consolidated Development Application” or when a “Complexity Surcharge” is required. Consult with Planner to determine exact fees.
<b>Legal Description</b>	A full legal description of the existing property, as documented on property deed or certificate of title must be submitted.
<b>Final Plat</b>	A final plat must be submitted and must note: <ul style="list-style-type: none"> <li>• proposed street names</li> <li>• all public easements</li> </ul> Two, 20” by 30” paper copies of the final plat and one 8.5” by 11” reduction must be submitted
<b>Preliminary Plat Requirements</b>	All preliminary plat requirements must be completed.
<b>Other Items As Required</b>	City staff may require that additional items be submitted for full review of the application

## PROCESS

- A property owner or their representative completes a final plat application and submits this application with all required documents to the Planning Division.
- The Planning Division will prepare a report and recommendation and place the final plat request on a City Council agenda. A final plat request will not be placed on an agenda until all conditions of preliminary plat approval have been met.
- By state law, a final decision on a preliminary plat request must be made within 120-days of submittal of a complete application. An applicant may waive this 120-day time limit.

## ADDITIONAL INFORMATION

- If the final plat is approved, the applicant may need to retain a surveyor to create revised and/or final drawings.
- Prior to release of an approved final plat:
  - The applicant must retain an attorney to create a series of legal documents for review and approval of the city attorney.
  - The applicant must provide title evidence within 30 days of release of the final plat approval.
  - A park dedication fee as outlined in City Code must be paid.
- An approved final plat and associated documents must be recorded with Hennepin County within one-year of the final approval or the city council must approve a time extension. If neither occurs the plat will be null and void.
- A building permit will not be issued until the Final Plat has been recorded with Hennepin County.