

Article III: Preliminary and Final Plat Procedure.**Section 16-31. Preliminary Plat.**

- (a) After the pre-application meeting, the subdivider or owner shall file with the Zoning Administrator fifteen (15) copies of a preliminary plat and the fee as set by separate action of the Town Board. This fee will be used for expenses of the Township in connection with the review of said plat.
- (b) After the plat application is filed, the Township Planning Commission shall hold a public hearing on the preliminary plat after notice of the time and place thereof has been published once in the official newspaper at least ten (10) days before the day of the hearing in addition to written notices as required by Minn. Stat. § 462.358. This shall constitute the public hearing on the plat as required by state law. The Planning Commission shall recommend approval or denial of the preliminary plat to the Town Board and may recommend conditions related to the approval.
- (c) Findings of Fact. Upon conclusion of the public hearing, the Planning Commission shall make and enter findings for the record and conclusions thereof as to whether or not:
 - (1) Adequate provisions are made for the public health, safety and general welfare and for open spaces, drainage ways, roads, alleys, other public ways, water supplies, sanitary wastes, parks, playgrounds and other public needs.
 - (2) The proposed subdivision contributes to the orderly development and land use patterns in the area.
 - (3) The public use and interest will be served by permitting the proposed subdivision.
 - (4) The proposed subdivision conforms to the general comprehensive plan and zoning requirements.
 - (5) The proposed subdivision conforms to the general purposes of any applicable policies or plans that have been adopted by the Town Board.
 - (6) The proposed subdivision conforms to the general purposes of this Chapter.
 - (7) The Town Board shall act to approve or disapprove the preliminary plat. The Town Board may include conditions related to the approval.

If the Board disapproves the preliminary plat, the reasons for any such disapproval shall be set forth in the minutes of the Board meeting and a copy of those reasons shall be given to the owner or subdivider.

Section 16-32. Final Plat.

- (a) The final plat shall have incorporated all changes recommended by the Township Zoning Administrator, the Township Engineer regarding Township roads, the Township Planning Commission and the Town Board as conditions to approvals of the preliminary plat, but in all other respects it shall conform to the preliminary plat as approved. The final plat may constitute only that portion of the approved preliminary plat that the subdivider proposed to record and develop at that time, provided that such a portion conforms with all requirements of this Chapter and any applicable state law.
- (b) The Township Zoning Administrator shall refer the final plat to the Planning Commission for its review and report. The report of the Planning Commission, the Zoning Administrator and the Township Engineer shall be submitted to the Town Board and the Town Board shall act on the final plat.
- (c) Upon approval of the final plat by the Town Board, satisfaction by the Township that all ordinance requirements are met, and following payment of all fees, the subdivider shall record such final plat with the County Recorder as provided for by that office, within sixty (60) days after the approval. If not recorded in sixty (60) days, the approval of the final plat shall be considered void. The subdivider shall, within thirty (30) days of recording, furnish the Township with three black line prints and a reproducible print of the final plat showing evidence of the recording.

Section 16-33. Data for Preliminary Plat.

The following information is required for review of a preliminary plat:

- (a) Identification and Description.
 - (1) Proposed name of the subdivision, which shall not duplicate or be similar in pronunciations or spelling to the name of any plat heretofore recorded in Isanti County.
 - (2) Location by section, township, range and by metes and bounds description.
 - (3) Names and addresses of the owner of record and any agent having control of the land, subdivider, surveyor, engineer, and designer of the plat.

- (4) Graphic scale not less than one (1) inch to one hundred (100) feet except for large subdivisions, where a smaller scale will be acceptable after consultation with the Zoning Administrator.
 - (5) Indication of north.
 - (6) Key map including areas within one (1) mile radius of the plat.
 - (7) Date of preparation.
 - (8) A current policy of title insurance running to the Town.
- (b) Existing Conditions. The plat shall also include the following existing conditions:
- (1) The boundary lines of the proposed subdivision shall be indicated.
 - (2) Existing zoning classifications for land within and abutting the subdivision shall be shown.
 - (3) A general statement on the approximate acreage and dimensions of the lots shall be included.
 - (4) Location, right-of-way, and names of existing or platted streets, or other public ways, parks, and other public lands, permanent buildings and structures, easements and section and corporate lines within the plat and to a distance one hundred fifty (150) feet beyond the plat shall be shown.
 - (5) Boundary lines of adjoining unsubdivided or subdivided land, within one hundred fifty (150) feet, identified by name and ownership, including all contiguous land owned or controlled by the subdivider, shall be shown.
 - (6) Topographic data, including contours at vertical intervals of two (2) feet, water courses, marshes, rock outcrops, power transmission poles and lines, wetlands, streams, rivers and lakes, all existing structures, if any, and other significant features, shall be shown.
 - (7) A survey shall be prepared by a licensed surveyor, identifying tree coverage in the proposed subdivision in terms of type, weakness, maturity, potential hazard, infestation, vigor, density and spacing.

Section 16-34. Subdivision Design Features.

The following design features shall be shown on the plat:

- a. Layout of proposed streets showing the right-of-way widths, centerline gradients, typical cross sections and proposed names of streets (subject to Planning Commission and Town Board approval). The name of any street heretofore used in the township or its environs shall not be used unless the proposed street is a logical extension of an already named street, in which event the same name will be used. Three (3) copies of profiles of each proposed street and road, showing existing and/or proposed grades and gradients on the centerline; the location of proposed culverts, and the location of bridges shall be submitted.
- b. Locations and widths of proposed alleys and pedestrian ways.
- c. Layout, numbers and preliminary dimensions of lots and blocks.
- d. Building setback lines with dimensions.
- e. Location of proposed structures, driveways, percolation test and soil borings, if applicable, and two (2) suitable sites for individual sewer treatment systems with the method for protecting the alternate individual sewage treatment system site for future use.
- f. Areas, other than streets, alleys, pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.
- g. Grading plans showing how the site will be graded and showing the final contours into the existing contours. Locations for stockpiling of soils, the proposed 100-year flood elevation, and a vegetation restoration plan for all areas disturbed by grading shall be illustrated on the plan.
- h. Plans for the installation of electricity, street lights, telephone, gas, and drainage and storm water facilities.
- i. Proposed easements for drainage, slope protection, and the protection of wetlands and waterbodies, including storm water retention areas and easements for the installation of utilities.
- j. Park dedication areas.
- k. Other Information. The following information is also required:
 - (1) A statement of the proposed use of lots stating type of residential buildings with number of proposed dwelling units and type of business or industry, so as to reveal the effect of the development on traffic, fire hazards, and congestion of population.

- (2) Plans for water supply, sewage disposal, storm water drainage system, including proposed location, size and gradient of proposed sewer lines and water mains, and such other supporting data as may be required by the Town Engineer or the Zoning Administrator.
- (3) Soil absorption (percolation tests) and any other subsoil information requested by the Town Engineer.
- (4) If any zoning changes are contemplated, the proposed zoning for the areas shall be indicated. Such proposed zoning plan shall be for information only and shall not vest any rights in the application.
- (5) A build-out plan (ghost plat), when applicable, depicting how the land within the subdivision may be further subdivided in the future. The build-out plan should show the possible relationships between the proposed subdivision and future subdivision and shall be shown to relate well with existing or potential adjacent subdivisions.
- (6) A plan for soil erosion and sediment control, both during construction and after development has been completed, shall be indicated. The plan shall include gradients of waterways, design of velocity and erosion control measures, and landscaping of the erosion and sediment control system.
- (7) A vegetation preservation and protection plan that shows those trees proposed to be removed, those to remain, and the types and locations of trees and other vegetation that are to be planted shall be shown.
- (8) A water feasibility study shall also be required to determine if water is readily available. No water well shall have a casing larger than six (6) inches.
- (9) Also included shall be such other information as may be requested by the Township Zoning Administrator. The Zoning Administrator may request the owner or subdivider to provide documentation that describes the subdivision's potential effect or impacts on public facilities, utilities and services, including, but not limited to:
 - a. Streets.
 - b. Law enforcement.
 - c. Ambulance/emergency services.
 - d. Fire protection.
 - e. Schools.
 - f. Utilities.

Section 16-35. Approval of preliminary plat.

- (a) The owner or subdivider, or his representative, shall appear before the Planning Commission to answer questions concerning the proposed plat.
- (b) The Planning Commission and Zoning Administrator shall have the authority to request additional information from the applicant concerning a preliminary plat. Said information is to be declared necessary to establish performance conditions in relation to all pertinent sections of this Chapter. Failure of the owner or subdivider to supply all necessary supportive information may be grounds for denial of the request by the Town Board.
- (c) The Township Planning Commission and the Township Zoning Administrator may forward to the Town Board a favorable, conditional or unfavorable report, and said reports shall contain a statement of findings and recommendations. Prior to granting preliminary approval, the Town Board may require, as a condition of approval, such changes, additions or revisions as it deems necessary for health, safety, general welfare and convenience of the people of the Township.
- (d) The Town Board shall take action on the application with a resolution of approval or denial that shall include findings of fact, and shall be entered in the proceedings of the Town Board and shall be transmitted to the owner or subdivider in writing.
- (e) The approval of a preliminary plat is an acceptance of the general layout as submitted, and indicates to the subdivider that he may proceed toward final plat in accordance with the terms of approval and provisions of this Chapter. If the preliminary plat is approved by the Town Board, the subdivider must submit a complete application for final plat within one (1) year after said approval or approval of the preliminary plat shall be considered void, unless a request for a time extension is submitted in writing by the owner or subdivider and approved by the Town Board. Such extension shall be limited to a period of one (1) year.
- (f) During the intervening time between approval of the preliminary plat and the signing of the final plat, the subdivider must submit acceptable engineering plans for all required improvements.

Section 16-36. Data for Final Plat.

The following information applies to preparation of the final plat.

- a. General. The plat shall be prepared by a land surveyor who is registered in the State of Minnesota and shall comply with the provisions of Minnesota State Statutes and this Chapter. Surveying requirements of the final plat shall be under the regulation of the Township Engineer.

- b. Information to be Submitted. The following information is required for the final plat:
1. Four (4) mylar copies of the final plat.
 2. One (1) reproducible copy reduced to 11" x 17" of the final plat.
 3. Twelve (12) blue-line copies of the final plat and supporting documents, plus any additional copies deemed necessary by the Zoning Administrator plus one reproducible copy reduced to 11" x 17" along with one (1) copy of the final plat, wetland delineation, topography contours, and all related engineering plans.
 4. One (1) up-to-date (within three (3) months) title insurance policy.
 5. Two (2) copies of the development agreement, including signatures for the subdivider/owner and the Town.
 6. One (1) copy of any title declaration, deed restriction, restrictive covenants, or homeowner's association documents in recordable format.
 7. One (1) copy of the final plat shall be submitted to the County Surveyor.
 8. Execution by all owners of any interest in the land, including any holders of a mortgage therein of the certificate required by Minnesota Statutes. The certificate shall include an accurate legal description of any area to be dedicated for public use, and shall include dedication to the Township of sufficient easements to accommodate utility services in such form as shall be approved by the Township attorney.
 9. Other information as may be required by the Town.

Section 16-37 thru 16-50. Reserved.