



SUBDIVISION PLATTING APPLICATION

11955 Champlin Drive / Champlin, MN 55316 / Phone: 763-923-7102 / Fax: 763-421-5256 / www.ci.champlin.mn.us

PLATTING APPLICATION PROCEDURE

For the City of Champlin to accept an application submittal, all of the following information shall be submitted by the application deadline date. Incomplete applications will not be accepted and will delay the request. If you should have any questions on the application, please contact the City Planner at 763-923-7102 or schulte@ci.champlin.mn.us.

1. Obtain application packet from the Community Development Department.
2. A pre-application meeting shall be scheduled with the City Planner prior to the application deadline.
3. Preliminary plat approvals require a public hearing. The applicant or applicant's agent shall attend the Planning Commission and City Council meetings which address this project.
4. After preliminary plat approval, an application must be submitted for final plat approval. This application shall include the application form, fee and all other items included on the checklist. This complete application shall be submitted at least three (3) weeks prior to being placed on the City Council agenda.
5. If final plat is approved, the applicant shall contact the Engineering Department for completion of the development agreement. The final plat must be filed at Hennepin County within six (6) months of final plat approval, otherwise it is considered null and void.

Note: At the time of each submittal, you will be required to meet with the City Planner to verify that your submittal is complete. If any portion of your submittal is incomplete, it may not be accepted or placed on the next Planning Commission agenda unless you can provide the needed information by 4:30 p.m. of the deadline date. No portion of the application shall be accepted until all the items are included.

APPLICANT'S PLATTING PROCEDURE CHECKLIST

Preliminary Plat

A. The following information must be submitted for preliminary plat approval:

- Completed application
- Appropriate fee(s)
- Six copies supporting plat design features (one additional copy for each of the following: adjacent to a county road, state highway, Mississippi River or in a flood plain).
- Escrow deposit
- Reimbursement agreement
- Six copies preliminary plat (one additional copy for each of the following: adjacent to a county road, state highway, Mississippi River or in a flood plain).

B. Identification and Description of Preliminary Plat

1. The preliminary plat shall be clearly and legibly drawn.
2. All subdivision maps should be drawn at an appropriate scale that is easily read.
3. An 11" x 17" reproducible copy of the preliminary plat shall be provided.
4. Proposed name of subdivision, which name shall not duplicate or be alike in pronunciation of the name of any plat theretofore recorded in Hennepin County.
5. Location by section, town, and range or by other legal description and proximity map illustrating the approximate area of coverage within the described area.
6. Names and addresses of the surveyor, engineer and/or designer of the plan.
7. Graphic scale.
8. North-Point.
9. Date of preparation.

C. Existing Conditions

1. Boundary line of proposed subdivision, clearly indicated.
2. Existing zoning classification.
3. Total acreage of each parcel.
4. Location, widths and names of all existing or previously platted streets or other public ways, showing type, width and condition of improvements, if any, railroad and utility right of way,

parks and other public spaces easements and section and corporate lines within the tract and to a distance of 150 feet beyond the tract.

5. Location and type of existing structures, locations of large trees and other groundcover to a distance of 150 feet beyond the tract.
6. Location and size of existing sewers, watermains, culverts or other underground facilities within the tract and to a distance of 150 feet beyond the tract. Such data as grades, invert elevations and locations of catch basins, manholes and hydrants shall also be shown.
7. Topographic data, including contours at vertical intervals or not more than one foot, except that contour lines shall be no more than 150 feet apart. Water courses, marshes, wooded areas, rock outcrops, power transmission poles and lines, and other significant features shall also be shown. Elevation datum shall be given in reference to U.S. Geodesic Survey, 5th General Adjustment. Topographic data shall be shown for tract and adjacent areas within 150 feet of the tract.
8. Sufficient description to define the location of the boundary of the land to be divided and the location and names of all existing subdivisions, streets (and street widths) and unsubdivided property and ownership adjoining the proposed subdivision, between it and the nearest existing streets and for a distance of not less than 150 feet beyond the boundaries of the subdivision. Also, photographs, when required by the Planning Commission, identifying camera location, direction of views and key numbers.

D. Supporting Plat Design Features

1. Layout of proposed public streets, showing right of way widths and names of streets. The name of any street heretofore used in the City and its environs shall not be used, unless the proposed street is an extension of an already named street, in which event the name shall be used. All existing and proposed finished grades shall be shown. The radii of all curves shall be indicated.
2. Location and widths of proposed public alleys, pedestrian ways and utility easements.
3. Typical cross-section of proposed improvements upon street and alleys, together with an indication of the proposed storm water run-off.
4. Approximate centerline gradients or proposed streets and alleys, if any, marked in % grade upon preliminary plat including vertical curvatures.
5. Location, size and approximate gradient of proposed sewer lines and watermains. Gradient to be marked in % grade upon preliminary plat.
6. Layout, number and typical dimensions of lots. Gradient of lots marked in % grade upon preliminary plat. All lot lines shall be marked with the approximate dimensions. All building pad elevations shall be indicated with minimum basement elevations.
7. Minimum front and side street building setback lines, indicating dimensions.

8. 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.
9. Designation of areas which, before improvements, are subject to inundation of stream water overflow, and location of all watercourse and drainage ditches. For the purposes of information only, a contour line denoting the flood plain district boundary, the outline of the flood plain district boundary, the present shorelines, water elevations and the date of survey as pursuant to Minnesota Statutes 505.2, subdivision 2.
10. Designation of areas to be inundated by 100 year, 24 hour storm run-off.
11. Soil borings and soils report must be submitted with preliminary plat by an independent soil testing firm
12. Storm sewer and storm water run-off calculations for the entire development must be submitted with the preliminary plat, in accordance with the 100 year, 24 hour SCS method and the requirements of the applicable watershed district.

E. Other Information

1. Statement of the proposed use of lots (type of residence, business or industry) so as to reveal the effect of the development on traffic, fire hazards or congestion of population. Supply traffic generation computations.
2. Proposed protective covenants and/or deed restrictions.
3. Statement regarding source of water supply and sewage disposal.
4. If any zoning changes are contemplated, the proposed zoning plan for the areas including dimensions.
5. If, in the opinion of the City Engineer, further information is required, such information shall be furnished five (5) days prior to the date of the public hearing.
6. A sketch plan, drawn to scale, clearly indicating an ultimate street and block layout for the entire ownership, when only a portion is proposed to be subdivided first.
7. Statement of the improvements proposed to be made or installed and of the estimated time of completion of improvements.
8. List of permits intended to be acquired from other governing bodies or regulatory agencies such as MPCA, MWCC, Health Department, Hennepin County Highway Department (utility), DNR, Watershed Districts, MNDOT (utility, grading and access), and Corps of Engineers.
9. All plans shall be executed by a registered civil engineer.
10. Landscaping plan including berming, screenings and plantings to be submitted for development along or adjacent to State, County or Municipal State Aid roadways or other areas as required by the City.

- F. Planning Commission will hold a public hearing on the preliminary plat and make a recommendation to the City Council.
- G. City Council will consider the application following receipt of the Planning Commission's recommendation and will take action.

5. Final Plat

- A. If the final plat differs in any way to the approved preliminary plat, the plat requires Planning Commission review and recommendation. Plans for Planning Commission review must be submitted by the end of the day of the specified deadline date.
- B. If the final plat is the same as the approved preliminary plat, only City Council action is required. Plans must be submitted at least three (3) weeks before the City Council meeting.
- C. The full size copies of the final plat (including final grading plan, final utility plans, storm sewer calculations, etc.) shall be submitted and shall include the following:
 - 1. The plat shall be prepared for recording purposes in accordance with provisions of Minnesota Statutes and applicable Hennepin County regulations.
 - 2. Certificate of title or up to date abstract showing ownership.
 - 3. Owner's power of attorney to subdivide, if owner is not subdivider.
- D. Final plan of all improvements to be installed by the subdivider, with grades and profiles for same as approved by the City Engineer.
- E. Certificate by the City Engineer or other designated authority that all required improvements have been satisfactorily installed or that, in lieu thereof, a certified check in an amount determined by the City Engineer, sufficient to cover the cost of completion of all required improvements, has been posted with the City.
- F. The applicant shall provide all required cash contribution, and conveyance and/or dedication of land, in accordance with earlier City approvals.
- G. The applicant shall submit all other data, certificates, affidavits and endorsements that may be required by the Planning Commission and/or City Council.
- H. The applicant shall provide copies of all contract documents in relation to the proposed development.
- I. The applicant shall provide certification upon completion of grading signed by a registered civil engineer or land surveyor.
- J. The applicant shall submit the following as-built drawings (including all improvements and final plat):
 - 1. 2 sets of mylars

2. 3 sets of aperture cards
 3. 2 sets of blue line
- K. The applicant shall provide copies of the final plans and specifications for approval by the City Engineer.
- L. The City Council shall review the final plat and take action.
- M. The applicant shall enter into a Developer's Agreement, which is prepared by the Engineering Department and executed prior to releasing the plat for filing at Hennepin County.
- N. The applicant, or representative, shall attend each meeting pertaining to the development.
- **At the time of submittal, you will be required to meet with the City Planner to verify that the submittal is complete.**