



SUBDIVISION PLAT APPLICATION

11955 Champlin Drive / Champlin, MN 55316 / Phone: 763-923-7104 / www.ci.champlin.mn.us

For the City of Champlin to accept an application submittal, all of the following information shall be submitted at least 30 days prior to the Planning Commission scheduled meeting dates. If any portion of your submittal is incomplete, it may not be accepted or placed on the next Planning Commission agenda. If you should have any questions on the application, please contact Community Development at 763-923-7104 or lsmith@ci.champlin.mn.us.

Process

1. Obtain application form and information from Community Development Department.
2. Review meeting schedule, application deadlines, relevant City Code, and pre-application materials and contact Community Development prior to the application deadline.
3. Submit application including the application form, fee and all other items included on the checklist below.
4. Plat approvals require a public hearing at Planning Commission and approval by City Council. The applicant or applicant's agent shall attend the Planning Commission and City Council meetings which address this project.
5. If applicable, enter into a development agreement or site improvement performance agreement with the City and supply applicable letter of credit and escrow.
6. Record Final Plat with Hennepin County: <https://www.hennepin.us/residents/property/plats>

Relevant City Code Chapter 122 Subdivisions

Chapter 122 Subdivisions:

https://library.municode.com/mn/champlin/codes/code_of_ordinances?nodeId=PTIILADERE_CH122SU

Submittal Checklist

The City reserves the right to request additional information based on the individual circumstances of each application.

IDENTIFICATION AND DESCRIPTION

- Completed application
- Preliminary Plat fee of \$450 + \$10 per lot and an escrow fee of \$2,000
- 1 sets of plans 24" x 36", 1 sets of plans 11" x 17", and 1 set in electronic format

- Proposed name of subdivision (name shall not duplicate or be alike in pronunciation of the name of any plat therefore recorded in the County)
- Legal description of property
- Names and addresses of the owner, and any agent having control of the land, sub-divider, surveyor, engineer, and designer of the plat
- Graphic scale
- North point
- Date of preparation

EXISTING CONDITIONS MAP/CERTIFICATE OF SURVEY

- Boundary line survey, including measured distances and angles
- Existing easements
- Total acreage
- Location, right-of-way width, and names of existing or platted streets or other public right-of-ways
- Existing parks, trails, sidewalks, or other public land
- Existing buildings and structures
- Section and corporate lines within the plan, and to a distance of 100 feet beyond, shall also be indicated
- Location and size of existing culverts or other underground facilities within the planned area, and to a distance of 100 feet beyond. Such data as grades, invert elevations, and location of catch basins, manholes, hydrants, and street pavement width and the type shall also be shown
- Boundary lines of adjoining un-subdivided or subdivided land, within 100 feet, including all contiguous land owned or controlled by the subdivision applicant
- Existing topographic data, including contours at vertical intervals of not more than 2 feet, except where horizontal contour interval is 100 feet or more, a 1-foot vertical interval shall be shown to a distance of 100 feet beyond
- Tree inventory
- Wetlands, creeks, ponds (type of wetland, DNR resource number, ordinary high water mark, 100-year flood elevation)
- Existing septic and well locations

SUBDIVISION DESIGN FEATURES

- Layout of proposed streets, showing right-of-way widths and proposed names of streets
- Locations, types, and widths of proposed pedestrian ways (sidewalks and trails) and drainage and utility easements
- Dimensions of lots and blocks
- Density information
- Minimum front, side, and rear building setback lines
- Square footage of each lot
- Lot width dimensions at right-of-way line and at front yard setback
- Overall area in acreage and square footage
- Out-lot designation and square footage, and tentative plan for future development
- Location and size of proposed storm ponding areas
- Areas, other than streets, pedestrian ways, and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres
- Locations of lakes, ponds, and wetlands identified by the DNR and the U.S. Army Corps of Engineers

- Building pad location, lowest flood elevation
- Tree inventory and Tree Preservation plan (if necessary)
- Landscaping plan (if necessary)
- Proposed grading plan showing impact on existing wetlands to be identified on grading plan, including area in square feet and a proposed mitigation plan. All existing wetlands are to be delineated with explanation of efforts to minimize impacts on existing wetlands.
- Where the sub-divider owns property adjacent to that which is being proposed for the subdivision, the sub-divider shall submit a preliminary plan of the remainder of the property so as to show the possible relationships between the proposed subdivision and future subdivision. In any event, all subdivisions must be shown to relate well with existing or potential adjacent subdivisions.

OTHER INFORMATION

- Written Supportive Information. A written narrative shall accompany each land development request describing the project and its relationship to the City's Comprehensive Plan, surrounding land uses, and compliance with Zoning Regulations. The narrative also should include the following:
 - Statement of the proposed use of lots stating type of buildings with number of proposed dwelling units or type of business
 - Existing land use information
 - Development method (sales, lease, owner occupied)
 - Housing or land/building ratio (square foot of building, site area, floor area, amount of parking)
 - Development signage (locations, sizes, materials, and details)
 - Transportation capacity, impacts, trip generation, etc
- Storm water run-off and storage/water quality computations for design of proposed ponding areas and drainage ways
- All plans shall be executed by a registered civil engineer
- Any other information the City and its staff and/or consultants have requested, and/or requirements in Champlin Code of Ordinances Chapter 126, SUBDIVISIONS.

FINAL PLAT

- If the final plat differs in any way to the approved preliminary plat, the plat requires Planning Commission review and recommendation.
- Final Plat fee of \$200
- 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:
 - The plat shall be prepared for recording purposes in accordance with provisions of Minnesota Statutes and applicable Hennepin County regulations.
 - Certificate of title or up to date abstract showing ownership.
 - Owner's power of attorney to subdivide, if owner is not subdivider.
- Final plan of all improvements to be installed by the subdivider, with grades and profiles for same as approved by the City Engineer.
- 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.

- The applicant shall provide all required cash contribution, and conveyance and/or dedication of land, in accordance with earlier City approvals.
- The applicant shall submit all other data, certificates, affidavits and endorsements that may be required by the Planning Commission and/or City Council.
- The applicant shall provide copies of all contract documents in relation to the proposed development.
- The applicant shall provide certification upon completion of grading signed by a registered civil engineer or land surveyor.
- The applicant shall submit the following as-built drawings (including all improvements and final plat):
 - 2 sets of mylars
 - 3 sets of aperture cards
 - 2 sets of blue line
- The applicant shall provide copies of the final plans and specifications for approval by the City Engineer.
- The City Council shall review the final plat and take action.
- 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.

ADDITIONAL NOTES

- The City Council meets on the 2nd and 4th Monday of the month.
- The Planning Commission meets on the 3rd Monday of the month.

Process Following Application Submittal

After receipt, your application will be evaluated by the City staff. The criteria for this evaluation will be the degree of compliance between the proposal and the City Code, which specifies the grounds for granting a **subdivision**. The City will prepare comments and recommendations regarding the application. In addition, the Park and Recreation Director will review the subdivision request and determine park dedication fees.

Information regarding your request will be sent to property owners within 350-500 feet of your property prior to the meeting for which you are scheduled. You will receive a copy of the report prior to the meeting.

At the public hearing, the City will present the report and the recommendations. You will be given an opportunity to address the Commission and make any comments. Next, the Commission will open the public hearing and allow for any additional testimony. After questions and comments, the Planning Commission will discuss the request and make a formal recommendation to the City Council. The City Council will act on the request at their meeting. Preliminary plat and final plat may require two separate Council meetings.

If approved, you will need to address all conditions of approval. If applicable, you may need to enter into a development agreement or site improvement performance agreement with the City and supply the applicable letter of credit and escrow.