

ZONING OFFICE

Government Center
555 – 18th Avenue Southwest
Cambridge, MN 55008
763-689-5165
763-689-8319 fax
www.co.isanti.mn.us



Trina Bergloff, Zoning Administrator/Solid Waste Officer
Terry Lakin, Building Technician II/Interim Building Official
Holly Nelson, Deputy Zoning Administrator
Nina Wiitanen, Administrative Assistant/Permit Technician
Darrek Wotachek, Water Planner/Wetland Specialist

PRELIMINARY PLAT

(A tentative drawing or map of a proposed subdivision meeting the requirements herin enumerated)

1. Township approval of the road if the Township has a road ordinance or Planning Commission.

MUST HAVE AN APPROVAL LETTER OR MINUTES FROM YOUR TOWNSHIP PRIOR TO APPLYING FOR A PRELIMINARY PLAT WITH THE COUNTY.

Townships with road ordinance:

- Bradford Township – Road Ordinance
- Cambridge Township - Road Ordinance
- Dalbo Township – No Road Ordinance or Planning Commission
- Isanti Township - Road Ordinance
- Maple Ridge Township – No Ordinance or Planning Commission
- North Branch Township – Road Ordinance
- Oxford Township - Road Ordinance & Planning Commission
- Spencer Brook Township- Road Ordinance & Planning Commission
- Springvale Township - Road Ordinance & Planning Commission
- Stanchfield Township – Road Ordinance & Planning Commission
- Stanford Township – Road Ordinance & Planning Commission
- Wyanett Township – No Road Ordinance or Planning Commission

2. A completed application form is required. This must be returned into the Isanti County Zoning Office with the application fee of \$500.00. The re-submittal of a preliminary plat will have a fee of \$100.00.
3. The application form is required by fifteen (15) ½ scale and ten (10) full sized copies of the preliminary plat along with the soil boring records.
4. The Isanti County Zoning Office will do a mailing notification to all neighboring properties within ¼ mile. (or nearest 10 properties)
5. The Planning Commission is an advisory board to the County Board. The County Board will take action on this request after the Planning Commission meeting – usually, but not always, the following Wednesday.
6. The applicant or surveyor must attend the meeting in order for the Planning Commission to act on the request. The meeting starts at 7:00pm in the County Board Room of the Isanti County Government Center.

◇ Please note that if the property is located in Athens Township, you will need to contact Jim Braun, Athens Township Zoning Administrator at 763-389-3487.

**2017 MEETING and CUTOFF DATES FOR THE
COUNTY BOARD OF COMMISSIONERS FOR FINAL PLAT APPLICATIONS**

CUTOFF DATES:

MEETING DATES:

January 11, 2017.....	January 18, 2017
January 25, 2017.....	February 1, 2017
February 8, 2017.....	February 15, 2017
February 22, 2017.....	March 1, 2017
March 8, 2017.....	March 15, 2017
March 29, 2017.....	April 5, 2017
April 12, 2017.....	April 19, 2017
April 26, 2017.....	May 3, 2017
May 10, 2017.....	May 17, 2017
May 24, 2017.....	June 7, 2017
June 14, 2017.....	June 21, 2017
June 28, 2017.....	July 5, 2017
July 12, 2017.....	July 19, 2017
July 26, 2017.....	August 2, 2017
August 9, 2017.....	August 16, 2017
August 30, 2017.....	September 6, 2017
September 13, 2017.....	September 20, 2017
September 27, 2017.....	October 4, 2017
October 11, 2017.....	October 18, 2017
October 25, 2017.....	November 1, 2017
November 8, 2017.....	November 15, 2017
November 29, 2017.....	December 6, 2017
December 13, 2017.....	December 22, 2017

Meeting Times:

County Board meetings are held in the Board Room of the Isanti County Govt. Center starting at 9:00a.m.

- The County Board of Commissioners meets the 1st & 3rd Wednesday of each month.
- Final plats to be submitted one week prior to the County Board meeting

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Official
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FINAL PLAT

(the drawing or map of a subdivision, meeting all of the requirements of the County and the Minnesota State Statutes regarding the platting of land and in such form as required for the purposes of recording.)

1. Final acceptance of all road designs by the Township Board.
2. Final plat must conform to the requirements of the Isanti County Plat Manual.
3. Filled out application form turned into the Isanti County Zoning Office with the following fees:
 1. Final Plat - \$100.00
 2. Final Plat Check Fee - \$200.00 + \$20.00 per lot.
4. The application must be accompanied by ten (10) ½ scale and four (4) full sized copies of the final plat.
5. The County Board will take action on this request after the review and recommendations of the Isanti County Zoning Administrator.

FINAL RECORDING

1. Title Opinion (if there are any mortgages on the property you will need to get "consent to plat" along with the title opinion).
2. Two (2) Mylar Copies with the appropriate Dedication Sheet.
3. Signatures that are needed on the Dedication Sheet (preferably obtained in this order).
4. Fees:
 - A. Auditor/Treasurer's Office
 - 1) Plat Fee \$50.00
 - 2) Lot Fee \$10.00 each (including outlots) **to be paid prior to recording**
 - 3) Delinquent Taxes
 - B. Recorder's Office
 - 1) Recording Fee \$46.00
5. Current Year Taxes

In some cases the Township Chairperson or the Highway Department may not be required.

◊ If there is a road in the plat, the road must be built prior to recording the plat and before the Highway Engineer will sign off on the plat.

- | | |
|---|---|
| 1. Township Chairperson | |
| 2. Isanti County Surveyor
Don Hansen
31363 Tyler Ct NE
Cambridge, MN 55008
763-689-4749 | 5. Isanti County Administrator
Kevin VanHooser
Isanti County Government Center
763-689-3859 |
| 3. Isanti County Highway Engineer
Richard Heilman
323 North Emmerson St
Cambridge, MN 55008
763-689-1870 | 6. Isanti County Board Chairperson
Susan Morris
5744 County Rd 5 NE
Cambridge, MN 55008 |
| 4. Isanti County Attorney
Jeff Edblad
Isanti County Government Center
763-689-2253 | 7. Isanti County Recorder
Connie Lindberg
Isanti County Government Center
763-689-1191 |
| | 8. Isanti County Auditor/Treasurer
Chad Struss
Isanti County Government Center
763-689-1644
763-689-1781 |

SURVEYORS

Name	Phone Number
Hansen Land Surveying	763-689-4749
Anderson Land Surveying	763-689-4042
E.J. Rud	763-786-5556
H.C. Hoiium	763-421-9462
Bogart Peterson	763-262-8822
Rum River Land Surveyors	763-389-4476
Anderson Engineering of MN LLC	763-383-1084
Bolton & Menk, Inc.	763-433-2851
Earth Science Associates, Inc.	651-674-6210

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**2017 MEETING DATES FOR
 BOARD OF ADJUSTMENT & PLANNING COMMISSION**

CUTOFF DATES:

MEETING DATES:

December 14, 2016.....	January 12, 2017
January 18, 2017.....	February 9, 2017
February 15, 2017.....	March 9, 2017
March 22, 2017.....	April 13, 2017
April 19, 2017.....	May 11, 2017
May 17, 2017.....	June 8, 2017
June 21, 2017.....	July 13, 2017
July 19, 2017	August 10, 2017
August 23, 2017.....	September 14, 2017
September 20, 2017	October 12, 2017
October 18, 2017	November 9, 2017
November 22, 2017	December 14, 2017
December 20, 2017.....	January 11, 2018

Meeting Times:

Board of Adjustment: 9:00 a.m. (meetings are held in the Board Room of the Govt. Ctr.)
 Planning Commission: 7:00 p.m. (meetings are held in the Board Room of the Govt. Ctr.)

- **The applicant and/or their representative must attend this meeting. If no one is present, the matter will be tabled to the next meeting.**
- The County Board of Commissioners meet the 1st & 3rd Wednesday of each month
- Final plats to be submitted one week prior to the County Board meeting