

## Section 4 Plats: Submission Procedure and Data

### Subdivision 1 Isanti County Plat Manual

All technical platting requirements for final plats shall conform to the Isanti County Plat Manual as developed by the Isanti County Zoning and Isanti County Surveyor's Office.

### Subdivision 2 Sketch Plan

1. Prior to the filing of an application for conditional approval of the preliminary plat, the subdivider shall submit for review with the Zoning Office, subdivision sketch plans which shall contain the following information: tract boundaries, north point, description of nature and purpose of tract, streets on and adjacent to the tract, significant topographical and physical features, proposed general street layout, and proposed general lot layout. On the basis of the Sketch Plan a site review shall be made.
2. Such sketch plans will be considered as submitted for informal and confidential discussion between the subdivider and the Zoning Office. Submission of a subdivision sketch plan shall not constitute formal filing of a plat with the Commission.
3. As far as may be practical on the basis of a sketch plan, the Zoning Office will informally advise the subdivider as promptly as possible of the extent to which the proposed subdivision conforms to the design standards of this Ordinance.

### Subdivision 3 Preliminary Plat

1. Procedure
  - a. County Staff. The County Surveyor, County Engineer and Zoning Administrator shall submit a report to the County Planning Commission concerning the feasibility of the proposed plat and its conformance with the requirements of this Ordinance.
  - b. The preliminary plat shall be submitted to the Township Board, or Boards in which the subdivision is located, for review and preliminary approval of the road design . Only those Townships with established Planning Commissions and Subdivision Ordinances shall be required to undertake approval of the entire plat.
  - c. If the plat is located within the Urban Service Area - 2 District, the plat shall be submitted to the Planning Commission and City Council of the nearest city for review .

d. For all subdivisions in shoreland areas the Suitability Analysis required in Section 3 Subdivision 6, shall accompany the application.

e. Approval of the County Planning Commission

After approval of the roads by the Township Board , the preliminary plat shall be submitted to the Planning Commission. An application for a Preliminary Plat shall not be forwarded to the Planning Commission when there is incomplete information or without the Townships approval of the road system, and The Planning Commission shall schedule a public hearing for the purpose of reviewing the preliminary plat. Notice of the time, place and purpose of the public hearing shall be given by publication in a newspaper of general circulation in the area concerned, and in the official newspaper of the County, at least ten (10) days before the hearing.

Public notice shall consist of a general description of the proposal, the time, date and place of hearing. Written notice of the public hearing shall be sent to all property owners of record within one - quarter mile (1/4 mile) of the affected property, the City Council of any city within two (2) miles of the affected property, and the affected Board of Town Supervisors.

For the purpose of notification, ownership of property within one - quarter mile (1/4 mile) shall be determined by the tax record for the previous year. The owner as herein defined, shall be the fee owner or contract purchaser. The Planning Commission shall act on each plat submitted within sixty (60) days of date of submission; failure to act shall be deemed as approval. In case the plat is disapproved, the subdivider shall be notified of the reason for such action and what requirements will be necessary to meet the approval of the Planning Commission.

e. Approval of the County Board

After the public hearing and review of the preliminary plat by the Planning Commission, such preliminary plat, together with the recommendations of the Planning Commission, shall be submitted to the County Board for consideration. The County Board shall act on each plat forwarded by the Planning Commission within sixty (60) days after submission to the County Board. Approval or disapproval of the preliminary plat shall be conveyed to the subdivider in writing within ten (10) days after the meeting of the County Board at which such plat was considered. In case the plat is disapproved, the subdivider shall be notified of the reason for such action and what requirements will be necessary to meet the approval of the County Board. The approval of the preliminary plat does not constitute an acceptance of the subdivision, but is deemed to be an authorization to

proceed with the final plat. This approval of the preliminary plat shall be effective for a period of one (1) year unless a single one (1) year extension is granted by the County Board.

2. Data Required. The subdivider shall prepare and submit a preliminary plat as follows, together with any necessary supplementary information.

a. Filing. Fifteen (15) half scale and ten (10) full sized copies of a preliminary plat of any proposed subdivision shall be filed with the Planning Commission.

b. Contents. The preliminary plat shall contain the following information:

i. Proposed name of subdivision; names shall not duplicate or too closely resemble names of existing subdivisions.

ii. Location of boundary lines in relation to a known section, quarter section or quarter-quarter section lines comprising a legal description of the property.

iii. Names and addresses of the subdivider and the designer making the plat.

iv. Graphic scale of plat, 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.

v. Date and north point.

vi. Existing conditions:

1) location, width, and name of each existing or platted street, road, or other public way, railroad, the utility right-of-way, parks, wildlife, other public open spaces, and/or permanent buildings, within the proposed subdivision or within fifty (50') feet adjacent to the proposed subdivision;

2) all existing sewers, water mains, gas mains, culverts, power or communication cables or other underground installations within the proposed subdivision or within fifty (50') feet adjacent to the proposed subdivision;

3) if the subdivision includes shoreland area, the following existing conditions will also be required information to be shown on preliminary plats:

- the surface water features as obtained from USGA quadrangle topographic maps or more accurate sources;
- location of 100-year flood plain areas and floodway districts from existing adopted maps or data;
- a line or contour representing the ordinary high water level and the toe and top of bluffs; and
- near shore aquatic conditions, including depths, types of bottom sediments, and aquatic vegetation.

vii. Proposed Development

- 1) the location and width of proposed streets, roads, alleys, pedestrian ways and easements. Typical road cross sections shall be provided showing grading within the right-of-way, traveled way width, type and thickness of surfacing proposed, base course thickness and type;
- 2) the location and character of all proposed public utility lines, including sewers (storm and sanitary), water, gas and power lines;
- 3) layout, numbers or letters and approximate dimensions of lots and the number of each block;
- 4) location and size of proposed parks, playgrounds, churches, school sites, or other special uses of land to be considered for dedication to public use, or to be reserved by deed of covenant for the use of all property owners in the subdivision and any conditions of such dedication or reservation;
- 5) building setback lines with dimensions;
- 6) indication of any lots on which a use other than residential is proposed by the subdivider;
- 7) the zoning district, on and adjacent to the tract;
- 8) additional shoreland information required includes:
  - the minimum building setback distances from the top of bluffs or from the ordinary high water level of lakes or streams;
  - the proposed methods for controlling stormwater run-off and erosion, both during and after construction;
  - lots intended as controlled accesses to public waters or for recreational use areas for use by non-riparian lots within a subdivision must meet or exceed the sizing criteria in the Isanti County Zoning Ordinance; and

- each lot shall meet the minimum lot size and dimensional requirements of the shoreland district, including at least a minimum contiguous lawn area that is free of limiting factors sufficient for the construction of two standard soil sewage treatment systems.

- viii. Vicinity sketch, at a legible scale, to show the relation of the plat to its surroundings.
  - ix. Existing topography, with contour intervals of not less than two (2') feet, unless otherwise specified by the Zoning Administrator related to United States Geological Survey datum; also the location of water courses, ravines, bridges, lakes, marshes, wooded areas, rock outcroppings, approximate acreage, and other such features as may be pertinent to the subdivision.
  - x. Two (2) copies of profiles for each proposed street and road, showing existing grades and proposed approximate grades and gradients on the center line. The location of proposed culverts and bridges shall also be shown.
  - xi. Proposed surface drainage diagrams for lots in the form of arrows, proposed contours or other appropriate method.
  - xii. Each lot must show adequate information demonstrating that the lot will accommodate a primary and an alternative on - site sewage treatment system. The information must demonstrate that the sites will meet the MPCA 7080 rules on wastewater treatment. All sites must also be located by an MPCA Licensed Designer.
  - xiii. Stakes shall be provided by the subdivider locating road center lines of proposed roads at one hundred (100') foot intervals and at drive entrance(s).
3. Township Road Approval. The letter / resolution from the appropriate Town Board indicating their preliminary approval of the road design in the subdivision.
4. Filing Fee. The preliminary plat shall be accompanied by a fee established by the County Board. Such fees to be used for the expense of the County in connection with the review, inspection, approval or disapproval of said plat which may thereafter be submitted.

#### Subdivision 4 Final Plat

1. Procedure. After the preliminary plat has been approved, the final plat may be submitted for approval as follows:
  - a. The final plat shall be submitted to the Township Board, or Boards in which the subdivision is located, for final acceptance of all road design and plat approval if applicable. This approval/acceptance must occur prior to making application to the Zoning Office for application processing.
  - b. The County Surveyor shall check all plats prior to recording, regarding the conformance to the Isanti County Plat Manual and all provisions of the Minnesota Statutes regarding the platting of land. In the case of the part time County Surveyor submitting a proposed final plat, another Registered Land Surveyor chosen by the County shall check said plat. All plats to be recorded in Isanti County shall be checked as provided herein. (Minnesota Statutes Section 389.09 – Approval of plats and surveys and condominium plats) The fee for said plat checking, as indicated in the Isanti County Plat Manual, shall be submitted to the Isanti County Treasurer at the time said plat is submitted for checking.
  - c. Review of the final plat. After approval and acceptance of the roads by the Township Board, or Boards and if there are no changes from the preliminary plat then the final plat shall be submitted to the Zoning Office for review. If the final plat differs from the preliminary plat as approved by the Planning Commission, the final plat shall be placed on the Planning Commission agenda for approval.
  - d. Approval by the County Board of Commissioners. After review and recommendation of approval of the final plat by the Zoning Office, such final plat, together with the recommendations of the Zoning Office, shall be submitted to the County Board for action. the County Board shall act on each plat, reviewed and recommended for approval by the Zoning Office within sixty (60) days after submission to the County Board. If accepted, the final plat shall be approved by resolution, which resolution shall provide for the acceptance of all streets, roads, alleys, easements, or other public ways; and parks, or other open spaces dedicated to public purposes. If disapproved, the grounds for any refusal to approve a plat shall be set forth in the proceedings of the Board and reported to the subdivider applying for such approval.
  - e. Filing Fee. The final plat shall be accompanied by a fee established by the County Board. Such fee to be used for the expense of the County in connection with the review, inspection, approval or disapproval of said plat.
2. Data Required. The subdivider shall submit a final plat together with any necessary supplementary information.

a. Filing

- i. Four (4) full size and ten (10) half scale copies of a final plat shall be filed with the Zoning Office;
  - ii. Two (2) copies of final plat on mylar reproducible shall be signed and filed as provided by law;
  - iii. at least one (1) print of the final plat shall be deposited with the County Auditor. This print shall contain the calculated square footage or acreages of all lots and outlots shown on the plat;
- b. Contents. The final plat, prepared for recording purposes, shall conform to the requirements of the Isanti County Plat Manual and provisions of the MN Statute 505.
- c. Filing Fee. The final plat shall be accompanied by a fee as established by the County Board. Such fees to be used for the expense of the County in connection with the review, inspection, approval or disapproval of said plat which may thereafter be submitted.
- d. Certifications Required. Conform to the requirements of the Isanti County Plat Manual and provisions as Minnesota Statutes Section 505. Space shall be allowed for certificates of approval to be filled in by the signatures of Chairman of the Board of Township Supervisors, the County Surveyor, the County Attorney, the County Highway Engineer, the Chairman of the County Board, the County Coordinator, the County Treasurer, The County Auditor and the Recorder.
- e. Supplementary documents and information may be required as follows except the developer shall also submit the final plat (s) in electronic format.
- i. a complete set of street profiles showing grade lines as constructed;
  - ii. copies of any private restrictions affecting the subdivision or any part thereof;
  - iii. signature of municipal or township officials approving the plat, when such approval is required by State Law.