

3.4 Checklist

Quick Plat Approval

Applications to divide land not previously subdivided into 3 or fewer parcels, or applications to combine previously platted lots into a smaller number of lots, can follow the Quick Plat Process described here. All other subdivisions follow the Preliminary Plat Process and Final Plat Process described in Section 3.3.

See Sections 50-33 and 50-37.4 of the UDC for more information.

Starting the Application Process

- Submit your application materials to the One Stop Shop, Room 210 City Hall, by the Planning Commission deadline. Your application must include the following:
 - Application Cover Sheet
 - Pre-App Verification
 - Required fee
 - Legal description in recordable form, printed clearly on an 8.5"x 11" sheet (consult a surveyor or attorney if needed), for both existing and proposed conditions
 - A vicinity map (8.5" x 11") indicating the existing site and names of adjacent streets
 - A survey of the proposed quick plat, with a statement signed by the surveyor attesting that the survey was drawn and will be submitted for recording in accordance with Minnesota State Statutes 505 and 508.

Staff Review

Planning staff will evaluate your application and prepare a staff report. When considering a recommendation for a subdivision plat approval or amendment, Planning Staff generally review the Comprehensive Plan (including the Future Land Use Map, Governing Principles, and Policies), surrounding land uses and zoning, consistency with any approved district plan, adequacy of infrastructure and public safety capacity to service the proposed plat, individual factors that are unique or special to the proposal, any additional UDC criteria, and other related factors.

Planning Commission Decision

You will be notified when a Planning Commission hearing is scheduled for your application. Planning Commission meetings are scheduled at 5:00 pm on the second Tuesday of each month.

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(P) Indicates Public Hearing Required

Important Dates

Application Deadline:

Planning Commission:

Effective*:

**Please note that these dates are approximate guidelines and may change*

The Planning Commission will review the application and make a decision to adopt, adopt with modifications, or deny the application.

If approved, you will receive an Action Letter documenting approval.

- Record the final plat in the office of the county recorder within 90 days.** Submit a receipt or other documentation that it has been recorded to the city's One Stop Shop.
 - After the final plat has been recorded, lots may be sold and building permits may be issued. Building permits cannot be issued until the city has received documentation of the subdivision being recorded with the county recorder.