

**FINAL PLAT (Section 5)
Development Application Help Sheet**



A checklist of background information and submission requirements for processing of Final Plat is provided below. Should there be an item which is not included in the submission of the application; a detailed, written explanation should be made outlining the reason for omission. Failure on the part of the applicant to supply all necessary information listed herein or any supportive information as requested by the City may be grounds for an application to be determined incomplete.

PROCEDURES

- Review the Delano Subdivision Ordinance – Final Plat (Section 5)
- Meet with City Staff and Planner to discuss proposal
- Application filed concurrently with submission requirements as set forth below
- Application filed concurrently with application fee and escrow
- A complete application for final plat shall be submitted no later than one (1) year after the date of approval of the preliminary plat, or a time as provided in the development agreement
- The final plat application shall have incorporated all the conditions of City Council approval of the preliminary plat. In all other respects, the final plat shall substantially conform to the preliminary plat.

REQUIRED DOCUMENTS

- Final Plat General Information – detailed graphic materials (more information below)
 - Two (2) large scale copies (one (1) inches equal one hundred (100) feet or less) of detailed graphic materials
 - One (1) reduced scale copy (11x17 or smaller) of detailed graphic materials
 - Electronic Copy (Submitted by disc, USB Flash drive or emailed to pbauman@delano.mn.us)

Additional documents may be required:

- Revised Preliminary Plat may require additional detailed graphic materials:
 - Two (2) large scale copies (one (1) inches equal one hundred (100) feet or less) of detailed graphic materials
 - One (1) reduced scale copy (11x17 or smaller) of detailed graphic materials
 - Electronic Copy (Submitted by disc/jump drive or emailed to pbauman@delano.mn.us)
- Title restrictions. The City may require one (1) copy of any title declarations conservation easements, deed restriction, restrictive covenant, or homeowners association documents.

Submitted documents must include the following:

- Final Plat General Information ^A
- Development Contracts ^B
- Additional Final Plat Information ^C

A. Final Plat General Information

1. Name of subdivision.
2. Location by section, township, range, county, and state as well as descriptive boundaries of the subdivision based upon an accurate traverse, giving angular and linear dimensions.
3. Scale (engineering only) one (1) inch equals one hundred (100) feet or less.
4. North point indication.
5. The location monuments shall be shown and described. Pipe or steel rod shall be at the corners of each lot and at each intersection of street centerlines.
6. Location and accurate dimensions of all lots, outlots, streets, and other features. Lots and blocks shall be numbered.

7. A listing of the total area of each lot measured in gross square feet per lot and total area of the plat.
8. The exact location, widths and names of all proposed streets to be dictated.
9. The location and width of all easements to be dedicated.
10. Accurate outlines and legal description of land to be dedicated as parks, trails, ponds or other public use shall be illustrated on the final plat and dedicated with the final plat.
11. Name and address of the registered surveyor of the plat with certification by in the form required by Minnesota Statutes 505.03, as may be amended.
12. Statement dedicating all easements as follows: easements for installation and maintenance of trails, utilities and drainage facilities are reserved over, under and along the areas designated as drainage and utility easements.
13. Statement dedicating all streets or other public right-of-ways as follows: streets and other public areas shown on this plat and not heretofore dedicated to public use are hereby so dedicated.
14. Final grading, construction plans shall be prepared and submitted in accordance with City standards.

B. Development Contracts

1. The developer shall meet with the City Staff to finalize the terms of the development contract.
2. Upon finalization of the development contract, the City Clerk shall have the final copy of the contract signed by all appropriate parties.
3. Financial guarantees shall be posted with the City as outlined in the development contract.
4. Final grading and utility plans shall be approved by the City Engineer and made a part of the development contract.
5. When the City has agreed to install improvements in a development, the developer shall furnish the City a financial statement satisfactory to the City. When the City has not undertaken improvement installation, it may, at its option, require the developer to furnish a financial statement satisfactory to the City.

C. Additional Final Plat Information

1. Certification by a registered land surveyor, to the effect that the plat represents a survey made by him and that monuments and markers shown thereof exist as located and that all dimensional and geodetic details are correct.
2. Notarized certification by owners, and by any mortgage holder of record, of the adoption of the plat, and the dedication of streets and other public areas.
3. Approval by signature of City and County officials concerned with the approval of the plat.