



COMMUNITY DEVELOPMENT DEPARTMENT

**160 LAKE STREET NORTH
BIG LAKE MN, 55309**

763-263-2107

mpopp@biglakemn.org or
tkohl@biglakemn.org

**FINAL PLAT PROCEDURE &
DATA REQUIREMENTS**

PROCEDURE FOR FINAL PLAT APPROVAL

An Application will be considered complete and therefore ready for submission to the City Council when the information in this checklist and within the City subdivision ordinance is submitted and accepted by the City. The applicant will be notified by letter of any deficiencies in the application within fifteen (15) business days of receipt of the submittal. The application will be scheduled on the appropriate City Council agenda for final determination upon acceptance of a complete application packet. The plat request shall be filed with the City on the official City application form, along with the established fee and escrow. Such application shall also be accompanied by two 11"x17" scale copies and an electronic copy via **email or .ftp only** (flash/jump drive not accepted) of a final plat and supportive information in conformity with the City's Ordinances. The scale of such materials shall be the minimum necessary to ensure legibility.

FINAL PLAT DATA REQUIREMENTS

1. The final plat must include all changes required from the preliminary plat.
2. Name of the subdivision, which shall not duplicate or too closely approximate the name of any existing plat theretofore recorded in the City of Big Lake or its vicinity.
3. Location by section, township, range, county and state and including descriptive boundaries of the subdivision based on an accurate traverse, giving angular and linear dimensions which must mathematically close.
4. The location of monuments shall be shown and described on the final plat. Locations of such monuments shall be shown in reference to existing official monuments on the nearest established street lines, including true angles, and distances to such reference points or monuments.
5. Locations of lots, streets, public highways, alleys, parks outlots, and other features, with accurate dimensions in feet and decimals of feet, with the length of radii and /or arcs of all curves, and with all other information necessary to reproduce the plat on the ground shall be shown. Dimensions shall be shown from all angle points of curve to lot lines.
6. Lots shall be numbered clearly. Blocks are to be numbered, with numbers shown clearly in the center of the block.
7. The exact locations, right of way widths, and names of all streets to be dedicate.
8. Location, width and intended use of all easements to be dedicated.
9. Name of fee owner and surveyor preparing the plat.
10. Scale of plat (the scale must be shown graphically and in feet per inch), date, and north point.

11. Statement dedicating all streets, alleys, public outlots, and other public areas, utility and drainage easements not previously dedicated as follows: Streets, alleys, and other public areas shown on this plat and not heretofore dedicated to public use are hereby so dedicated.

12. A current abstract of title or title commitment.

13. Other data: Such other information that may be required by the City, including but not limited to:

- Copies of any private restrictions affecting the subdivision or any part thereof submitted to the City. A signed Developers Agreement approved by the City which includes provisions for financial guarantee as provided for in City Ordinance.
- A complete set of construction plans containing plans and specifications to construct the required public improvements and to make the subdivision suitable for development, which conform to the City requirements.
- Engineer's estimate for all public improvements.
- Engineer's estimates for site grading, including all erosion.
- Reproducible as-built construction drawings for any public improvements constructed in the subdivision shall be furnished to the City for the City files and City Engineer as required by the City Engineer. In addition, one (1) digital GIS formatted copy and one scanned copy for imaging shall be submitted to the City.
- Three full size mylar copies and one reduced 11"x17" paper copy of the plat for signatures of the Mayor and Clerk. No building permit shall be approved for construction of any structure on any lot until the plat and Development Agreement have been recorded by Sherburne County.

NOTE: FINAL PLAT IS SUBJECT TO DEVELOPMENT FEES, INCLUDING BUT NOT LIMITED TO PARK DEDICATION AND WATER, SANITARY AND STORM SEWER TRUNK REQUIREMENTS.

Acceptance of either park land dedication or cash in lieu of park land dedication is at the discretion of the city.

Park Dedication Requirements:

Single Residential & Multiple Family Residential – 10% of Land Value or \$2,500 per unit (Payment in Lieu)

Commercial & Industrial – 4% of land area or 4% of land value (Payment in Lieu)

Water Trunk Fee: \$1,650.00 per Acre

Sanitary Trunk Fee: \$5,330.00 per Acre

Storm Sewer Trunk Fee: Determined by Engineer