



Planning & Zoning Department

PO Box K Phone: 320.274.3055
30 Cedar Street E Fax: 320.274.5728
Annandale, MN 55302 city@annandale.mn.us

Final Plat Checklist

General Information

The Final Plat is a drawing or map of a proposed subdivision which shall meet all the requirements of the City's land use goals. (Ref. 151.04 Subd.11; 151.06 Subd.4-5)

THE FOLLOWING CHECKLIST MUST BE COMPLETED IN ORDER FOR A SITE PLAN REVIEW APPLICATION TO BE CONSIDERED COMPLETE (THE ZONING ADMINISTRATOR MAY WAIVE ANY ITEM BY INITIALING NEXT TO THE CHECK BOX).

- Schedule a pre-application meeting with the Planning Department to discuss proposed subdivision and what will be needed in order to complete the application. Date: _____
- All requested information must be submitted at least thirty (30) days before the Planning Commission meeting in which the permit is to be reviewed. Please refer to the "Application Deadlines and Hearing Dates" document for specific deadlines.
- Submit the Application of Planning Consideration to the Planning Department.
- Submit the Final Plat application fee as prescribed in the City Fee Schedule. The fees and charges may change from time to time, to be used for expenses in connection with approval or disapproval of the plat and any final plat which may later be submitted.
- Submit letters from utility companies stating that the subdivider-developer has reviewed the proposed utility easements with them.
- Submit to scale, fifteen (15) full size final plat, two (2) 11x17 -(22" x 34" preferred or 24" x 36"), and one (1) electronic copy of the following to the Planning Department and containing the following information:
 - The name of the subdivision
 - 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. The allowable error of closure on any portion of a Final Plat shall be one foot in five thousand feet.
 - The location of monuments shall be shown and described on the Final Plat.

- Location of lots, streets, public highways, alleys, parks and other features.
Dimensions shall be shown from all angle points and points of curve to lot lines.
- The exact locations, widths, and names of all streets to be dedicated.
- Boundary lines and description of boundary lines of any areas other than streets and alleys which are to be dedicated or reserved for public use.
 - Building set-back lines on front and side streets with dimensions– Each lot setback shall be identified if proposing variable setbacks:
 - Proposed street extensions to neighboring properties
 - Proposed trails, easements, parks, ROW concepts as guided by City of Annandale overlay maps, Land Use Plan and Comprehensive Plan.
 - Vicinity Map
 - Concepts with current aerial photograph is appreciated
- Name and address of developer and surveyor making the plat
- Scale of plat, date, and north arrow
- Statement dedicating all easements
- Statement dedicating all streets
- Statement establishing building setback lines.
- Certification required on Final Plat
 - Notarized and certification by a registered land surveyor
 - Certification showing all taxes and special assessments due on the property have been paid in full
 - Space for Certificate of Approval
- Submit to scale fifteen (15) full size final plat (22" x 34" preferred or 24" x 36"), two (2) 11x17 of the Natural Resource Protection and Mitigation Plan showing the preservation and removal of existing natural resources and if applicable the mitigation of the resources, including:
 - Bluffs and Bluff Setbacks
 - Mature and/or Young Woodlands
 - Lakes and Ponds
 - Streams
 - Shore Buffers
 - Floodplains/Floodways/Floodlands
 - Drainageways
 - Wetlands, Shoreland Wetlands, and Wetland Buffers
- Supplementary documents and information.
 - Copies of any private restrictions affecting the subdivision or any part thereof.
 - Development Agreement covering proposed improvements.
 - A preliminary design shall be submitted for any stormwater detention basin or pond contemplated in the subdivision.
 - Revised street, utility and drainage layout

- Submit any further information requested by the Zoning Administrator, in order to allow for reasonable review of the development
- Obtain approval from the Watershed District in which the property is located.

Process following application completion (Ref. Annandale City Zoning Ordinance Section 151.06):

Prior to the approval of the Final Plat, the subdivider-developer shall enter into a development agreement with the City requiring that the subdivider-developer furnish and construct improvements, as determined by the City Council, at his or her expense and in accordance with plans and specifications to be approved by the City Engineer.

The City Engineer and such other officials shall review the Final Plat and transmit a report of their opinions to the City Council members at or before the meeting at which the Plat is to be considered.

The City Council shall study the Final Plat, considering the reports of the City Engineer and other departments and/or employees and the act upon the Final Plat, whereupon the Clerk shall notify the owner of the City Council's action.

The owner shall file the approved Final Plat with the County Recorder within sixty (60) days of Final Plat approval, or the approval shall be considered null and void. In addition to the above requirements the owner shall file with the City Clerk one (1) full-sized completely executed mylar of the Final Plat, one (1) full-sized blue line copy of the Final Plat, and one (1) reduced 11"x17" mylar of the lot and block layout.

Construction plans for the required improvements conforming in all respects to the standards of the City and applicable Ordinances shall be prepared at the subdivider-developer's expense by a professional engineer who is registered in the State of Minnesota. Such plans together with the quantity of construction items shall be submitted to the City Engineer for approval.

Upon the engineer's Certificate of Compliance, the subdivider-developer shall be required to supply the City with as-built drawings prepared by a Registered Engineer showing the improvements as-built or in-place. As-built drawings shall be provided on reproducible mylar media.

Further question or information:

Feel free to contact the Planning & Zoning Department at 320.274.3055