

FINAL PLAT PROCEDURES

City of Silver Bay

Final plat approval is a two-step process requiring first approval of the final plat by the Planning Commission and City Council and second fulfillment of various administrative requirements after City Council approval.

A. The **Applicant** or an authorized representative is responsible to do the following:

1. Scheduling a meeting with the Zoning Administrator prior to actual submission of a final plat application in order to ensure that all appropriate conditions of preliminary approval have been met and to ensure timely approval of the final plat.
2. Submitting a final plat application within one (1) year of City Council approval of the preliminary plat.
3. Obtaining two (2) hard copies and three (3) mylar copies of the plat for the County.
4. Providing the Zoning Administrator each with one (1) mylar copy of plat and the Zoning Administrator with one electronic copy of the plat in the format directed by Planner.
5. Obtaining all necessary signatures on the plat.
6. Delivering hard and mylar copies to the City Zoning Administrator for final approval and City officials' signatures.
7. Providing the City Attorney and the City Zoning Administrator with an updated certified Abstract of Title of registered property, a copy of the final plat, and all sureties for their review.
8. Execution of the Developer's Agreement (available from the Zoning Administrator).
9. Providing the City Engineer with all required easement documents which cannot be recorded on the plat itself and appropriate deeds.

10. Paying final platting fees as calculated by the City ordinance, including but not limited to, attorney fees.
11. Submitting to the City Zoning Administrator the document number assigned to the plat by the County. In addition, the date of filing must be submitted.
12. Resolving the issue of sewer and road construction as follows:
 - a. If the City is to complete the utility and road work, the landowner is to sign a petition for the improvements. After the City Zoning Administrator has prepared a cost estimate for the project, a public hearing on the project will be held. Upon approval, the Developer will be required to submit a letter of credit for 25 percent (25%) of the estimated cost.
 - b. If the landowner is to complete the improvements, he must submit a letter of credit for 150 percent (150%) of the project's estimated cost. As construction progress payments are made and lien waivers are received, corresponding amounts can be withdrawn from this letter of credit. Payment of area charges and connection charges for water and sewer must also be made. Payment of aerial photo cost recovery and administrative fees is due prior to final plat approval. Finally, an insurance binder or policy must be provided to the City providing liability coverage through a Minnesota licensed insurance firm only.
13. Permits required by the State Pollution Control Agency, Department of Transportation, Department of Health, and the Lake County Highway Departments must be obtained by the developer prior to plat approval.
14. The Developer must enter into a Developer's Agreement with the City or obtain a waiver from the City.
15. Dedication of land or payment of park fees must be completed prior to City officials' signing of plat.
16. The final grading plan and earthwork computations must be completed and submitted to the City engineering consultant when this work is concluded. Final plat approval will be placed on the City Council's agenda. After the plat has been approved and signed by the appropriate officials, it can be recorded at the County Courthouse.

B. City Staff is responsible for:

1. Placing the request on a Planning Commission agenda for review.

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2. Preparing a staff report recommending either approval or denial, and forwarding it to the Planning Commission three (3) days prior to the meeting.
3. Planning Commission reviews the request and makes recommendations to the City Council.
4. After changes are made to the plat to meet Planning Commission conditions, and staff has had time to review these changes, the request is placed on the next City Council agenda with staff report and recommendations and Planning commission recommendations as noted.
5. City Council acts on request recommending either approval or denial.
6. Department notifies applicant in writing of City Council decision.

If approved by the City Council, the **applicant** must complete requirements listed on the attached Data Required for Final Plat within two (2) years of Council approval. On completion of these items, the City Administrator will release the plat for final registration with the County.

DATA REQUIRED FOR FINAL PLATS

The final plat, prepared for recording purposes, shall be prepared in accordance with provisions of Minnesota State Statutes and County regulations, and such final plat shall contain the following information:

- A. Name of subdivision, which shall not duplicate or too closely approximate the name of any existing subdivision.
- B. 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 be mathematically close.
- C. 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.
- D. Location of lots, streets, sidewalks, public highways, alleys, park, 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.
- E. Lots shall be numbered clearly. Blocks are to be numbered, with numbers shown clearly in the center of the block.
- F. The exact locations, widths, and names of all streets to be dedicated.
- G. Location and width of all easements to be dedicated. Easements shall be a minimum of 16' in width.
- H. Name and address of surveyor making the plat.
- I. Scale of plat (the scale to be shown graphically on a bar scale), date, and north-point.
- J. Statement dedicating all easements as follows: "Easement for installation and maintenance of utilities and drainage facilities are reserved over, under, and along the strips marked "utility easements"."

K. Statement dedicating all streets, alleys, and other public areas 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."

L. Landscaping, Screening, and/or Erosion Control Plan

Complete landscaping, screening, and erosion control plans and all PUDs shall be prepared and submitted for approval.

1. Plans

- a. Detailed natural land analysis, including vegetation, soil types, and slopes.
- b. Manmade features.
- c. Details of all proposed vegetative landscaping materials, including placement, Latin name, common name, caliper/height, quantity.
- d. Details of all proposed non-vegetative landscaping and screening materials.
- e. Where landscape or manmade materials are used to provide required screening from adjacent and neighboring properties, a cross-section shall be provided at a legible scale illustrating the prospective of the site from the neighboring property and property line elevation.
- f. Planting and construction schedule for completion of landscaping and screening plans. The final landscaping and screening plan must be approved by the Planning Commission at the time of site plan review.

2. Copies: 22 prints (seven (7) 2' x 3' and fifteen (15) 11" x 17") of site plan.

3. Number of plant materials required.

In order to achieve an appropriate and complete quality landscaping of a site, the following minimum number of plant materials shall be provided as indicated below:

- a. One (1) overstory deciduous shade tree for every one thousand (1,000) square feet of total building floor area, or one (1) tree for every one hundred (100) feet of site perimeter, whichever is greater.

- b. One (1) coniferous tree for every one thousand (1,000) square feet of building or one (1) coniferous tree for every two hundred (200) feet of site perimeter, whichever is greater.
 - c. One (1) understory shrub for every three hundred (300) square feet of building or one (1) shrub for every thirty (30) feet of site perimeter, whichever is greater.
 - d. One (1) ornamental tree for every one thousand (1,000) square feet of building area or one (1) ornamental tree for every two hundred (200) feet of site perimeter, whichever is greater.
4. Minimum size of plantings:
- a. Overstory deciduous – 2 ½ inch caliper.
 - b. Coniferous – 6 feet in height.
 - c. Shrubs – 24-inch pot.
 - d. Ornamental trees – 2 inch caliper.

In the event a site plan layout does not have adequate open space to accommodate plant quantities as per ordinance, such quantities per species can be combined into less quantities per species, provided total required height or caliper is maintained.

5. Method of Installation

All deciduous and coniferous trees shall be ball and burlap and staked and guyed per National Nurseryman's Standards. All shrubs shall be potted.

6. Sodding and Ground Cover

All open areas of any site not occupied by buildings, parking, or storage shall be sodded over four (4) inches of topsoil. Exceptions are as follows:

- a. Seeding over four (4) inches of topsoil of future expansion areas (areas to be built upon within eighteen (18) months as shown on approved plans).
- b. Undisturbed areas containing existing natural vegetation which can be maintained free of foreign and noxious materials.

- c. Areas designated as open space for future expansion area properly planted and maintained with grass.

7. Slopes and Berms:

- a. Final slope grade steeper than the ratio 3:1 will not be permitted without special approval of treatment, such as terracing or retaining walls.
- b. Berming used to provide required screening of parking lots and other open areas shall not have a slope to exceed 3:1.

8. Use of Landscaping for Screening.

Where natural materials, such as trees or hedges are approved in lieu of required screening by means of walls or fences, density and species of planting shall be such to achieve ninety percent (90%) opacity year round.

- 9. Maintenance Policy: It is the responsibility of the property owner to ensure that the landscaping is maintained in an attractive condition. The owner shall replace any damaged or dead trees, shrubs, ground covers, and sodding.

- 10. Erosion Control: All open disturbed areas of any site shall be seeded as an erosion control measure and comply with State and City erosion control ordinances.

- 11. Clear Cutting: No clear cutting of woodland areas shall be permitted. Shade trees of six inches (6") or more in caliper shall be saved unless it can be demonstrated that there is no other way to develop the site.

- 12. Wetland, shoreland, and marsh areas: Land and vegetation within one hundred feet (100') of any shoreland or marsh area shall be preserved and not altered in any way, shape, or form except seed or sod, except as otherwise noted.

- 13. Landscaping may be permitted in utility and drainage easements or road right-of-way with the approval of the Zoning Administrator.

- 14. No plantings that may interfere with traffic visibility shall be permitted within the intersection sight distance triangle.

M. Address Map

The address map shall be prepared in accordance with the provisions of all applicable City ordinances, and shall include all addresses of lots as platted.

N. Certification Required

On the final plat shall appear the following:

1. Certification by a registered surveyor in the form required by Section 505.03, Minnesota Statutes, as amended.
2. Execution, by all owners of any interest in the land and holders of a mortgage thereon, of the certificate(s) required by Section 505.03, Minnesota Statutes, as amended, which certificate(s) shall include a dedication of the utility easements and other public areas in such form as approved by the City Council.
3. Space for certification of review and approval to be filled in by the signatures of the Chairperson of the City Planning Commission and the Mayor and City Administrator. The form of certification is as follows:

Reviewed by the Planning Commission of the City of Silver Bay this _____ day of _____, 20____.

Chairperson's Signature

Approved by the City of Silver Bay, Minnesota, this _____ day of _____, 20____.

Mayor's Signature

ATTEST:

City Administrator's Signature