



## Final Plat/Plan Application

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

Public Hearing date: \_\_\_\_\_

Application complete: \_\_\_\_\_

Applicant Name \_\_\_\_\_  
Applicant's Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_  
Property Location: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Surveyor Name: \_\_\_\_\_  
Surveyor Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Parcel I.D. Number &  
Legal Description of Property: \_\_\_\_\_  
\_\_\_\_\_

Name of Development: \_\_\_\_\_  
Number of Lots: \_\_\_\_\_  
Current Land Use: \_\_\_\_\_  
Proposed Land Use: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_  
Proposed Zoning: \_\_\_\_\_

### Required Information:

- Certified Survey
- Evidence of Ownership
- 18 Copies of each listed below: (11 x 17)
- 8 Copies of each listed below: (Full size)
- \_\_\_ Final Plat
- \_\_\_ PUD/Site Plan
- \_\_\_ Tree Preservation and Landscaping Plan
- \_\_\_ Street and Utility Plan
- \_\_\_ Grading, Drainage, Storm Water
- \_\_\_ Other Information

All required information must be submitted with the application.  
Plans must include sketch of your property site showing existing building(s), proposed buildings, current setbacks and proposed setbacks.

I hereby apply for the above consideration and declare that the information and materials submitted with this application are complete and accurate per City requirements. I understand that the application will be processed when it has been found to be complete and adequate by the City Administrator.

Property Fee Owners(s) Signature(s): \_\_\_\_\_

Applicant(s) Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

\*PLEASE NOTE: If Property Fee Owner is NOT the Applicant must provide written authorization by Property Fee Owner in order to make application.

**Application Fee** (*non-refundable*): **\$750.00**  
(fee due at time of application submittal)

Paid \_\_\_\_\_ Receipt # \_\_\_\_\_

Approved By Building Inspector: \_\_\_\_ Date: \_\_\_\_\_  
Approved By City Administrator: \_\_\_\_ Date: \_\_\_\_\_  
Approved By Admin. Assistant: \_\_\_\_ Date: \_\_\_\_\_

## GENERAL REQUIREMENTS FOR FINAL PLATS

### Identification and Description

- \_\_\_\_\_ 1. General requirements for preliminary plat (please indicate on plans to be "Final Plans".
- \_\_\_\_\_ 2. Accurate angular and lineal dimensions for all lines, angles and curvatures used to describe boundaries, streets, easements, area to be reserved for public uses and other important features. All dimensions including lot lines in feet and hundredths of feet.
- \_\_\_\_\_ 3. An identification system for all lots and blocks
- \_\_\_\_\_ 4. True angles and distances to the nearest established official monuments (not less than three) that shall be accurately described in the plat
- \_\_\_\_\_ 5. Municipal or section lines accurately tied to the lines of the subdivision by distances and angles
- \_\_\_\_\_ 6. Accurate outlines and legal description of any area to be dedicated or reserved for public use or for the exclusive use of property owners within the subdivision with the purposes indicated therein.
- \_\_\_\_\_ 7. A list of area (to the nearest square foot) of all lots, outlots, and road right-of-ways certified by the surveyor who signs the plat.
- \_\_\_\_\_ 8. An up-to-date certified abstract of title or registered property report and such other evidence as the City Attorney may require showing title or control in the applicant.
- \_\_\_\_\_ 9. Certification by a registered surveyor.
- \_\_\_\_\_ 10. Execution by all owners of any interest in the land and any holders of a mortgage thereon of the certificate as required by Minnesota Statutes. The certificate shall include a dedication of the utility easements and any other public area in such form as shall be approved by the City Attorney.
- \_\_\_\_\_ 11. Signature block as found in the title page.
- \_\_\_\_\_ 12. Eight (8) Copies of final plan/plat (Full size)
- \_\_\_\_\_ 13. Eighteen (18) 11" x 17" reduced copy of the final plans/plat

### OTHER INFORMATION

1. Statements of the proposed use of lots, stating type of residential buildings with number of proposed dwelling units; type of business or industry so as to reveal the effect of the development on traffic, fire hazards, and congestion of population
2. Source of water supply
3. Provisions of sewage disposal, surface water drainage and flood control
4. Conformance of proposed development with zoning department requirements
5. Identification of any property that will fall within the jurisdiction of shoreland, floodplain, river way bluffland/shoreland, historic preservation, forest protection, restrictive soils, and wetlands regulations, and the measures to be taken to conform to these regulations
6. Information as conditional or required for a design review permit

## **PARK DEDICATION FEES/TRAIL WAY FEES**

### **Park Dedication**

**The applicant shall submit a request to the Park Board, as an agenda item, a review of the plans for recommendation of park dedication.** Review of park dedication to the Park Board is recommended to be completed prior to submittal of Preliminary Plat or public hearing. The amount of land to be dedicated shall be based on the net developable land area of the proposed subdivision/plat, proposed type of dwelling unit and household. The formula for land dedication (the great of 1. proposed units per acre of 2. zoned density) is as follows:

<u>Dwelling Unit Density</u>	<u>Land to be Dedicated</u>
0 – 1.9 units per acre	9%
2.0 – 3.5 units per acre	10%
3.6 – 5.9 units per acre	11%
6 – 10 units per acre	12%
10+ units per acre	Additional 0.5% for each unit over 10
Commercial and Industrial	7% of net land area

Upon review and recommendation by Staff and Park Board, a developer may pay cash in lieu of land for Park Dedication. Fees are as follows:

Single Family Residential	\$1,925.00 per unit
Duplexes	\$1,925.00 per unit
Town Homes	\$1,925.00 per unit
Multi-Family	\$1,925.00 per unit

### **TRAIL DEDICATION**

**Residential Trail requirements:** Residential subdivider shall provide the community trail facilities acceptable to the city or pay a fee of \$450.00 per residential dwelling unit for trails.

**Industrial/Commercial Dedication Requirements:** 7% of the net land area

## **TREE PRESERVATION AND LANDSCAPING PLAN**

The following items are required on the tree preservation and landscape plan.

1. Location, size and species of all significant trees (six caliper inches or greater for deciduous trees, and 10 feet in height for all coniferous trees).
2. Trees to be preserved
3. Trees to be removed
4. All trees within 30 feet of grading limits
5. Property lines
6. Existing and proposed contours, including any proposed berming, at 2-foot contour intervals
7. Location, type and size of existing plant (also indicate if tree is diseased)
8. Proposed graded areas, buildings, paved areas (including sidewalks and trails), fences, walls, parking lot, loading areas, service areas, utility locations
9. Vegetation to be removed or disturbed during construction
10. Location, type, size, and number of proposed plant materials
11. Typical street tree and front yard landscape plan for residential developments
12. Areas to be seeded, sodded, or left undisturbed
13. Method of screening parking areas, loading areas, and rooftop mechanical units, including sight lines, illustrating effectiveness or screening
14. Legend, plant list, key
15. Location of significant natural features, including, but not limited to, floodplains, lakes, wetlands, and bluffs with reference to benchmark elevations
16. Identification of all existing and proposed slopes more than 3:1 and restoration method
17. Irrigation plan or method of watering

## Approved Trees for Chisago City

The following list is approved for Chisago City. Avoid exotic trees and select disease resistant trees for all trees and shrubs. Mix for color and texture and natural appearance. Mix at a minimum of 4 different deciduous and coniferous trees which must include species that are found in the area. Try for 2 white pine trees per acre. Trees should be located within the property and out of drainage and utility easements.

### Deciduous Trees

- Bur Oak
- Swamp White Oak
- White Oak
- Red Oak
- Pin Oak
  
- White Ash
- Green Ash
- Purple Ash
  
- Sugar Maple
- Red Maple
- Autumn Blaze (silver/red hybrid)
  
- Black Cherry
- Black Walnut
- Butternut
- Paper Birch
- Hackberry
- Bitternut Hickory
- American Linden/Basswood

### Coniferous Trees

- White Pine
- Red Pine
- Jack Pine
  
- White Spruce
- Black Hills Spruce
- Blue Spruce
  
- White Cedar
- Red Cedar
  
- Tamarack

### Recommended trees for Ponds/Open Space

Combining the following species or something similar is a recommendation around ponds, trails, open space, etc.

- Paper Birch
- White Spruce
- Redosier dogwood
- Ironwood
- American Mountain Ash

## **GRADING, DRAINAGE, STORM WATER MANAGEMENT AND WETLANDS PLAN**

1. Name and address of applicant, legal description, north point, date and scale of drawing and number of sheets
2. Location map
3. Earthwork quantities
4. Final grades (4:1 maximum slopes)
5. Proposed building pad elevations, proposed 1<sup>st</sup> floor and garage elevation, and proposed building type (i.e. walkout, split, rambler, etc.)
6. Existing and proposed topography (2 foot contour intervals)
7. Drainage calculations
8. Ten-year storm pipe design and 100 year storm level of protection
9. Drainage around each building pad location
10. Drainage easements
11. A survey showing location and elevation of all roads, utilities and structures
12. Tree survey showing all trees having a caliper of six inches or greater
13. Development concept plan indicating how the re-contoured parcel may be developed in a manner consistent with this ordinance and the comprehensive plan
14. Drainage plan, which includes any engineering work for storm water retention, which may be necessary. The plan shall delineate in which direction and at what rate storm water will be conveyed from the site and setting forth the areas of the site where storm water will be allowed to collect
15. Traffic analysis showing how many materials will be removed from or delivered to the site and where it will be deposited
16. Two copies of soil boring information together with boring location maps and any other soils information pertinent to improvements
17. Schedule and phasing of building construction, grading, site restoration and development of site.
18. Erosion control measures, including location and dimensions of all construction site measures
19. Delineation of all streams, rivers, public waters and wetlands located on and immediately adjacent to the site, including depth of water, a description of all vegetation which may be found in the water, a statement of general water quality and any DNR, PCA or Corps of Engineers classification

20. Location and dimension of existing storm water drainage systems and natural drainage patterns on and immediately adjacent to the site, delineating in which direction and at what rate storm water is conveyed from the site, identifying any receiving stream, river, public water or wetland and setting forth those area of the unaltered site where storm water collects
21. Description of soils, including map of soil types and report on suitability for development and steps to render soils suitable
22. Vegetative covers and proposed removal
23. 100 year floodplain, flood fringes, and floodway
24. Location and dimensions of all temporary soil or dirt stockpiles
25. Provisions for maintenance of the construction site erosion control measures during construction, including best management practices
26. Finished grading shown at 2-foot contour intervals
27. Proposed size, alignment and intended use of any structure erected on the site
28. A clear delineation and tabulation of all areas which shall be paved or surfaced, including a description of the surfacing material to be used

#### **WETLAND PLAN**

1. All wetlands must be delineated in accordance with 1989 Federal Manual for Identifying and Delineating Wetlands
2. Plan showing filling or draining of any wetland including justification
3. Proposed migration for any wetland filling or drainage
4. Any permits required and the status of the permits
5. Required setbacks or buffer areas for all natural areas and wetlands as required by the City Riverway/Bluffland/Shoreland, Flood Plain, Shoreland Management and Wetland Conservation Ordinances

#### **STREET AND UTILITY PLAN**

1. Plan and profile showing roads, grades, lengths of cul-de-sacs and curb data (horizontal and vertical)
2. Plan and profile of sidewalks and pedestrian pathways including location, width and surfacing materials
3. Connections to existing streets or platted right-of-ways
4. Provisions for future extensions or connections to adjacent land
5. Appropriate easements or right-of-way



6. Plan and profile showing existing utilities, proposed utilities, connection with existing utilities (water main, sanitary sewer, storm sewer) and appropriate easements as required
7. Statements whether utilities will be publicly or privately constructed, owned and maintained
8. For plats in the portion of the City without public utilities, note drainfield locations on proposed lots (Must be located on undisturbed soil and two sites must be identified for each lot)
9. Property lines
10. Proposed building, auxiliary structures, parking areas and roads