



APPLICATION PROCEDURES CHECKLIST

FINAL PLAT

SUBJECT TO STAFF REVIEW

A checklist of background information and submittal requirements for the processing of final plats is provided below. The intent of this form is to furnish a clear understanding and indication of the materials necessary for the review of final plat requests.

The City staff will also utilize the attached form as a checklist in the review of information which you submit. The decision on whether a request will be granted rests with the Elko City Council. Please read all applicable ordinances and the attached checklist thoroughly.

	Compliance		
	Yes	No	N/A
Procedures:			
Review the appropriate sections of the City Zoning and Subdivision Ordinances			
Meet with City staff/Planner to discuss proposal			
Application filed concurrently with review fee			
Submittal Requirements:			
1. Proof of title and the legal description of the property to which the application applies			
Information Required:			
1. A large scale, reduced scale (11" by 17"), and electronic copies of the preliminary plat and of supporting documents illustrating all changes and conditions that were required as part of preliminary plat approval (number of copies to be determined by the Zoning Administrator). This revised preliminary plat will provide the historical record of the subdivision approval by which subsequent final plats shall be considered.			
2. One (1) up-to-date (within three (3) months) title insurance commitment for the property being subdivided, as may be required by the City Attorney.			
3. One (1) copy of any title declaration, conservation easements, deed restrictions, restrictive covenants, homeowner's association documents, or common interest community documents.			
4. Documents and information necessary to fulfill the conditions of approval of the preliminary plat.			
5. Final plat general information as follows:			
a. Name of the subdivision. The first phase of a development shall be called out as the "First Addition." Subsequent phases shall be consecutively numbered.			
b. 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.			
c. Scale (engineering only) not larger than one inch equals one hundred feet (1"=100').			
d. North point indication.			
e. The location of monuments shall be shown and described. Monuments shall be at all property corners and at the ordinary high water level of all wetlands.			

	Compliance		
	Yes	No	N/A
f. Location and accurate dimensions of all lots, outlots, streets, and other features. Lots and blocks shall be numbered.			
g. A listing of the total area of each lot and outlot measured in gross square feet per lot, area per block and total area of the plat.			
h. A listing of the lot width of all lots, measured at the front yard setback line.			
i. The exact location, widths and names of all proposed streets.			
j. The locations and widths of all easements to be dedicated.			
k. Land dedicated as public park shall be labeled as outlot(s) on the final plat and provide City access. The deed for said outlot(s) shall be given to the City with the final plat.			
l. Name and address of the registered surveyor of the plat with certification by such surveyor on the form required by Minnesota Statutes section 505.021, as may be amended.			
m. Statement dedicating all easements for installation and maintenance of utilities and drainage facilities over, under, and along the areas designated as drainage and utility easements, all of which provide City access.			
n. Statement dedicating all streets or other rights-of-way to the public.			
o. Final grading and construction plans shall be prepared and submitted in accordance with City standards.			
p. Copies of permits from Department of Natural Resources (DNR), Corp of Engineers, Minnesota Pollution Control Agency (MPCA). Department of Health, and other agencies as applicable. Such permits shall be required as conditions of final plat approval.			
q. Final stormwater management plan.			
r. Final wetland report and mitigation plan.			
s. Final tree preservation plan.			
t. Development contracts.			
1) The City Engineer shall have a development financial requirement worksheet prepared and attached to the development contract.			
2) The developer shall meet with the City staff to finalize the terms of the development contract.			
3) Upon finalization of the development contract, the City Administrator shall have the final copy of the contract signed by all appropriate parties. The development contract shall be recorded against the property.			
4) Financial securities shall be posted with the City as outlined in the development contract.			
5) Final grading and utility plans shall be approved by the City Engineer and made a part of the development contract.			
a) No grading shall be allowed until after approval of a preliminary plat and a development contract for the grading.			
b) No construction/installation of sanitary sewer or water facilities or streets shall be allowed until approval of a final plat and a development contract for the sewer, water, and streets.			
6) Additional final plat information as follows:			
a) Accurate angular and lineal dimensions for all lines, angles, and curvatures used to describe boundaries, streets, easements, areas to be reserved for public use, trees, and other important features; lot lines to show dimensions in feet and hundredths.			
b) An identification system for all lots and blocks.			

	Compliance		
	Yes	No	N/A
c) True angles and distances to the nearest established street lines or official monuments.			
d) Municipal, township, county or section lines accurately tied to the lines of the subdivision by distances and angles.			
e) Radii, internal angles, points and curvatures, and lengths of all areas.			
f) Accurate location of all monuments. Pipes or steel rods shall be placed at the corners of each lot and at the edge of wetlands.			
g) Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use, or for the exclusive use of property owners within the subdivision, with the purposes indicated therein.			
h) 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.			
i) Notarized certification by the owner, and by any mortgage holder of record, of the adoption of the plat, and the dedication of streets and other public areas.			
j) Approval by signature of City, Township and County officials concerned with the approval of the plat.			
k) Form for approval of the City Council as follows: Approved by the Council of the City of Elko New Market, this _____ day of _____, 20____. Signed _____ (Mayor) _____ (City Clerk)			

Should there be an item which is not included in the submittal of the application, a detailed, written explanation should be made outlining the reason for the 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 denial of the request.