

HOW TO APPLY FOR A FINAL PLAT

Upon approval of the Preliminary Plat and satisfaction of all conditions associated, you may proceed with the Final Plat. The attached checklist must be completed and all requirements met by the submission date in order to be included in the following months meetings.

No application will be scheduled for a Planning Commission Public Hearing until all required information is submitted. The following information, along with the attached checklist, constitutes all of the information required for a complete application. The City also reserves the right to request additional information when needed to review an application.

- **Application Fee:** Covered with Preliminary Plat Application.
- **Signed Application:** Covered with Preliminary Plat Application.
- **Final Plat with Checklist:** The following information is required to be submitted as a part of the application (per City Code Section 151.023). Please check the box verifying it as being provided to the City with the application. *Failure to provide any of the required information will result in an incomplete application.* The Application Checklist will expedite the review of your application. **Attach the checklist with required materials upon submission.**
- **CIC Plats:** The Preliminary Plat requirements listed here also apply to Common Interest Community (CIC) Plats.
- **Contacts:**

Planning Director:
Kimberly Johnson
 (507) 835-9741
kimj@ci.waseca.mn.us

Acting City Engineer:
Russ Stammer
 (507) 835-9716
cityengnr@ci.waseca.mn.us

Director of Utilities:
Carl Sonnenberg
 (507) 835-9713
carls@ci.waseca.mn.us

PLANNING PROCESS:

1. Application Due Date

- To be considered on the next available public hearing date, all required Submittals, must be received no later than the time specified below:

By 4:30 p.m. on the specified date of the Planning Commission Schedule
Friday, the ____ of _____.

2. Public Notification

- Posting, Waseca County News, Thursday, _____, 20____.
- Notification to property owners within 350 feet of property: _____,
20____.

3. Public Hearing by Planning Commission

- At 7:00 p.m., Tuesday, _____, 20____, City Council Chambers, 508 South State Street, Waseca.
- Prior to the Public Hearing, you will receive an **Agenda** and **Staff Report**.
- At the Hearing, the Planning Commission will make a recommendation on your application. This recommendation will be given to the City Council.

4. Final Action by City Council

- At 7:00 p.m., Tuesday, _____, 20____, City Council Chambers, 508 South State Street, Waseca.

5. Confirmation of Council Decision

- Following the Council meeting, you will receive a letter confirming the Council's decision.

6. Plat Recording

- Once all conditions of the final plat have been satisfied, you shall record the Final Plat with the County Recorder within 6 months after approval otherwise the approval shall become null and void.

FINAL PLAT APPLICATION CHECKLIST

SUBDIVISION NAME: _____	ACTION NUMBER:
DEVELOPER: _____	DATE SUBMITTED:
	REVIEWED BY:

- 1. Five (5) full-scale copies of the Final Plat and supporting data and one 11”X 17” reduction of each sheet. Also, an electric copy of the Final Plat must be provided to Staff.

- 2. Data as required by the City Engineer, i.e., accurate angular and linear dimensions for all line, angles, and curvatures.

- 3. Data as required for the Preliminary Plat.

- 4. Certification block including the following certifications:
 - a. Registered land surveyor
 - b. Owner of record
 - c. Waseca County Treasurer
 - d. Waseca County Auditor
 - e. Waseca County Recorder
 - f. Attorney’s Title Opinion
 - g. Waseca City Engineer
 - h. Mayor of Waseca
 - i. City Manager of Waseca
 - j. Records Secretary of Waseca

- 5. Upon Final Plat approval by the City Council, said plat must be recorded with the Waseca County Recorder within 6 months after approval; otherwise the approval will become null and void.

REQUIRED INFORMATION FOR FINAL PLATS: As stated in City Code

The following data is required as part of a final plat application according to the City of Waseca Subdivision Regulations

Final Preparation (Section 151.070)

1. The plat shall be prepared by a land surveyor who is registered in the state and shall comply with the appropriate provisions of Minnesota Statutes and of these regulations.

Identification and Description (Section 151.071)

1. Data, as required by the Director of Engineering, i.e., accurate angular and linear dimensions for all lines, angles and curvatures used to describe boundaries, streets, easements and other important features.
2. Identification and description data as required for the preliminary plat.
3. Boundaries of the property, lines of all proposed streets and alleys, with their width, and other areas intended for public use.
4. Lines of adjoining streets and alleys, with their width and names.
5. All lot lines and easements, with figures showing their dimensions.
6. An identification system for all lots and blocks.

Certifications (Section 151.072)

1. Certification by a registered land surveyor to the effect that the plat represents a survey made by him or her and that monuments and markers thereon exist as located and that all dimensional and geodetic details are correct.
2. Notarized certification by owner, and by any mortgage holder of record, of adoption of the plat and the dedication of streets, utility extensions and other public areas.
3. Certification bearing the signature of the County Treasurer indicating that all taxes currently due have been paid.
4. Certification bearing the signature of the County Auditor indicating that all delinquent taxes on the property have been paid.
5. Certification bearing the signature of the County Recorder indicating the document number (if any) and the date, book and page on which the final plat was recorded.
6. Title opinion by a practicing attorney-at-law based upon an examination of an abstract of the records of the County Recorder for the land included within the plat and showing the title to be in the name of the owner or subdivider. The date of continuation of the abstract examined or the date of the examination of the records shall be within 30 days prior to the date the final plat is filed with the County Auditor. The owner or subdivider shown in the title opinion shall be the owner of record of the platted lands on the date of recording of the plat with the County Recorder.
7. Certification bearing the signature of the Director of Engineering indicating compliance with M.S. Ch. 505, as it may be amended from time to time.
8. Certification bearing the signature of the City Manager indicating date, month and year in which the final plat was approved by the City Council.