

## HOW TO APPLY FOR A FINAL PLAT

Upon approval of the Preliminary Plat and satisfaction of all associated conditions a Final Plat may be pursued. The attached checklist must be completed and all requirements met by the submission date in order to move the application forward to a Planning Commission Meeting for a public hearing and recommendation.

***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

- \$200.00 if submitted following a preliminary plat approval. This fee must be paid at time the application and other required documents are submitted.
- No additional fee if the Final Plat is submitted with and processed concurrently with Preliminary Plat (the Preliminary Plat application fee will cover both Preliminary and Final Plat processes)
- \$200.00 for Final Plat extension

### Application Form and Checklist

- Application Form. Please submit the completed, signed and dated application form along with all other required submittals.
- If the Final Plat is submitted and processed concurrently with the Preliminary Plat, only one application form needs to be completed and submitted.
- Application Checklist. Please check each applicable box to show that the corresponding information/document is being provided to the City with the application. The Application Checklist will expedite the review of your application.
- Failure to provide any of the required information will result in an incomplete application.

### Site and Development Plans

- Five (5) full size scale drawn copies
- One (1) 11" x 17" reduced copy
- One (1) electronic copy of all development plans

### Contacts:

**Planning & Zoning**  
**Bill Green**  
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**City Engineer:**  
**Tom Kellogg**  
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## **PLANNING PROCESS:**

### **Application Submittal Deadline**

The City of Waseca has established a schedule of application submittal deadlines and corresponding Planning Commission and City Council meeting dates at which land use and zoning requests will be considered. A complete application, including all required submittals and application fees, must be received by the Community Development Director no later than 4:00 p.m. on the Submission Deadline established for the corresponding Planning Commission meeting date. Applicants will be provided with a schedule at the pre-application meeting with Staff.

### **Review of Application Submittal**

#### Preliminary Review

The Planning Director, with the input of other department directors, will review the application submittal to determine if the application is complete. If the application is not complete, the Planning Director will identify what items are outstanding and notify the applicant of the need for additional information. A complete application will be scheduled for a public hearing at the corresponding Planning Commission meeting. Incomplete applications may not advance to the Planning Commission on the corresponding hearing date if incomplete items are not submitted in a time frame that allows City Staff to adequately review the new information.

#### Formal Review

Complete application materials are distributed to members of the Development Review Committee (DRC), which is comprised of members of various City departments involved in the development process, for review and comment. During this stage of the process, the DRC will meet to review, discuss, and make recommendations regarding the application. The applicant will be provided with DRC feedback by the Project Manager. The applicant may also be contacted directly by various City Staff with questions or comments related to the application. Revised plans may be requested before further review is conducted.

If the final plat submitted varies significantly from the approved Preliminary Plat (as determined by City Staff) the application may be put on hold until additional information is submitted to address the variations, and/or a revised preliminary plat, subject to the formal preliminary plat review and approval process, is submitted.

### **Public Notification**

City Code and Minnesota Statutes require the City to hold a public hearing before action is taken on a subdivision plat request. Notice of the public must be mailed to all property owners within 350' of the subject property and published in the local newspaper at least 10 days prior to the public hearing.

### **Project Report and Staff Recommendations**

Upon review by City Staff and the DRC final plans will be used to compile a detailed report and recommendations to the Planning Commission. This report will be prepared by the Project Manager. The

report and meeting agenda is distributed to the Planning Commission and the applicant the Friday prior to the scheduled Planning Commission meeting and public hearing.

### **Public Hearing by Planning Commission**

- All Planning Commission Meetings are held at 7:00 p.m. on the second Tuesday of each month, in the City Council Chambers at 508 South State Street.
- Prior to the Public Hearing, the applicant will receive an **Agenda and Staff Report**.
- At the hearing, City Staff will make a presentation and recommendations related to the request. The applicant will be provided an opportunity to speak before the Commission if desired. The Planning Commission will discuss the request and recommendation and take input from the public before voting on a recommendation to be forwarded to the City Council regarding action on the request.

### **Final Action by City Council**

- Planning Commission items typically advance to the City Council's second monthly meeting, which is the third Tuesday at 7:00 p.m. in the City Council Chambers at 508 South State Street.
- City Staff will make a brief presentation and announce the Planning Commission's recommendation related to the request. The applicant will be provided an opportunity to speak before the City Council if desired. The City Council will discuss the request and recommendations of the Planning Commission before taking action on the request. There will be a set of conditions upon which the request is granted, which are documented in the Resolution of approval which is adopted by the City Council. Should the City Council choose to deny a request, a resolution in this regard will be adopted.

### **Confirmation of Council Decision**

- Following action by the City Council on the request, the applicant will be notified in a letter and provided with a copy of the adopted resolution.
  - The letter will highlight conditions of approval that need special attention by the developer/property owner prior to recording of the plat.
  - The letter will identify what documents and the number of copies that need to be submitted for recording, including the plat document and supporting documents.
  - Enclosed with the letter will be an itemization of the fees that must be paid by the developer at the time of plat recording.

### **Plat Recording (must occur within 6 months of approval, or the plat becomes null and void)**

- Once all required recording fees and documents, including any final or updated plans as required by the approving resolution, have been provided by the developer the Planning Director will arrange for City signatures on the plat.
- The Planning Director will be responsible for recording all plats and associated documents with the Waseca County Recorder's Office.
- Once the plat and associated documents are recorded, the Planning Director will forward original documents or copies thereof to the Developer.

## **PRELIMINARY PLAT APPLICATION CHECKLIST**

### **APPLICATION & REQUIRED COPIES**

- ☐ Five (5) full-scale copies and one 11"x17" reduction of the Final Plat and approved Preliminary Plat. This includes any plans that were required to be updated in conjunction with Preliminary Plat approval.
- ☐ An electronic copy of the Final Plat and approved Preliminary Plat.
- ☐ Data as required by the City Engineer, i.e., accurate angular and linear dimensions for all line, angles, and curvatures.
- ☐ Data as required for the Preliminary Plat.
- ☐ The Final Plat Certification Block shall include the following certifications:
  - ☐ Registered land surveyor
  - ☐ Owner/s of record
  - ☐ Attorney's Title Opinion
  - ☐ Waseca City Engineer
  - ☐ Mayor of Waseca
  - ☐ City Manager of Waseca
  - ☐ Waseca County Auditor/Treasurer
  - ☐ Waseca County Recorder