



MAJOR SUBDIVISION APPLICATION

PUBLIC WORKS DEPARTMENT

Survey & Land Management Division

14949 62nd Street North, P.O. Box 6 Stillwater, Minnesota 55082-0006
PHONE (651) 430-6656 FAX (651) 430-6888

FEE: \$300.00 + \$20 per lot

Rec #: _____

Permit #: _____

Please make checks payable to **WASHINGTON COUNTY**

Ck #: _____

Legal Description and Parcel Identification Number					
Project Address					
Owner	Address	City	State	Zip	Phone
Applicant (if different than owner) Address City State Zip Phone					
Description of Request (Major Subdivision - more than 3 parcels)					
<p>In connection with your request for a Major Subdivision/Plat Commission Review, your signature constitutes permission for a representative of the Washington County Public Works Department to enter upon your property, during normal business hours, for the purpose of evaluating your request. This may involve minor excavation and soil borings. If you wish to be present during such inspection, please contact this office.</p>					
Signature of Owner				Date	
Signature of Applicant (if different than owner)				Date	

An Equal Employment Opportunity/Affirmative Action Employer



MAJOR SUBDIVISION APPLICATION CHECKLIST

The County must receive the following items to process your application. Your application will not be processed until all of these items are received. During the review of your application by staff, additional information may be requested.

- _____ **Application Form**
- _____ **Application Fee (\$300 + \$20 per lot)**
- _____ **See Subdivision Ordinance excerpt attached.**

PUBLIC WORKS DEPARTMENT
Survey & Land Management Division
14949 62nd Street North, P.O. Box 6 Stillwater, Minnesota 55082-0006
PHONE (651) 430-6656 FAX (651) 430-6888

**Excerpt from Washington County Development Code
Chapter Three – Subdivision Regulations**

SECTION 6. PLATTING PROCEDURE

6.1 Concept Review

- (1) In order to ensure that all applicants are informed of the procedural requirements and minimum standards of this Chapter, and the requirements or limitations imposed by other County regulations prior to the development of a preliminary plat, the subdivider shall meet with the Plat Commission.
- (2) At least fourteen (14) days prior to the regularly scheduled meeting of the Plat Commission, the owner shall prepare and submit ten (10) copies of a concept plan containing the following information:
 - (A) Tract boundaries and approximate dimensions.
 - (B) Significant topographic and physical features on the property to be platted and within 200 feet of all property lines.
 - (C) Proposed general street and lot layout with lot sizes of individual parcels designated.
 - (D) General location of proposed public and private open space areas.
 - (E) General drainage plan.
 - (F) Current zoning of the property.
 - (G) An explanation of the proposed subdivision and its purpose.
- (3) The Plat Commission shall review the sketch plan with the subdivider and provide comments on the concept plan. The Plat Commission will take no formal or informal action at this stage of review and discussion which occurs at this meeting cannot be construed as approval or denial of the proposed plat.

6.2 Preliminary Plat

- (1) After receiving comments from the Plat Commission during concept review, the applicant shall prepare and submit ten (10) copies of the preliminary plat to the Zoning Administrator. Such preliminary plat submission shall contain the information as described in Section 6. Preliminary and Final Plat Requirements.

- (2) Prior to preliminary plat approval for property located in a Shoreland District or St. Croix River District, the proposed subdivision must have the approval of the Minnesota Department of Natural Resources. The Zoning Administrator shall be responsible for forwarding copies of the proposed plat to the DNR.
- (3) Approval from the Watershed Management Organization in the area of the proposed platted property must be obtained prior to approval of the preliminary plat. The applicant shall take whatever steps are necessary to obtain approval from the Water Management Organization.
- (4) If the property proposed to be subdivided abuts the right-of-way of a State highway, a copy of the preliminary plat shall be sent to the Minnesota Department of Transportation for their review and consideration.

6.3 Public Hearing

- (1) Upon receipt of a complete preliminary plat application, the Plat Commission shall schedule a public hearing on the proposed preliminary plat. Such hearing shall be scheduled no later than thirty (30) days from the date of the filing of the complete application.
- (2) If the preliminary plat is not approved by the Plat Commission, the reasons for such action shall be recorded in the proceedings and transmitted to the applicant. The applicant can appeal such non approval to the County Board who shall conduct a public hearing and take action on the plat.
- (3) If the preliminary plat is approved, such approval shall not constitute final acceptance of the layout. Final approval will be required as specified in Section 6.4.
- (4) The Plat Commission reserves the right to require changes to any subdivision plan when they feel an alternative plan would be more sensitive to environmental resources; or provide for a more efficient flow of traffic; or is not sensitive to topographical constraints of the property; or does not meet the standards contained in the Washington County Development Code or Comprehensive Plan.
- (5) If the preliminary plat is approved by the Plat Commission, the subdivider shall submit the final plat within 180 days after the approval or the approval of the preliminary plat shall be considered null and void. This 180 day time limit may be extended if requested by the applicant and approved by the Plat Commission. In the event the property is to be developed in phases, the preliminary plat approval for the undeveloped portion or phase shall be valid for two (2) years from the date of preliminary plat approval.

- (6) Should the subdivider desire to amend the preliminary plat as approved, he may submit an amended plat which shall follow the same procedure as a new plat. A public hearing and submission of a plat review fee shall not be required for amended preliminary plats unless, in the opinion of the Plat Commission, the amendment is of such scope as to constitute a new plat. In such cases, the plat shall be refiled with payment of appropriate review fees and shall require a public hearing.

6.4 Final Plat

- (1) After the preliminary plat has been reviewed and approved by the Plat Commission, 10 copies of the final plat containing the information detailed in Section 7.2 shall be submitted to the Zoning Administrator; three (3) copies of the final plat, along with the plat checking fee, shall be submitted to the County Surveyor for review.
- (2) Prior to approval of the final plat by the County Board, the subdivider shall have installed all required improvements or executed a development agreement (major subdivision) with the township and the County for their installation. Required improvements shall conform to approved engineering standards and be in compliance with these regulations.
- (3) The Plat Commission shall consider the final plat no later than thirty (30) days from the date that the complete final plat is received. The Plat Commission's recommendations on the final plat shall be recorded in the proceedings of the Plat Commission and transmitted to the applicant.
- (4) If the final plat is recommended for approval by the Plat Commission, the owner shall submit the final plat to the Washington County Recorder/Registrar of Titles within 120 days after approval. Such final plat shall be as recommended by the Plat Commission and shall be signed and acknowledged by each person owning a legal or equitable interest in the lands platted, including contract purchasers or those holding a security interest such as a mortgage or contract for deed, but excluding judgment or mechanics lien. In lieu of their signatures on the final plat, mortgage or contract for deed vendors may sign and acknowledge a separate consent to plat.
- (5) If the final plat is not presented to the County Recorder/Registrar of Titles within 120 days after approval by the Plat Commission, approval of the final plat shall be considered null and void. An extension to this 120 time frame may be requested by the applicant and submitted in writing to the Plat Commission. An extension must be approved by the Plat Commission.

- (6) The County Recorder shall place the properly submitted final plat on the agenda of the County Board at its next regularly scheduled meeting for final approval. Final plat approval shall not be granted unless the plat has first been approved by the Town Board.
- (7) If the final plat is not approved by the Plat Commission, the applicant can appeal that decision to the County Board who shall conduct a public hearing and take action on the plat.

SECTION 7. PRELIMINARY AND FINAL PLAT REQUIREMENTS

7.1 Preliminary Plat Review

The following information shall be submitted for preliminary plat review. Graphic scale for any maps shall not be more than one hundred (100) feet to one (1) inch.

- (1) Identification and Description.
 - (A) Proposed name of the subdivision. This name shall not duplicate or be alike in pronunciation of the name of any plat theretofore recorded in the county.
 - (B) Legal description of the property.
 - (C) Name and address of the record owner and any agent having control of the land; the name and address of the subdivider, land surveyor, engineer and designer of the plan.
 - (D) North point and vicinity map of area showing well known geographical points for orientation within a one-half (1/2) mile radius.
 - (E) Date of preparation.
- (2) Existing Conditions.
 - (A) Boundary lines shall be shown clearly and to such a degree of accuracy that conforms to the plat in that no major changes are necessary in preparing said plat.
 - (B) Existing zoning classifications for land in and abutting the subdivision.
 - (C) Approximate total acreage.

- (D) Location, right-of-way width, and names of existing or platted streets or other public ways, parks and other public lands, significant physical features/natural resources, permanent buildings and structures, easements and section, corporate and school district lines within the plan and to a distance of three hundred (300) feet beyond.
- (E) Location and size of existing sewers, water mains, culverts, wells, septic systems, drain tile, or other underground facilities within the preliminary plat are and to a distance of one hundred (100) feet beyond. Such data as grades and location of catch basins, manholes, hydrants, and street pavement width and type shall also be shown.
- (F) Boundary lines of adjoining unsubdivided or subdivided land within one hundred (100) feet, identified by name and ownership, and including all contiguous land owned or controlled by the subdivider.
- (G) All wetlands shall be field delineated by a qualified and experienced wetlands delineator and shown appropriately on the preliminary plat. A copy of the wetland delineation report shall be submitted. Mapping must show surveyed location of all wetland boundary markers.
- (H) Topographic data, including contours at vertical intervals of not more than two (2) feet, except in those areas where the slope is less than one percent (1%) a one (1) foot vertical interval shall be shown. Water courses, marshes, wooded areas, rock outcrops, power transmission poles and lines, and other significant features shall also be shown. National Geodetic Vertical Datum 1929 Adjustment or North American Vertical Datum of 1988 shall be used for all topographic mapping, except where benchmarks are not available within 1/2 mile of site. Bench marks shall be established on-site and shown on map. At the discretion of the Zoning Administrator, spot elevations may substitute for the one-foot contour intervals.
- (I) A copy of all proposed private restrictions.
- (J) In areas where public sewer is not available, two soil borings shall be completed on each lot with results being submitted to the Washington County Department of Health, Environment and Land Management. If it appears that soil may not be suitable on any lot for the installation of an on-site septic system, additional borings and percolation tests may be required at the discretion of the Department.
- (K) For lands proposed to be platted in the Saint Croix River District, the bluff line and all slopes over twelve percent (12%), with a horizontal distance of 50 feet or greater, shall be delineated. In Shoreland Districts, all slopes over eighteen percent (18%), with a horizontal distance of 50 feet or greater, shall be delineated. Slopes in excess of twenty-five percent (25%) shall be delineated on all properties.

- (L) On all lakes, ponds and wetlands, all water surface elevations, ordinary high water elevation and 100 year flood elevations shall be denoted unless deemed unnecessary by the Zoning Administrator.
 - (M) The applicant shall document the path of each drainage way from the proposed development to the first DNR Protected Water within one mile of the project.
- (3) Subdivision Design Features
- (A) Layout of proposed streets showing right-of-way widths and proposed names of streets. The name of any street shall conform to the Washington County Uniform Street Naming and Property Numbering System as applicable.
 - (B) Locations and widths of proposed alleys, pedestrian ways and utility easements.
 - (C) Lot and block numbers, preliminary dimensions of lots and blocks and area of each lot. The buildable area of each lot, excluding slopes over twenty-five percent (25%), required setbacks and drainage easements shall be noted.
 - (D) Proposed front, side and rear building setbacks as well as setbacks from water bodies.
 - (E) Location and size of proposed sanitary sewer lines and water mains or proposed township sewer and water systems.
 - (F) Gradients of proposed streets and sewer lines. Plans and profiles showing locations and typical cross-sections of street pavement including curbs, gutters, sidewalks, drainage easements, servitude right-of-ways, manholes and catch basins.
 - (G) Areas (other than streets, alleys, pedestrian ways and utility easements) intended to be dedicated or reserved for public use including the size of such area(s) in acres.
 - (H) Grading and drainage plan for entire subdivision. If any fill or excavation is proposed in a wetland or lake, approval may be required from the Minnesota Department of Natural Resources, Army Corps of Engineers, Local Governmental Unit and/or Watershed Management Organization.
 - (I) Erosion and sediment control plan.

- (4) Other Information
 - (A) Statement of 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.
 - (B) Source of water supply.
 - (C) Provisions for sewage disposal, surface water drainage, and flood control.
 - (D) Where the subdivider owns property adjacent to that which is being proposed for the subdivision, the Plat Commission may require the subdivider to submit a sketch plat of the remainder of the property so as to show the possible relationships between the proposed subdivision and future subdivision. In any event, all subdivisions must be shown to relate well with existing or potential adjacent subdivisions and land use. If the plat contains either a temporary or permanent cul-de-sac, a plan showing the potential for development of adjacent property may also be required.
 - (E) Such other information as may be requested by the Zoning Administrator, the County Engineer or the Plat Commission.

7.2 **Final Plat Review**

The following information shall be submitted for final plat review.

- (1) The final plat shall be prepared by a land surveyor who is licensed in the State of Minnesota and shall comply with the provisions of Minnesota State Statutes, these regulations, and the manual of Standard Procedures for Platting in Washington County.
- (2) The subdivider shall submit, with the final plat, an Opinion of Title prepared by the subdivider's attorney or a current title insurance policy or commitment certified to within 30 days of submission of the final plat to the County Board for approval.
- (3) On the final plat, the lowest floor elevation of the building shall be shown for all lots abutting a water body. Such elevation shall be at least two (2) feet above the 100 year flood elevation. A durable bench mark shall be established and shown on the map.