



**CITY OF CENTERVILLE**  
1880 MAIN STREET  
CENTERVILLE, MN 55038  
651-429-3232

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## FINAL PLAT APPLICATION

Application is hereby made for a Final Plat for \_\_\_\_\_  
(Subdivision Name)

For Residential Projects: Number of Lots \_\_\_\_\_, Attached/Detached (circle), Number of Outlots \_\_\_\_\_,

Number of Affordable Units \_\_\_\_\_.

PID#'s \_\_\_\_\_

Preliminary Plat approval by the Centerville City Council was granted on \_\_\_\_\_, 20\_\_\_\_.

**OWNER:** \_\_\_\_\_

**CONTACT NAME (PRINT):** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**CITY/ZIP:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

**CONTACT NAME (PRINT):** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**CITY/ZIP:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

The following information shall be submitted in support of the application:

Please see the attached City Code, Chapter 153, Subdivision 153.58 & 153.59 attached.

\* **PLEASE NOTE:** Prior to release of the final plat by the City, a registered property abstract (for Torrens property) or an updated certified abstract of title (for abstract property) must be submitted per State Statute, Title Commitments cannot be accepted to fulfill title submittal requirements.

I fully understand that all of the above required information must be submitted at least 14 days prior to a city council meeting to ensure review by the City Council on that date.

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Applicant's Signature

Printed Name

Date

(C) *Subdivision plat.* A plat of a proposed subdivision drawn on an overlay of the topography at a scale no smaller than 100 feet to one inch, showing:

- (1) Proposed name of subdivision, which name shall not duplicate the names of any plat heretofore recorded in the county;
- (2) Location by section, town and range, or by other legal description;
- (3) Names and addresses of owner and subdivider, and the names of the city planner, land planning consultant or surveyor who prepared the plan;
- (4) Street pattern, including the names (which shall not duplicate existing streets in the city unless it is an extension of an existing street), widths of rights-of-way of streets, approximate length of streets and widths of easements for alleys;
- (5) Indication of the proposed storm runoff through use of arrows or notes;
- (6) Layout of lots, including dimensions, square footage, numbers, front yard lines, building setback lines on odd-shaped lots; location and widths of easements;
- (7) Location and area of parcels of land to be dedicated or reserved for schools, parks, playgrounds or other public or community use; and
- (8) Legend, notes, graphic scale, north point and date.

(D) *Engineering plans.* Engineering plans prepared by a registered engineer for the proposed subdivision may be requested by the City Engineer during the subdivision process and shall include but not be limited to the following:

- (1) Show location and invert elevations of proposed sanitary sewer on preliminary plat;
- (2) Show storm sewer pipe, catch basins and invert elevations on proposed plat. Indicate backyard drainage with arrows; and
- (3) Show proposed street grades every 100 feet on preliminary plat.

(E) *Restrictions.* A draft of the protective covenants or private restrictions to be incorporated in the final subdivision plat.

## § 153.58 FINAL PLAT.

(A) The final plat shall be drawn at a scale no smaller than 100 feet to one inch.

(B) The final plat shall show:

- (1) Subdivision name, name and address of owner and subdivider, source of title of land as shown by the books of the County Register of Deeds, graphic scale, north point, date and certificate of approval of City Council;
- (2) Survey data showing:
  - (a) Accurate angular and lineal dimensions for all lines, angles and curvatures used to describe boundaries, streets, easements, area to be reserved for public use and other important features. Lot lines to show dimensions in feet and hundredths;
  - (b) An identification system for all lots and blocks;
  - (c) True angles and distances to the nearest established street lines or official monuments (not less than 2), which shall be accurately described in the plat;
  - (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 arcs;
  - (f) Accurate location of all monuments. Pipes or steel rods shall be placed at the corners of each lot and at each intersection of street centerlines;
  - (g) Accurate outlines, 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; and
  - (h) Certifications by a registered land surveyor, to the effect that the plat represents a survey made by him or her and that monuments and markers shown thereon exist as located, and that all dimensional and geodetic details are correct.

(C) Notarized certification by owner, and by any mortgage holder of record, of the adoption of the plat and the dedication of streets and other public areas.

(D) With submission of the final plat, ten copies of the plat map showing all addresses correctly labeled shall be supplied to the Administrator for subsequent distribution to the utility companies, local school districts, and Fire and Police Departments.

## **§ 153.59 PROCEDURES FOR PLAT SUBMISSIONS.**

(A) *General.* The preliminary plat of the proposed subdivision must be approved by the Council before any person, firm or corporation proposing a subdivision shall proceed with any grading and improvements for streets or installation of public utilities. The final plat of the proposed subdivision must be approved by the Council and recorded in accordance with the provisions hereof before any person, firm or corporation proposing a subdivision shall sell, agree to sell, transfer, lease or otherwise convey any lot,

parcel or tract in a subdivision, or construct or commence the construction of any building in a subdivision.

(B) *Advisory meeting.* A person or corporation desiring approval of a plat of a subdivision shall appear before the Planning and Zoning Commission to discuss his or her proposal before filing an application for preliminary plat approval. No fee or formal application is required for this meeting. Its purpose is to save the subdivider time and money. The subdivider shall be prepared to discuss the details of his or her proposed subdivision, including such items as the proposed use, existing features of the area, existing covenants, land characteristics, availability of community facilities and utilities, size of development, play areas or public areas, proposed protective covenants, proposed utilities and street improvements. The Commission will answer any questions from the subdivider and suggest professional advice.

(C) *Preliminary plat.*

- (1) *Application.* After the advisory meeting, the subdivider shall submit an application for approval of a preliminary plat to the Administrator. The application shall be accompanied by the following:
  - (a) Fifteen copies of all maps and data set forth in these regulations; and
  - (b) A certified check or money order in an amount to cover the scheduled preliminary fees.
- (2) *Action by the Administrator.* The developer should submit plans to the Administrator ten days before the meeting to provide adequate time for review. The Administrator shall send one copy of each of the maps and data to the City Engineer, the City Planner and members of the Planning and Zoning Commission for review.
- (3) *Action by Commission.* The Planning and Zoning Commission shall review the preliminary plat and shall set a public hearing on the preliminary plat, the time and place to be published in the official newspaper at least ten days before the day of the hearing. Following the hearing, the Commission shall recommend approval or disapproval of the preliminary plat with any changes and conditions as it may suggest and shall transmit its recommendations. The Commission shall determine whether the proposed plat is consistent with the regulations specified in this chapter and with the comprehensive plan of the city, and whether the proposed development will advance the general welfare of the area and the city.
- (4) *Action by Council.* Upon receipt of the recommendations of the Planning and Zoning Commission, the Council shall consider the application and, after holding public hearings as it deems desirable, shall approve or disapprove the application with changes of conditions, if any, as it may deem appropriate. This may include the requirement for a development contract between the city and the applicant; refusal of any of the changes or conditions shall constitute denial of the application by the City Council. Failure of the applicant to notify the City Council of his or her acceptance or refusal of the modifications to the preliminary plat constitute acceptance of these conditions. The City Council shall approve or disapprove the plat within 120 days from the application by the subdivider unless the city grants itself an automatic extension of time or the time period is otherwise extended by agreement.

*(D) Final plat.*

- (1) Within 180 days from receiving the last required approval of the preliminary plat by the City Council, the developer shall submit an application for final approval to the Administrator, as set forth in these regulations. The application shall be accompanied by:
  - (a) One copy of the plat which is to be recorded;
  - (b) Ten prints of the plat for city record;
  - (c) A certified check or money order in an amount to cover the final fees;
  - (d) A certificate that all improvements required by these regulations and all other applicable city ordinances have been installed in strict accordance with the standards of construction of the city; or a guarantee that the improvements will subsequently be installed by the owner, in the form of a bond that will cover the cost of improvements as estimated by the City Engineer or Council. Failure to provide this data within the 90-day period shall render null and void the approval of the preliminary plat. An extension of this time period may be granted by the City Council on request of the developer; and
  - (e) Final plat will not be approved until developer gets approval from Rice Creek Watershed.
- (2) *Action by Administrator.* The Administrator shall send one copy of each of the final data to the City Attorney for review.
- (3) *Action by Council.* Upon receipt of the reports of the City Engineer and City Attorney, the Council shall consider approval of the final plat. Following approval by the Council, the Mayor or other authorized person shall endorse the plat and the Administrator shall return it to the applicant. If the final plat is not in substantial compliance with the regulations and conditions set forth, the Administrator shall return the final plat to the applicant with an attached statement identifying the areas of noncompliance. The City Council shall approve or disapprove the plat within 60 days of staff reports.
- (4) *Recording.* The subdivider shall present a copy of the approved final plat to the Register of Deeds of the County. Unless the plat is duly recorded within 60 days from the date of final plat approval, the city approval of the plat is void.
- (5) *Noncompliance.* In the event the final plat as submitted for final approval is returned for noncompliance:
  - (a) The applicant may treat the notification as denial of final approval;
  - (b) The applicant may resubmit the plan so it does comply with the regulations and conditions set forth; or

(c) The applicant may file a written request for a hearing before the Council, unless he or she has previously been heard by the Council.

## **ADMINISTRATION AND ENFORCEMENT**

### **§ 153.70 GENERAL.**

(A) *Administrator.* The Administrator shall serve as the administrator who shall be responsible for the administration of this chapter and shall:

- (1) Administer the provisions of this chapter in accordance with its literal terms and regulations;
- (2) Collect the fees as established by resolution of the City Council;
- (3) Maintain permanent and current records pertaining to this chapter, including but not limited to maps, amendments, appeals and applications therefore; and
- (4) Receive, file and forward petitions for appeals, amendments or other action to the appropriate official bodies.

(B) *Public hearing.* Before acting on any subdivision plan or variance, the Planning and Zoning Commission shall arrange for a public hearing thereon, after giving notice of the time and place in the official newspaper of the city at least ten days prior to the day of the hearing.

(C) *Variances.* The Council may grant a variance upon receiving a report from the Planning and Zoning Commission in any particular case where the subdivider can show that by reason of exceptional topography or other physical conditions, the strict compliance with these or other physical conditions, the strict compliance with these regulations could cause unnecessary hardship. Application for a variance shall be made in writing by subdivider at the time the preliminary plat is filed with the Administrator. A variance thus granted shall be recorded in resolution form entered in the minutes of the Council setting forth the reason which justified the action.

(D) *Inspection.* When the plans of streets and other improvements have been approved as provided in this chapter, the subdivider shall first notify the Administrator of his or her intention to proceed with the construction or installation of the streets and improvements. Notification shall be made at least 24 hours before any construction or installation shall commence, so as to give the city officials an opportunity to inspect the site prior to commencement of work and to inspect installation or construction of the streets and improvements during the course of work being performed. In order to defray a part of the costs incurred by the city in inspecting the installation of improvements required by this chapter, the subdivider shall, before he or she proceeds with any construction or installation, present a certified check or money order made payable to the city in an amount equal to three percent of the City Engineer's estimate of the cost of the improvements.