



FINAL PLAT APPLICATION CHECKLIST

Applications will be scheduled for consideration by the Planning Commission and/or City Council only after all required materials have been submitted. Application submittal deadlines are available on the City's website or by contacting the City Planner. **Late or incomplete applications will not be put on the agenda.**

Office Use Only:

Case #: _____

Applicant: _____

Address: _____

APPLICATION REQUIREMENTS:

- Electronic and hard copies of all the required materials must be submitted according to the current application submittal schedule.
- Submit 1 electronic copy and 2 hard copies (full-size/to-scale) of all required plans.

The following materials must be submitted for the application to be considered complete:

- Fee, as included in current Fee Schedule (check payable to City of Mendota Heights).
NOTE: Planning Application fees do not cover building permit fees, utilities, or other fees which may be required to complete the project.
- Completed Application Form(s).
- Letter of Intent.
- Final Plat.

APPLICANT MUST CHECK ALL APPLICABLE ITEMS INCLUDED IN THE SUBMITTAL

Final Plat: The final plat, prepared for recording purposes, shall be prepared in accordance with provisions of Minnesota statutes and Dakota County regulations, and such final plat shall contain the following information:

- Name of the subdivision, which shall not duplicate or too closely approximate the name of any existing subdivision.
- Location by section, township, range, county and state, and including descriptive boundaries of the subdivision, based on an accurate traverse, giving angular and linear dimensions which must mathematically close. The mathematical closure tolerance of the plat boundary, blocks, lots, and outlots shall not exceed two-hundredths ($\frac{2}{100}$) of a foot.
- The location of monuments and a description thereof. Locations of such monuments shall be shown in reference to existing official monuments on the nearest established street lines, including true angles and distances to such reference points or monuments. Permanent markers shall be placed at each corner of every block or portion of a block, points of curvature and points of tangency on street lines, and at each angle point on the boundary of the subdivision. A permanent marker shall be deemed to be a steel rod or pipe, one-half inch ($\frac{1}{2}$ ") or larger in diameter. The license number of the land surveyor that certifies the plat

shall be affixed to all set plat monuments. In situations where conditions prohibit the placing of markers in the locations prescribed above, offset markers will be permitted. The exact location of all markers shall be shown on the final plat, together with accurate interior angles, bearings and distances.

- Location of lots, streets, public highways, alleys, parks and other features, with accurate dimensions in feet and decimals of feet, with the length of radii and/or arcs of all curves, and with all other information necessary to reproduce the plat on the ground. Dimensions shall be shown from all angle points of curve to lot lines.
- Lots shall be numbered clearly. Blocks are to be numbered, with numbers shown clearly in the center of the block.
- The exact locations, widths, and names of all streets to be dedicated.
- Location and width of all easements to be dedicated.
- Scale of plat (the scale to be shown graphically and in feet per inch) and north point.
- Drainage and utility easements.
- Streets, alleys and other public areas not previously dedicated.
- Include a map showing the location of the property being platted with sufficient information to locate the property within a section. Orient the vicinity map to match the north orientation of the plat.
- Additional Plats: All subdividers shall submit two (2) reproducible copies of the final plat showing clearly lot configuration, actual dimensions and exact lot size in square footage, as certified by a registered land surveyor.
- Notarized certification by owner and by any mortgage holder of record of the adoption of the plat and the dedication of drainage and utility easements, streets and other public areas for public use.
- Notarized certification by a registered land surveyor to the effect that the plat represents a survey made by him and that monuments and markers shown therein exist as located and that all dimensional and geodetic details are correct.
- Certification showing that all taxes and special assessments due on the property have been paid in full.
- Space for certificates of approval and review to be filled in by the signatures of the mayor and city clerk. The form of approval of the city council is as follows:

Approved by the City of Mendota Heights, Minnesota
this _____ day of _____, 20__

Signed: _____
Mayor

Attest: _____
City Clerk