

## **SECTION 8 - SIMPLE PLATS**

### **Subdivision 1: Purpose**

Simple Plats allow subdivision of lots between five (5) acres and the minimum metes and bounds lot size in the zoning district where no new public roads are required and, allow subdivision of smaller acreage lots in limited numbers.

### **Subdivision 2: Restrictions**

A Simple Plat may only be considered if:

1. A. The platting will result in no more than three (3) lots, and  
B. The plat does not require creation of new roads.
2. Each resulting parcel has the minimum required frontage for the applicable zoning district on a dedicated public road as referred in Section 12, Subdivision 1.E;
3. The parcels involved have not been created or split by the simple plat process within the last two years;
4. The resulting lot sizes shall meet the minimum lot size. Right of way which is being dedicated to the local road authority with this plat application can be used for the calculation of the minimum lot size.
5. Adequate access to public roads must be provided for future development.

### **Subdivision 3: Submission Information**

1. Preliminary Plat showing: (12 copies)
  - A. Vicinity Map

- B. Boundary Survey (See Public Works Platting Manual as revised)
  - C. Legal Description
    - i. Name, address and phone number of owner / developer
    - ii. Name, address and phone number of surveyor
  - D. Scale, date and north orientation
  - E. Existing Buildings
  - F. Proposed building sites, showing elevations (mean sea level datum) on existing streets, open water and proposed building sites
  - G. Proposed and existing easements
  - H. Wetland delineations
  - I. Lot and Block layout and number
    - i. Existing class of use (zoning)
    - ii. Proposed class of use (zoning)
    - iii. Yard, area and lot dimension
    - iv. Building set-back lines
  - J. Lowest Floor Elevations (LFE) and Lowest Entry Elevations (LEE) shown on every lot
  - K. Soil types / buildable lot area
  - L. Adjacent property owners.
  - M. A digital drawing in a format compatible with the CAD software used by the County of the plat on County coordinates with all the information contained on the preliminary plat in its respective layer. All submitted revisions to the preliminary plat must also be accompanied with a digital drawing.
2. A Final Plat in conformity with the Sherburne County Public Works Platting Manual and Minnesota Statutes, Chapter 505.
  3. Sherburne County Park Commission recommendation
  4. Township recommendation

**Subdivision 4: Procedure**

1. Application

The required information must be submitted to the Zoning Administrator, along with the required fee. The Zoning Administrator may request additional or clarifying information.

2. Report of the County Surveyor and Public Works Department

The County Surveyor and Public Works Department shall submit a report to the

County Planning Commission concerning the proposed plat and its conformance with the requirements of this Ordinance and Public Works Platting Manual-

3. Notification and Public Hearing

Upon receipt in proper form of the application and other requested material, the Sherburne County Planning Commission shall hold at least one public hearing in a location to be prescribed by the Planning Commission. At least ten days in advance of each hearing, notice of the time and place of such hearing shall be published in the official paper of the County. All property owners within one-half mile, the Town Board, the County Highway Engineer and municipalities within two (2) miles, and when required, the Minnesota Department of Natural Resources and/or the Minnesota Department of Transportation, shall be notified by U.S. Mail as to the time and place of the public hearing.

4. The Planning Commission may at its discretion require submission of a Standard Preliminary Plat.

5. Report to the County Board

Following the public hearing(s), the Planning Commission will report to the Sherburne County Board of Commissioners its findings. The County Board may hold additional hearings, and shall make a decision to approve or deny the Simple Plat within sixty (60) days of receiving the Planning Commission report.

6. County Attorney Review and Approval

The plat as well as an abstract or certificate of title shall be submitted to the County Attorney together with any additional information requested by the same.

7. Recording

If approved, and upon obtaining necessary signatures, the plat shall be recorded in the office of the County Recorder/Registrar of Titles, subject to recording fees. The plat must be recorded within fifteen (15) days of the date of approval and signature by the County Attorney.