

SECTION 10 - STANDARD PLATS

Subdivision 1: Purpose

Standard Plats allow the subdivision of land into lots smaller than the minimum metes and bounds size in the zoning district, and control road development and access.

Subdivision 2: Restrictions

The Standard Plat process must be followed if the proposed subdivision does not meet the standards necessary to qualify as either an Administrative Subdivision, Simple Plat, or Registered Land Survey.

Subdivision 3: Sketch Plan

Sketch plans are encouraged to be prepared as a planning tool for review and discussion prior to submitting preliminary plat application. Sketch plans are not considered as part of the plat application.

***Advisory Committee Comment: Sketch plans allow the project applicant to prepare a relatively low cost simple physical concept for discussion prior to preliminary plat design. This also allows the developer and Sherburne County the opportunity to discuss the rational for the design layout submitted with the preliminary plat application.*

It is recommended that sketch plans include the following:

- A. Topography (minimum of 10 ft. contours)
- B. Soil types, and characteristics, such as depth to water table.
- C. Hydrologic features including surface water bodies, floodplains, wetlands, natural swales and drainage ways.
- D. Vegetation of the site, (pasture, woodland, hedgerow, etc.)
- E. A description of current land use and structures on the land, and all encumbrances, such as easements or covenants.

- F. All roads, property boundaries, and property use within ½ mile of the tract.
- G. An outline of the land area to be protected as open space or park, and the land area to be developed for housing, and the acreage for each area.
- H. All possible future roads, parks and open space on or adjacent to the subject property.
- I. Preliminary calculation of the amount of acreage that is public road right way and the amount of acreage that is DNR classified public water bodies.
- J. An outline of the areas proposed for stormwater management and sewage treatment.

Subdivision 4: Preliminary Plat

- 1. Submission Information
 - A. Twelve (12) copies of the proposed preliminary plat containing:
 - 1. Vicinity Map
 - a. Land information listed in the optional Sketch Plan.
 - 2. Boundary Survey (See Public Works Platting Manual as revised)
 - 3. Ties to subdivision lines or existing platting
 - 4. Legal description
 - a. Name, address and phone number of owner/developer
 - b. Name, address and phone number of surveyor
 - 5. Scale, date and north orientation
 - 6. Proposed streets, correct width, names and other requirements of ordinance
 - 7. Utility easements, existing and proposed

8. Lot and block layout and numbering
 - a. Proposed class of use (zoning)
 - b. Yard, area and lot dimension
 - c. Set-back lines
9. Supplementary requirements
 - a. Topography in 2' contours extending 200 feet beyond survey boundaries – including, driveway accesses, surface elevation and high water elevation of public waters
 - b. Street plans and profiles
 - c. Grading plans
10. Adjacent areas (name if platted) / Names of adjacent land owners
11. Areas set aside for other uses (outlots, parks, etc.)
12. Commercial, industrial, multiple dwelling, regulations for parking, landscaping and screening.
13. Soil types, buildable lot area, house pad, and sewer locations.
14. Lowest floor elevations and lowest opening elevations shown on every lot.
15. 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.

B. Sherburne County Park Commission Recommendation

C. Township recommendation

2. Procedure

A. 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.

B. 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 the Public Works Platting Manual.

C. 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 on the Preliminary Plat 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 U.S. Mail as to the time and place of the public hearing.

D. Report to the County Board

Following the public hearing(s), the Planning Commission will report to the Sherburne County Board of Commissioners its' findings and recommendation on the Preliminary Plat. Approval of the Preliminary Plat does not constitute an acceptance of the subdivision, but is deemed to be an authorization to proceed with the final plat. This approval, unless an extension is granted by the Planning Commission, shall be effective for a period of two (2) years. The subdivider may file a final plat limited to such portion of the preliminary plat which he/she proposes to record and develop at the time, provided that such portion must conform to all requirements of this Ordinance.

Subdivision 5: Final Plat

1. Submission Information

- A. Six (6) full-sized copies and two (2) 11'x17' copies of a final plat in conformity with the Sherburne County Public Works Platting Manual and Minnesota Statutes, Chapter 505.
- B. Two (2) full size and two (2) 11"x17" copies of a final grading and drainage plan that meets county requirements. The Grading and Drainage Plan shall include an index for Low Floor Elevations (LFE) and Lowest Entry Elevations (LEE) for each lot. The Grading and Drainage Plan shall be consistent with the Final Plat.

2. Procedure

After the preliminary plat has been approved, the final plat may be submitted for approval as follows:

A. Approval of the County Planning Commission:

The final plat shall be submitted to the County Planning Commission at least ten (10) days prior to a Planning Commission meeting at which consideration is requested. The Planning Commission shall act on each plat submitted within sixty (60) days of submission, of all requested information. In case the plat is disapproved, the subdivider shall be notified of the reason for such action and what requirements shall be necessary to meet the approval of the Planning Commission.

The Planning Commission may act on a preliminary plat and final plat at the same meeting, provided the preliminary plat had been heard and tabled at a previous meeting.

B. County Surveyor and Public Works Department Approval:

The County Surveyor and Public Works Department shall approve the final plat as in conformance with Sherburne County Public Works Platting Manual and Minnesota

Statutes Chapter 505. Plat checking fees, established by the County Board, shall be paid to the County Surveyor's Office for final plat review. In addition, 3 paper copies of the final plat drawing showing the area of all finalized lots, roadways, and outlots shall be submitted.

C. Town Board Approval

Prior to consideration by County Board, where new streets or roads are included in the proposed final plat, or where a new street or road is required for access to the proposed plat, the affected town board shall require a Developer's Agreement be signed obligating the subdivider to provide the proposed road and utility improvements to the town standards. The subdivider shall provide the town board with sufficient sureties to cover the estimated costs of construction and inspection of the proposed improvements.

D. County Board Approval

After review and approval of the final plat by the Planning Commission, such final plat, together with the recommendations of the Planning Commission, shall be submitted to the County Board for action. The County Board shall act on each plat, recommended by the Planning Commission, within sixty (60) days after submission to the County Board.

If accepted, the final plat shall be approved by resolution which resolution shall provide for the acceptance of all streets, roads, alleys, easements, or other public ways, and parks, or other open spaces dedicated to public purposes. If disapproved, the grounds for any refusal to approve a plat shall be set forth in the proceedings of the Board and reported to the subdivider.

E. County Attorney Review and Approvals

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

F. 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 fee. The plat must be recorded within fifteen (15) days of the date of approval and signature by the County Attorney