

CITY OF GREENFIELD

FINAL PLAT APPLICATION CHECKLIST

(Final plat shall incorporate all changes required by the City Council and shall substantially conform to the Preliminary Plat and shall be applied for within 12 months following approval of the Preliminary Plat)

*This checklist shall in no way replace the requirements for Final Plat submittal in the City of Greenfield Ordinances.
Referenced Subdivision Code Section: 900.07*

Any person requesting City approval of a Final Plat shall complete and/or submit to the City of Greenfield, by the published submittal deadline, the following information:

- ☐ Final Plat application.
- ☐ Filing fee (at annual rate set by City Council).
- ☐ Draft Developer's Agreement
- ☐ Revised Preliminary Plat (if changes per Council approval)

*Submit ten (10) **folded** 24"x 36" copies and one (1) 11" x 17" reduction of the following:*

- ☐ Final Plat shall include the following:
 - The Final Plat shall be prepared and certified by a Land Surveyor licensed in the State of Minnesota in the form required by Minnesota Statutes and shall conform to all State and Hennepin County requirements, these regulations, and the directives and conditions of the City Council and shall substantially conform to the Preliminary Plat.
 - The Final Plat shall be drawn at a scale of 1-inch equals 100 feet, unless otherwise required by City Planner or City Engineer and shall include the subject property and the adjacent properties within 200 feet of the subject property.
 - Proposed name of the Plat, which shall not duplicate or too closely approximate the name of any existing Plat recorded in the County.
 - Legal description of the property according to the records in the County Records office.
 - Accurate legal descriptions of any areas to be dedicated or reserved for public use, or for the exclusive use of the property owners within the Subdivision with the purpose indicate therein. Conveyance of all land for public use, other than right-of way shall be by deed, which deed shall accompany the Final Plat.
 - Names, addresses, and telephone numbers of all Property Owners, the Subdivider, Surveyor, and Designer of the Preliminary Plat.
 - Proof of ownership (Up to date Certified Abstract of Title or Registered Property Abstract and such other evidence as the City Attorney may require)..
 - Graphic scale, north arrow, date of preparation.
 - Boundary of proposed plat and adjoining properties including the name of property owner.
 - Municipal, City, County and section lines accurately tied to the lines of the Final Plat by distances and angles.
 - Identification of all lots and blocks, street rights of ways, public highways, alleys, parks, easements, and areas to be reserved for public use and other features, with accurate dimensions in feet and hundredths 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 shall be shown. Dimension shall be shown from all angle points, and of curves to lot lines.
 - True angles and distances to nearest established official monuments (not less than two) which shall be accurately described in the Plat.
 - Accurate location of all monuments.
 - Radii, internal angles, points and curvatures, tangent bearings, and lengths of all arcs.
 - Statement dedicating all easements as follows and drainage facilities are reserved over, under and along the strips marked "utility easements."
 - Statement dedicating all streets, alleys and other public areas not previously dedicated as follows: "Streets, alleys and other public areas shown on this plat and not heretofore dedicated to public use are here by so dedicated."

- Execution by all Owners of any encumbrances of any interest in the land by certificate required by Minnesota Statutes, and which certificate shall include a dedication of the utility easements and any other public areas in such forms as shall be approved by the City Attorney.
- Certification showing that all taxes and special assessments currently due on the property to be Platted have been paid in full.
- Form of approval of City Council shall be as follows: Approved by the City Council of the City of Greenfield, Hennepin County, Minnesota, this _____ day of _____, 20____.

Mayor

Clerk-Administrator

- Format for approval by County Authorities shall be required.
- Final Development Plans and Exhibits for the subject property and the adjacent properties within 200 feet of the subject property. The plans shall include the following:
- Plans shall be drawn at a scale of 1-inch equals 100 feet, unless otherwise required by City Planner or City Engineer;
 - Site plan with lot dimensions, lot areas, yard dimensions, proposed land use, structures, parking, driveways, roads, sidewalks, trails, loading areas, exterior storage areas, mechanical equipment, trash storage, proposed easements, etc;
 - Final building floor plan per level and building elevations with exterior finishes (for commercial and industrial and multi-family developments);
 - Final Grading, Drainage and Erosion Control Plan prepared by a licensed civil engineer that shows existing and proposed contours at two-foot intervals, proposed grades (3:1 maximum slopes, 4:1 preferred maximum), building pad elevations, existing and proposed topography, drainage calculations, 10-year storm sewer pipe design, 100-year storm water management facilities, direction of drainage around each building pad location, and appropriate easements as required;
 - Final Wetland Impact and Replacement Plan showing fill or draining of any wetland including sequencing justification and proposed mitigation consistent with the Wetland Conservation Act. All wetlands must be delineated in accordance with the Wetland Conservation Act and submitted wetland delineation report;
 - Final Plan showing existing vegetation and that remaining after proposed development;
 - Final Landscape Plan including the size and quantity of trees, shrubs sidewalks, trails walks, fences landscaping and walls, etc (if applicable);
 - Final Sign plan with identification or advertising signs;
 - Final Lighting plan;
 - Final Utility Plan with existing and proposed utilities (storm sewer), location of primary and secondary septic systems, and appropriate easements as required.

After Approval of Final Plat:

- ❑ The Applicant shall submit all Final Plat documents to the City for recording the Final Plat otherwise, the City Council approval of the Final Plat shall be null and void.
- ❑ Digital copy for GIS and Public Works Records (.DWG format)

Park dedication fees are required for all new lots at the rate set by the City Council at time of Final Plat approval. Fees are to be paid prior to signing of the Final Plat.

Emergency Siren Fees (per acre) are required for all new developments at the rate set by the City Council at the time of Final Plat Approval. Fees are to be paid prior to signing of the Final Plat.

Applications and submittals will be reviewed by staff who will notify the applicant in writing as to completeness of application and or the need for additional information or modifications within ten business days. Complete application items will be scheduled for the City Council review.

City Planner:
Brad Scheib
Hoisington Koegler Group Inc.
Phone: (612) 252-7122
Fax: (612) 377-1010

City Engineer:
Ron Wagner
763-427-5860

**CITY OF GREENFIELD
PLANNING AND ZONING APPLICATION
POLICIES AND PROCEDURES**

The following items are to be read and statement signed before any application is accepted!

It is the policy of the City Council that events resulting from planning and zoning and development applications in the City of Greenfield should not create costs to be borne by the taxpayers. The City Council has adopted a fee schedule and requires an escrow deposit to cover City consultant planning, engineering and legal fees related to each application. The application fee is non-refundable and varies by project. That cost is for, but not limited to: office expenses incurred in the process which result in questions, meetings, phone calls with the applicant, copies, public notices, resulting in resident phone calls and all related paperwork.

Escrows vary by project and are paid at the time the application is submitted. The escrow monies are for, but not limited to the city attorney, planner and engineer fees. If the fees incurred for these services are more than the escrow amount, that amount will be billed to the applicant. The applicant is responsible for having payment remitted to the City within 30 days from the billing date.

Please note: the attorney, planner and engineer are contracted consultant employees for the City of Greenfield and are paid by each project. The charges incurred by these consultants are in turn charged to the applicant for fees resulting from the planning and zoning application.

If the fees incurred are less than the escrow amount, the balance will be returned to the applicant. **The applicant must request in writing that escrow monies be reimbursed.** The escrow monies will be approved and available to the applicant the day after the closest 1st City Council meeting of the month.

All applicants must have all required information and labels (from application checklist) to City Hall no later than the second Tuesday of the month prior to the scheduled meeting. If all information is not received within that timeframe, the application will be deemed incomplete and rescheduled for a meeting at a later date once all information is obtained.

I have received the following items for my application:

____ Checklist ____ P&Z application ____ Current Fees List ____ Other (please specify)

Signed

Date

For Developer's Only:

Letter of Credit

It is the responsibility of the developer to make application at City Hall and start the process for all final plats. It is also the responsibility of the developer to request any letter of credit reduction or releases. **This shall be done by sending written request to the City Engineer.** The Engineer will then have the City staff put the item on a City Council agenda for their decision. If it is approved by the City Council, City staff will notify the financial establishment of the approval. At the time of the request for a Letter of Credit Reduction or release, the developer will be asked to remit payment to the City for fees incurred up to that point. When payment is received, Council will authorize any reduction or release of a letter of credit. Please note that additional fees may be incurred after a letter of credit is reduced or released.

Street Acceptance

The City will require at **least** a one year maintenance guarantee on a completed street **after** the street is accepted. It is the developer's responsibility for fees incurred during this maintenance period.

Signed

Date