



FINAL PLAT APPLICATION

The application form shall be answered fully and completely by the applicant. The City of Winsted will not consider a request for an applicant who does not provide all of the information requested on the application or such other information as the City of Winsted may require.

APPLICATION DATE: _____

APPLICATION FEE: **\$1,200.00**

PLAT INFORMATION

Plat /Development Name: _____

Property Identification No. (PID): _____

Legal Description of Property: *(attach a separate document, if necessary)*

No. of Lots: _____ Site Area (Acres) _____ Current Zoning Classification _____

Does the final plat include any modifications from the approved preliminary plat? YES NO

****If **yes**, please describe the modifications on a separate sheet of paper and attach it to this application.*

APPLICANT / AGENT INFORMATION

Applicant / Agent Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address (if different from above): _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

FEE OWNER INFORMATION

Fee Owner Name *(if different from applicant)*: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address (if different from above): _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

SURVEYOR INFORMATION

Surveyor Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address (if different from above): _____

Contact Person: _____ Registration Number: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

PROCEDURE & SUBMITTAL INFORMATION

A complete application must be made thirty (30) days prior to the Planning Commission meeting for which you wish to be heard. To fully understand all of the information required for submittal, the City of Winsted requires an initial meeting with review of a concept plan prior to submitting an application and documents for review.

The plat request shall be filed with the City on this official application form, along with the established fee, if applicable. Such application shall also be accompanied by one (1) large-scale copy, and an electronic copy of a preliminary plat and supportive information in conformity with the City's Ordinances. The scale of such materials shall be the minimum necessary to ensure legibility. If you have any questions on the necessary materials please contact City Hall at (320) 485-2366.

The final plat for the first phase of the development shall be submitted within one (1) year after said approval or approval of the preliminary plat shall be considered void. For plats with multiple phases, a final plat application for a subsequent phase must be submitted within two (2) years after approval of the previous phase final plat or the preliminary plat shall be considered void.

Prior to the expiration of the final plat deadline, the Planning Commission may extend the approval for an additional two (2) years. The extension request shall be in writing specifically designating the expiration date. Only one (1) extension may be granted per phase of the preliminary plat.

The following information is to be submitted on the application or in support of the application:

- Proposed name of subdivision, not similar to any recorded plat with McLeod County.
- Date of preparation and North point.
- Scale of plat, not less than one (1) inch to one hundred (100) feet.
- Proposed covenants and private restrictions.
- Location map indicating location of proposed subdivision in relationship to general known area.
- Names and addresses of the applicant, land surveyor and engineer making plat and property owners of record within three hundred fifty (350) feet of the proposed subdivision.
- Legal description of proposed subdivision.
- Boundary line of proposed subdivision.
- Zoning of land within and abutting the subdivision.
- Layout, dimensions and acreage of proposed lots and blocks.
- Name, location and right-of-way width of existing or proposed streets, highways, alleys, sidewalks, and pedestrian ways.
- High water level of all lakes, rivers, streams and wetlands. Floodplain boundaries and elevations established locally or by the Federal Emergency Management Agency (FEMA).
- Location, dimensions, and purpose of existing and proposed utilities and utility easements.
- Location, dimensions of existing and proposed public sewer and water systems.
- Existing and proposed storm water drainage systems including drainage ponds, outlots, and easements.
- Boundary lines of adjoining un-subdivided or subdivided land within three hundred and fifty (350) feet, identifying by name and ownership.
- Proposed zoning changes, if necessary.
- Minimum front, side, and rear yard setbacks as required by the Zoning Chapter of the Winsted Municipal Code.
- Location, dimensions, and size of areas, other than streets, alleys, pedestrian ways, and utility easements, proposed to be dedicated or reserved for public uses.
- The type of structure and driveway location proposed based on drainage, grading, and sewer elevations must be shown for each lot in the subdivision.
- Soil survey, grading plan, soil erosion and sediment control plan, and landscaping plan.
- A list of any liens or encumbrances.
- Other information deemed necessary by the City of Winsted.

ADDITIONAL SUBMISSION REQUIREMENTS:

- Current Title Commitment or Registered Property Report

The Applicant/Fee Owner or other authorized representative is responsible for recording the Final Plat with McLeod County within thirty (30) days following approval and full execution.

Within thirty (30) days of the City Council approval of the Final Plat request, the following items are to be submitted to the City of Winsted:

- 2 mylars and one electronic copy of the approved plat with any required corrections, notarized signatures of the land owner (s) and certified land surveyor(s).
- List of areas (to the nearest square foot) of all lots, outlots, and road right-of-ways certified by the surveyor who signs the plat.
- Electronic file of the Final Plat containing parcel and easement data.
- All applicable fees, financial securities in accordance with Winsted Municipal Code, and other documents as required in the Final Plat Report or the Developers Agreement must be provided prior to the release of the Final Plat.

PLEASE NOTE: Prior to release of the final plat by the City of Winsted, 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 submittal requirements.

I HAVE READ AND AGREE TO COMPLY WITH ALL APPLICABLE ORDINANCES AND RULES ASSOCIATED WITH THIS APPLICATION. I CERTIFY THAT I HAVE READ THE ABOVE AND THAT THE ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT ALL OF THE REQUIRED INFORMATION MUST BE SUBMITTED TO BE REVIEWED BY CITY AGENTS. SIGNATURES ARE REQUIRED TO COMPLETE THIS APPLICATION. Signature of Applicant Date Signature of Fee Owner Date

FOR OFFICE USE ONLY

Date App. Received: Date Paid: Amount Paid: Method of Payment: Application Reviewed: City Administrator/Zoning Date Reviewed/Initials: Public Works Date Reviewed/Initials: City Engineer Date Reviewed/Initials: City Planner Date Reviewed/Initials: Application Approved/Denied: Approved (Date Issued:) Denied (Reason:)