

City of North Branch Subdivision Final Plat Process



Procedure for Processing a Final Plat

1. The final plat for an already-approved preliminary plat must be submitted to the City within one year of preliminary plat approval and must be submitted to the Planning Director at least 15 days prior to the regular schedule Planning Commission meeting. The final plat submittal should include the following:
 - A) Five (5) full-size copies of the final plat and construction plans
 - B) Twenty (20) reduced-size (11 X 17) copies of the final plat and five (5) construction plan
 - C) One (1) electronic copy of the Minor Subdivision plat in both PDF and CAD formats.
2. The Planning Commission will review the final plat for consistency with the preliminary plat. The Commission will make a recommendation to the City Council for approval or disapproval.
3. Once the Planning Commission makes a recommendation, the final plat will be submitted to the City Council for action at its first meeting of the following month. If the final plat is disapproved, the developer will be notified in writing of the reasons for disapproval as well as what would be required to meet the Council's approval.
4. If additional information is required by the Commission before the final plat is considered by the Council, the final plat will not be referred to Council until all of the necessary information is received by the City. It is the developer's responsibility to file the plat with the appropriate County offices after final approval.
5. If the plat is approved, prior to the City signing the final plat, the City shall have received the following:
 - A) One (1) Mylar (8 ½ x 11) Copy of the final plat
 - B) One (1) electronic copy of the Minor Subdivision plat in both PDF and CAD formats.
 - C) Any applicable park dedication fees
 - D) Any applicable trunk water and sewer fees
6. Issuance of building permits and construction will not begin until a Developer's Agreement has been executed and a pre-construction meeting has been held with City staff. The construction of one model home, if desired, shall be addressed in the developers agreement. Appropriate financial guarantees and trunk fees shall be supplied prior to construction.

Final Plat Checklist

Application Checklist:

Final Plat Application

Final Plat Fee (\$300)

Five (5) full-sized copies of the final plat and construction plans.

Twenty (20) reduced-size (11" X 17") copies of the final plat and five (5) construction plans.

One (1) electronic copy of the Minor Subdivision plat in both PDF and CAD formats.

Park dedication fee (per lot) or land dedication deed is required at or prior to final plat recording.

City of North Branch Subdivision Final Plat Application



LOCATION OF PROJECT (ADDRESS)	ASSESSOR PARCEL NO.	ZONING
NAME OF PROPOSED PROJECT	CLUSTER SUBDIVISION YES / NO	COMP. PLAN DESIGNATION

APPLICANT NAME (SIGNATURE REQUIRED BELOW)	BUSINESS PHONE () -	HOME PHONE () -
APPLICANT ADDRESS	CITY	STATE ZIP
PROPERTY OWNER NAME (SIGNATURE REQUIRED BELOW)	BUSINESS PHONE () -	HOME PHONE () -
PROPERTY OWNER ADDRESS	CITY	STATE ZIP

CHANGES SINCE PRELIMINARY PLAT	
TYPE OF WATER / SEWER FACILITIES	SIZE OF PARCEL

PROPERTY OWNER CONSENT _____
 I declare under penalty of perjury that I am the owner of said property or have written authority from property owner to file this application. I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.

APPLICANT SIGNATURE _____
 I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.

___ Application form date _____	___ 5 full size copies	___ 20 reduced copies (11x17")
___ Fee \$300		
After Approved:		
___ Developer' s Agreement	___ 1 electronic copy of the final plat in AutoCAD & PDF Format	
___ 1 Mylar (8 2@ x 11") copy of final plat		
___ Park Dedication fee/land donation	___ 125% letter of credit for improvements	