

City of North Branch

Subdivision Minor Plat Process



Procedure for Processing a Minor Subdivision Plat

1. The developer obtains a copy of the subdivision application and a list of what's needed to accompany the application. The developer then discusses the proposal with City staff and reviews the information needed for the minor subdivision plat. If appropriate, the developer will be directed to contact other governmental agencies, such as Chisago County, Minnesota Department of Transportation, Minnesota Pollution Agency, etc.
2. Subdivision applications must be received by City staff prior to the deadline set by the Planning Director, approximately 21 days prior to the Planning Commission meeting to ensure proper public notice and staff review. All submittals must be complete, accurate, and timely. Failure to provide a complete and/or accurate package in a timely manner may result in a delay of a month more.

Documents which must be filed with City staff include:

- A) Minor Subdivision Plat application
 - B) Minor Subdivision Plat fee (\$500 +\$40 per lot)
 - C) Deposit for engineering/legal services (\$3,000 + Actual Cost)
 - D) Five (5) full-sized copies of the minor subdivision plat, grading and drainage, utility and tree preservation plans
 - E) Twenty (20) reduced-size (11 X 17) copies of the above plans
 - F) A list of all property owners within 350 feet of the subject property
 - G) Wetland Report and Wetland Truthing Letter from Chisago County
 - H) One (1) electronic copy of the Minor Subdivision plat in both PDF and CAD formats.
3. Once the developer has submitted the necessary information and prepared the required plans, staff will review the application and information. Staff will schedule the review of the minor subdivision plat for the next Planning Commission meeting and compose a staff report with a recommendation to the Planning Commission. If the subdivision application and information are received within 21 days of the Planning commission meeting, the matter will be scheduled for the following month's Planning Commission meeting.
 4. A copy of the staff report is sent to the developer. The developer is urged to meet with City staff at least 24 hours prior to the Planning Commission meeting to clarify issues and find possible solutions to any problems that may be identified in the staff report. This will allow staff the time needed to review new information and check with other departments, if necessary.
 5. The minor subdivision plat will be considered by the Planning Commission. The Commission will hold a public hearing at which the developer and all other interested persons may comment on the preliminary plat. After conducting the public hearing and taking public testimony, the Commission may take one (1) of four (4) actions regarding a project. Those actions, and the developer's responsibilities in each case, are outlined below.
 - A) Approved as presented.
 - B) Approved subject to conditions. The conditions would need to be taken care of with the submittal of the final plat.

- C) Table. Items may be continued – or postponed – by the Planning Commission pending the submittal of additional information or the revision of portions of a project. In this case, it is the responsibility of the developer to make all necessary submittals no later than 15 days prior to the next Commission meeting.
 - D) Denied. Items automatically advanced to the City Council with the Planning Commission’s recommendation of denial.
6. The City Council will consider the minor subdivision plat at their meeting following the planning commission meeting. (4th Monday of the month). If additional information for the plat is required and the Planning Director does not receive it by noon on the Monday preceding the Council meeting, the minor subdivision plat may not be placed on the agenda for the Council meeting.

The Council will consider taking three (3) actions on a minor subdivision plat:

- A) Approve the minor subdivision plat as presented.
 - B) Continue consideration of the minor subdivision plat.
 - C) Deny the minor subdivision plat.
7. If the minor subdivision plat is approved, the developer has one year to submit a final plat to the City.
8. 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 fee
9. 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.

Minor Subdivision Checklist

- Minor Subdivision Application
- Minor Subdivision Plat fee (\$500 + \$40 per lot)
- Engineering/Legal Services Deposit (\$3,000 + actual cost)
- Five (5) full-size copies of the minor subdivision plat, grading and drainage, utility and tree preservation plans.
- Twenty (20) reduced sized copies of the above plans.
- A list of all property owners within 350 feet of the subject property.
- Wetland Report and Wetland Truthing Letter from Chisago County.
- 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 Minor Plat Application



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

APPLICANT NAME (SIGNATURE REQUIRED BELOW)	BUSINESS PHONE () -	HOME PHONE () -
APPLICANT ADDRESS		
ENGINEER/SURVEYOR NAME / REGISTRATION NO. _____	BUSINESS PHONE () -	HOME PHONE () -
ENGINEER/SURVEYOR ADDRESS		
PROPERTY OWNER NAME (SIGNATURE REQUIRED BELOW)	BUSINESS PHONE () -	HOME PHONE () -
PROPERTY OWNER ADDRESS		

PROJECT DESCRIPTION	
TYPE OF WATER / SEWER FACILITIES	SIZE OF PARCEL
<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> OFFICE <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL
EXISTING USE	EXISTING USE
PROPOSED USE	PROPOSED USE
# EXISTING LOTS	# EXISTING LOTS
# PROPOSED LOTS	# PROPOSED LOTS
UNITS PER ACRE	UNITS PER ACRE
AVERAGE LOT SIZE	AVERAGE LOT SIZE
MAXIMUM LOT SIZE	MAXIMUM LOT SIZE
MINIMUM LOT SIZE	MINIMUM LOT SIZE

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 Date _____ Public Hearing _____ 5 full size copies _____ 20 reduced copies
 ___ Fee \$500+\$40/lot plus \$3,000 Engineering Deposit ___ Property owners within 350'
 ___ 1 electronic copy of the final plat in AutoCAD & PDF Format