



**CITY OF
NISSWA**

FINAL PLAT APPLICATION

Date: _____

The Nisswa Planning Commission/Board of Adjustment will require the property owner/developer to submit the following information to the Nisswa Planning & Zoning Administrator by _____ for the Planning Commission/Board of Adjustment meeting on _____.

(application date)

PLEASE NOTE: Applications **WILL NOT** be processed unless all required information for a subdivision is submitted and fees are paid by the application deadline date. We cannot accept the application if any of the following items have not been completed/provided.

I. Name of Applicant: _____ Phone #: _____

Mailing Address: _____

Applicant is: Legal Owner Contract Buyer Option Holder Agent

Title Holder of Property and address: _____

Location (street address) of property involved in this request: _____

Legal description of property involved in this request (if lengthy provide copy of abstract, or certificate of title, or warranty deed): _____

Sec. _____ Twp. 135 Rge. 29 Parcel ID: _____

Zoning District: _____

II. Nature of request (select only one):
 Metes and Bounds Preliminary Plat Final Plat

Note: Preliminary Plat and Final Plat hearings will not be held at the same meeting.

All costs of the City Engineer, City Attorney, Bond Counsel, financial experts and other professional costs borne by the City in writing and/or executing Development Contracts, estimates of costs, inspectors, financial arrangements, assessments and pursuing legal remedies in event of default by the subdivider, and reviewing the proposal, shall be borne by the subdivider.

The Final Subdivision by Plat or Condominium Plat shall be approved by the Planning Commission **and** Council.

Subdivision by metes and bounds shall be approved by the Planning Commission if the resulting parcels are less than 20 acres and 500 feet of width for residential lots or 5 acres and 300 feet for commercial lots, and shall be limited to no more than one split of a

parcel into two parcels in a three year period of time. An additional parcel for right of way or commonly owned driveway access may also be allowed.

III. **Final** Plat or Final Condominium Plat shall contain all the elements required by this Ordinance and M.S. 505 or 515A, respectively, and the State Plat Manual including, but not limited to, the following:

- _____ 1. Conformance with approved Preliminary Plat, or agreed-upon portion thereof. (Include copy of updated or revised Preliminary Plat.)
- _____ 2. Design standards in conformance with the Ordinance and the Nisswa Zoning Ordinance.
- _____ 3. Preparation by a Registered Land Surveyor
- _____ 4. Dedication to the public of easements, right of ways, walkways and land to become public.
- _____ 5. Drainage and utility easements over natural drainageways and significant wetlands.
- _____ 6. Reservation of private streets in Outlots (PUDs).
- _____ 7. Covenants: Covenants shall be filed concurrently with the plat and shall be required to create an association of homeowners if a privately maintained cluster sewer, or water system, or private road is proposed for subdivision.
 - _____ A. The Association shall consist of all benefited lot owners, including the subdivider.
 - _____ B. The Association shall be responsible for all costs of maintenance and replacement.
 - _____ C. The costs shall be uniformly divided by lots served.
 - _____ D. The costs shall be lienable against the lots by the Association if payment is not forthcoming.
 - _____ E. The status of the facility shall be clearly stated as subject to perpetual private maintenance.
 - _____ F. Provision shall be made for emergency access or emergency maintenance by the city with subsequent reimbursement by the Association.
- _____ 8. Concurrent Documents
 - _____ A. Title Opinion, less than 60 days old, acceptable to the City Attorney and showing conformance with those parties represented by signature on the plat as holding interest in the property being divided.
 - _____ B. Evidence of plat check by an independent Registered Land Surveyor.
 - _____ C. Financial security acceptable to the City Attorney in the amount of 125% of the cost estimated by the Engineer for the uncompleted required improvements.
 - _____ D. Development contract acceptable to the City Attorney, if required by this ordinance.
- _____ 9. Other information may be required depending upon the circumstances.

- IV. Application shall be accompanied by non-refundable application fee made payable to the City of Nisswa for \$150.00 + \$25.00 per lot **and** the park dedication fee of \$500 per unit or lot. This fee does **not** cover the land use permit which must be filed separately, if approved.
- V. The subdivider shall submit six copies of proposed plat or condominium plat **and** one 8-1/2x11 or 11x17 copy of proposed plat or condominium plat.
- VI. Signature of Owner(s), authorizing application: _____
 (By signing, the owner(s) is certifying that they have read and understood the submission requirements and application)

AND

- Signature of Applicant (if different than owner): _____
 (By signing, the applicant is certifying that they have read and understood the submission requirements and application)

 Planning & Zoning Administrator

 Date Received

_____ Copy of subdivision ordinance provided to applicant.

Following approval by the City Council, the subdivider shall submit to the Zoning Administrator, two (2) double mounted cloth backed prints on card stock (hardshells) and two (2) mylar prints of the Final Plat or Final Condominium Plat for signature by the Mayor and Clerk. The Zoning Administrator shall send one copy of any approved Final Plat within shorelands to the DNR post-marked within 10 days of approval.

Upon signature, the subdivider shall file all pertinent documents with the County Recorder. Failure to file a Final Plat or Plan within two years shall void the approval, unless extended by the City Council.