



# Final Plat Application

## Hubbard County Environmental Services

301 Court Ave., Park Rapids, MN 56470  
Phone: 218.732.3890 Fax: 218.732.7993

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### Conditions

- The final plat must be in substantial compliance with the preliminary plat.
- The final plat must incorporate all conditions of the County Board approval of the preliminary plat.
- The subdivider shall submit the final plat application no later than one (1) year from the date of approval of the preliminary plat by the County Board or the preliminary plat shall become void unless a request for a time extension is submitted by the applicant and approved by the County Board.
- You must file the final plat with the County Recorder's Office within thirty (30) days of County Board approval of the final plat unless an application for extension has been made to the County Board, and such extension is granted.

### Procedure

1. Fill out this application form and attach the additional required information as directed.
2. Submit the application and all other required information to the Environmental Services Department along with seventeen (17) 20 x 30 inch paper copies and twelve (12) 11 x 17 inch paper copies of the final plat.
3. Two mylar copies of the final plat at a minimum scale of two hundred (200) feet to the inch must also be created and all necessary signatures on them obtained prior to Planning Commission consideration of the final plat. The mylar copies with all necessary signatures must be shown to the Environmental Services Officer prior to the Planning Commission meeting at which the plat will be considered.
4. You will be notified of additional information or corrections that must be submitted if the application or information is incomplete or incorrect.
5. Planning Commission Review:
  - a. You will be notified of the date and time of the meeting where the Planning Commission will review the final plat and make a recommendation to the County Board.
  - b. The Environmental Services Officer shall submit the application, final plat and requirements and comments of the County staff to the Planning Commission.
  - c. The Planning Commission shall review the final plat within sixty (60) days after receipt of the final plat and all supporting documentation for compliance with the preliminary plat approval by the County Board. In the event of problems identified with the plat, the subdivider will be notified of the time and place of the Planning Commission meeting at which (s)he, or a designee, will appear. Such hearing shall be conducted in accordance with MS 394.26 to consider the recommendation to the County Board concerning final plat approval.
  - d. Following the recommendation of approval or disapproval of the final plat by the Planning Commission, the Environmental Services Officer shall notify the subdivider of the recommendation made by the Planning Commission. If approval of the final plat is recommended, such plat shall be considered within thirty (30) days by the County Board of Commissioners. If disapproval is recommended, the subdivider may opt to withdraw the plat from consideration by the County Board and resubmit said plat to the Planning Commission after appropriate changes have been made.
  - e. A report of the Planning Commission recommendation shall be provided to the County Board.
6. County Board Action.
  - a. The County Board shall act on the Final Plat within thirty (30) days of the date the Planning Commission recommends final plat approval.
  - b. The County Board shall consider conformance of the final plat to the preliminary plat approval, the design standards of this Ordinance, the comments and recommendations of the County staff, the Planning Commission recommendation, and Minnesota State Statutes. The County Board may either approve or disapprove the final plat based upon the Planning Commission recommendation and any other information the Board deems appropriate.
7. Final Plat Recording
  - a. Plat approval shall be null and void if the plat is not filed with the County Recorder within thirty (30) days after the date of approval, unless an application for extension has been made to the County Board, and such extension is granted.



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## Please type or print in ink:

### Property Information

Address \_\_\_\_\_

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Tax Parcel Number(s) \_\_\_\_\_

Existing Parcel Acreage \_\_\_\_\_ Shoreland \_\_\_ Non-Shoreland \_\_\_ (Check box if parcel is in shoreland, non-shoreland, or both)

Complete Legal Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Subdivision Name \_\_\_\_\_ No. of lots \_\_\_\_\_

### Applicant

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Fax \_\_\_\_\_

Cell \_\_\_\_\_ Email address \_\_\_\_\_

### Owner Information (if different from above)

Property Owner \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Fax \_\_\_\_\_

Cell \_\_\_\_\_ Email address \_\_\_\_\_

### Surveyor of Preliminary Plat

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

Email address \_\_\_\_\_ License Number \_\_\_\_\_

### Applicant and Owners Statement

I hereby certify that the information contained in this application is to my knowledge a true, accurate and complete representation of facts and conditions concerning the proposed subdivision. I hereby authorize the County Environmental Services Officer and authorized staff to enter upon this property to perform such inspections as necessary for the review of this application.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

I am the fee title owner of the above described property, and I agree to this application.

Signature of owner: \_\_\_\_\_ Date \_\_\_\_\_

(owner must sign)



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### Filing Requirements

You must submit the following items with this application. An application will not be considered complete until all of the information listed below is submitted to the Environmental Services Department. The information shall be provided in graphic or written formats, as appropriate.

- \_\_\_\_\_ Seventeen (17) 20 x 30 inch paper copies and twelve (12) 11 x 17 inch paper copies of the final plat. These copies shall conform substantially to the preliminary plat, as approved by the County Board. Two mylar copies of the final plat at a minimum scale of two hundred (200) feet to the inch must also be created and all necessary signatures on them obtained prior to Planning Commission consideration of the final plat.
- \_\_\_\_\_ The form and content of the final plat shall conform to the *Minnesota Land Surveyors Association Plat Manual* of Minnesota Guidelines and Chapter 505 of Minnesota State Statutes and meet all requirements and laws of the State of Minnesota.
- \_\_\_\_\_ Other data, certificates, affidavits, and endorsements that may be required by the County Board.
- \_\_\_\_\_ Any financial guarantees required in lieu of road construction prior to final plat application as approved by the County Board shall be submitted to the Environmental Services Office in a form satisfactory to the County Board. The time period required for the completion of the road construction shall be specified in the resolution approving the final plat and shall be incorporated into the financial guarantee.
- \_\_\_\_\_ Be approved in writing by a licensed land surveyor, other than the land surveyor who prepared said plat, as to the mathematical correctness and its conformity to Minnesota platting regulation.
- \_\_\_\_\_ Be approved in writing by the County Engineer if the property access enters upon a county highway or by a state highway engineer if the property access enters upon a state highway.
- \_\_\_\_\_ A signed written letter shall be submitted by the subdivider certifying that the constructed public road(s) meet all the requirements of this Ordinance. Written approval of the constructed public road(s) from the Environmental Services Office is also required.
- \_\_\_\_\_ Stormwater Discharge Permit: If the proposed plat development requires a State of Minnesota Pollution Control Agency Stormwater Discharge Permit, the subdivider shall furnish a copy of the issued permit and accompanying stormwater pollution prevention plan.
- \_\_\_\_\_ Be approved in writing by a Minnesota attorney that proper title rests in the names of the developers.
- \_\_\_\_\_ For proposed plats located within those townships that have a Township Planning Commission, a copy of its signed approval must be submitted by the developer.