



22817 Typo Creek Drive N.E. • Stacy, MN 55079  
Phone (651) 462-2812 • Fax (651) 462-0500  
E-Mail: [records@linwoodtownship.org](mailto:records@linwoodtownship.org)

## FINAL PLAT INFORMATION AND PACKET

### Sec. 22-1 thru 22-658

Once the preliminary plat is approved by the Town Board, the subdivider must submit the final plat within 100 days after said approval or approval of the preliminary plat shall be considered void, unless a request for time extension is submitted in writing and approved by the Town Board.

**Submission requirements:** Requests for filing a final plat must be filed with the Town Clerk (or his/her designee) on an official Final Plat Application form along with a filing fee of \$200.00. The Town Clerk (or his/her designee) will review the application, along with all the related information. The application includes a checklist detailing the final plat procedures. An incomplete application shall be returned to the applicant detailing the missing information on the appropriate checklist and the sixty (60) day time limitation for review will then begin after receipt of the missing information. The application is not considered complete until it has been reviewed by the Town Clerk (or designee) and the completed checklist has been signed. A copy will be given to the applicant.

Once the application has been deemed complete and adequate time has been allowed for staff and advisory board review of the plat, it will go to the Planning and Zoning Commission for consideration. The Planning and Zoning Commission shall report its findings, and make their recommendations to the Town Board for consideration at their next scheduled meeting.

The Planning and Zoning Commission and/or the Town Board of Supervisors shall have the authority to request additional information from the applicant or to retain expert testimony with the consent and at the expense of the applicant, if said information is

**Planning & Zoning Meeting:** All decisions of the Planning and Zoning Commission shall be advisory to the Town Board. In considering all requests, the Planning and Zoning Commission shall make a finding of fact as appropriate for the proposed action. These may include:

- Is the request in line with the spirit and intent of the Comprehensive Plan?
- Will the request maintain the essential character of the locality?
- Will the request have a negative impact on the surrounding area and adjacent property?
- Will the request diminish or impair established property values?
- Will the request increase the danger of fire or endanger public safety?
- What are the environmental characteristics of the property and how will they be affected by this change?
- Consideration of such characteristics as drainage patterns, ground water, surface water, adjacent marshes and wetland areas will be made.
- What private and public benefit is anticipated from the proposed change?

**Final Approval:** Upon receiving the recommendation of the Planning and Zoning Commission, and any additional information or testimony they deem appropriate, the Town Board shall:

- Approve or deny the request based on all information provided. If accepted, the final plat shall be approved by resolution, which resolution shall provide for the acceptance of all agreements for basic improvements, public dedication and other requirements as indicated by the town board. Following its adoption, the resolution shall become an appendix to the final plat and shall, therefore, be accepted as a part of the plat document.

## FINAL PLAT INFORMATION AND PACKET

### Page 2

- Deny the request based on all information provided. If disapproved, the grounds for any refusal to approve a plat shall be set forth in the proceedings of the town board and reported to the person applying for such approval. The town board's decision shall be made within 60 days after the first meeting at which it received the final plat.
- Approve the request with modifications, alterations or differing conditions. Such modifications, alterations or differing conditions shall be in writing and made part of the records of the Town Board, or
- Refer the recommendation back to the Planning and Zoning Commission for further consideration.

**Resolution:** If the Final Plat is approved, the Town Board shall draft a Resolution, which shall be provided to the County Transportation Department. Once they have approved the Final Plat, the Mylars can be given to them for Final Approval by the Anoka County Board of Commissioners. The resolution shall be recorded along with the Final Plat.

**Recording:** If the final plat is approved by the town board, the subdivider shall record it with the county recorder within 100 days after said approval or approval of the final plat shall be considered void, unless a request for time extension is submitted in writing and approved by the town board. The resolution shall be recorded along with the Final Plat. The subdivider shall, immediately upon recording, furnish the town clerk with a print and reproducible tracing of the final plat showing evidence of the recording.

No building permits shall be let for construction of any structure on any lot in said plat until the town has received evidence of the plat being recorded by the county. Specific terms of availability of building permits may be listed in the Developers Agreement.

A registered property abstract or abstract of title showing ownership of all the subject property shall be submitted by the subdivider prior to final plat approval, and the town attorney shall examine the same and submit his opinion of title to the town board before final approval; all requirements of said opinion shall be satisfied before final approval.

Before a final plat is delivered by the town to the subdivider, the subdivider of the land covered by said plat shall pay all applicable fees and execute and submit to the town board a developer's agreement which shall be binding on his or its heirs, personal representatives and assigns, a part of which agreement shall be set forth that the subdivider will cause no private construction to be made on the lands within said plat, nor shall the subdivider file or cause to be filed any application for building permits for such construction until all improvements required under this article have been made or arranged for in the manner and conforming to the requirements as set forth herein.

**Escrow Information (If required):** Escrow is set aside for attorney, consulting, engineering, and other misc. fees. If Linwood Township is to acquire these fees while working on your Land Use Application, then you are authorizing the Township to use this escrow to pay for those fees. Owner agrees to pay additional costs incurred, if necessary. The remaining escrow amount will be returned without interest, once all invoices have been submitted and approved.



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File # _____
Fee \$ _____ Rcpt # _____
Chk # _____ Date: _____
Escrow \$ _____ Rcpt # _____
Chk # _____ Date: _____

## APPLICATION FOR A FINAL PLAT

### Applicant:

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Daytime phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Owner (if different from Applicant):

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Daytime phone: \_\_\_\_\_

### Property Information

Property Address \_\_\_\_\_

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

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_

Development \_\_\_\_\_

(If lengthy legal, please attach full legal description)

Property ID Number: \_\_\_\_\_

Present Zoning: \_\_\_\_\_

### Person/Company Paying the Escrow:

Name \_\_\_\_\_

### 2<sup>nd</sup> Applicant:

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Daytime phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Owner (if different from Applicant):

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Daytime phone: \_\_\_\_\_

### Property # 2 Information

Property Address \_\_\_\_\_

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

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_

Development \_\_\_\_\_

(If lengthy legal, please attach full legal description)

Property ID Number: \_\_\_\_\_

Present Zoning: \_\_\_\_\_

### Person/Company Receiving Returned Escrow:

(If different from the payor, permission is needed)

Name \_\_\_\_\_

# FINAL PLAT APPLICATION

## Page 2

**Narrative description of request must be attached on a separate page.** Description must include the size of the parcel(s), the number of lots, the proposed name of the plat, compliance with conditions of Final Plat.

**Data furnished in this application form is public information.**

### Applicant and Owner Statement

In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning and Subdivision ordinances and current administrative procedures. I further acknowledge the fee explanation as outlined in the application procedures and hereby agree to pay all statements received from the Township pertaining to additional application expense(s).

I hereby certify that the information contained in this application is to my knowledge a true, accurate and complete representation of the facts and conditions concerning the proposed platting process. I hereby authorize the Linwood Township authorized staff and consultants to enter upon this property for such inspections as necessary for the review of this application.

### Signature of Applicant

\_\_\_\_\_

Date: \_\_\_\_\_

### Signature of Applicant #2

\_\_\_\_\_

Date: \_\_\_\_\_

### Signature of Owner

\_\_\_\_\_

Date: \_\_\_\_\_

### Signature of Owner

\_\_\_\_\_

Date: \_\_\_\_\_

**Application fee: \$200.00**

**Escrow: \$2,500.00**

### For Office Use only

File # \_\_\_\_\_

Application Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Document Verification by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed and returned to applicant for the following additional information

\_\_\_\_\_

\_\_\_\_\_

Application Deemed Complete by: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Zoning Administrator



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## Final Plat Checklist and Application Acceptance Receipt

The following information must be provided before a Final Plat Application will be considered as accepted by Linwood Township:

1. ☐ Application Form and fee of \$200.00.
2. ☐ Escrow Fee \$1,000.00.
3. ☐ Park Dedication fee of \_\_\_\_\_ or land swap as determined by Park and Recreation Commission and approved by the Town Board.
4. ☐ **FINAL PLAT:** Three 24" x 36" copies, Ten 11"x17" copies, and an electronic copy

### GENERAL REQUIREMENTS:

- a) ☐ Proposed name of subdivision; names shall not duplicate or too closely resemble names of existing subdivisions.
- b) ☐ Location of boundary lines in relation to known section, quarter section or quarter-quarter section lines comprising a legal description of the property.
- c) ☐ Names and addresses of all persons having property interest, the developer, designer and surveyor, together with his registration number.
- d) ☐ Graphic scale or plat, not less than one inch (1") to 100 feet (100').
- e) ☐ Date and north arrow.

### EXISTING CONDITIONS:

- a) ☐ Boundary line and total acreage of proposed plat clearly indicated.
- b) ☐ Existing zoning classifications for land within and abutting the subdivision.
- c) ☐ Location, width and names of all existing or previously platted streets or other public ways showing type, width and condition of improvements, if any, railroad and utility rights-of-way, parks and other public open spaces, permanent building and structures, easements and section and corporate lines within the tract and to a distance of 350 feet beyond the tract.
- d) ☐ Location and size of existing sewers, water mains, culverts or other underground facilities within the tract and to a distance of one hundred feet (100') beyond the tract. Such data as grades, invert elevations and locations of catch basins, manholes and hydrants shall also be shown.
- e) ☐ Boundary lines of adjoining unsubdivided or subdivided land within three hundred fifty feet (350'), identified by name and ownership, including all contiguous land owned or controlled by the subdivider.
- f) ☐ Topographic data, water, courses, wetlands, rock outcrops, power transmission poles and lines and other significant features shall also be shown.

## Final Plat Checklist and Application Acceptance Receipt

### Page 2

- g) ☐ The subdivider shall file a report prepared by a registered civil engineer on the feasibility of individual on-site sewer and water systems on each lot and shall include soil boring analysis and percolation tests to verify conclusions and other necessary information as regulated by Linwood Township's On-Site Sewer Ordinance as may be amended. Said report and finding shall be subject to the review and approval of the Township Consulting Engineer.

#### PROPOSED DESIGN FEATURES:

- a) ☐ Layout of proposed streets showing the right-of-way widths, centerline gradients, typical cross sections and proposed names of streets in conformance with Township and County street identification policies. The name of any street heretofore used in the Township or its environs shall not be used unless the proposed street is a logical extension of an already named street, in which event the same name shall be used.
- b) ☐ Locations and widths of proposed alleys and pedestrian lots and blocks.
- c) ☐ Location and size of proposed sewer and water systems.
- d) ☐ Location, dimension and purpose of all easements.
- e) ☐ Layout, numbers, lot areas and preliminary dimensions of lots and blocks.
- f) ☐ Minimum front and side street building setback lines.
- g) ☐ When lots are located on a curve, the width of the lot at the required front yard setback line.
- h) ☐ Areas, other than streets, alleys, pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.
- i) ☐ Water Supply. Individual wells shall be provided on each lot, properly placed in relationship to the individual sewage disposal facilities on the same and adjoining lots. Well plans must comply with the Minnesota State Code, as may be amended, and be submitted and subject to the approval of the Township Consulting Engineer.
- j) ☐ Sewage Disposal, Private. All on-site septic systems shall be installed in accordance with all applicable State Pollution Control Agency regulations and Township ordinances.

**SUPPLEMENTARY INFORMATION:** Any or all of the supplementary information requirements set forth in this subdivision shall be submitted when deemed necessary by the Township staff, consultants, advisory boards and/or Town Board.

- a) ☐ Proposed protective covenants.
- b) ☐ An accurate soil survey of the subdivision.
- c) ☐ A survey identifying tree coverage in the proposed subdivision in terms of type, weakness, maturity, potential hazard, infestation, vigor, density and spacing.
- d) ☐ Statement of the proposed use of lots stating types of buildings with number of proposed dwelling units or type of business or industry so as to reveal the effect of the development on traffic, fire hazards and congestion of population.
- e) ☐ If any zoning changes are contemplated, the proposed zoning plan for the areas, including dimensions, shall be shown. Such proposed zoning plan shall be for information only and shall not vest any rights in the applicant.

## Final Plat Checklist and Application Acceptance Receipt

Page 3

- f) ☐ Provision for surface water disposal, ponding, drainage and flood control.
  - g) ☐ Where the subdivider owns property adjacent to that which is being proposed for the subdivision, it shall be required that the subdivider submit a sketch plan of the remainder of the property so as to show the possible relationships between the proposed subdivision and the future subdivision. In any event, all subdivisions shall be required to relate well with existing or potential adjacent subdivisions and it shall be the applicant's responsibility to demonstrate such potential relationship.
  - h) ☐ Where structures are to be placed on large or excessively deep lots which are subject to potential replatting, the preliminary plat shall indicate a logical way in which the lots could possibly be re-subdivided in the future.
  - i) ☐ A plan for soil erosion and sediment control both during construction and after development has been completed. The plan shall include gradients of waterways, design of velocity and erosion control measures, design of sediment control measures and landscaping of the erosion and sediment control system.
  - j) ☐ A vegetation preservation and protection plan that shows those trees proposed to be removed, those to remain and the types and locations of trees and other vegetation to be planted.
  - k) ☐ A financial statement for the developer satisfactory to the Township.
  - l) ☐ Topographical data consisting of two-foot (2') vertical contours.
  - m) ☐ Such other information as may be required.
5. ☐ Three copies of soil boring and percolation tests with analysis of findings, if not previously submitted
6. ☐ Return letter from Township Engineer with comments and/or recommendations.
8. ☐ An SSTS compliance is required when a parcel having an existing system undergoes development, subdivision or split.

Reviewed and returned to applicant for the following additional information:

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Owner contacted by:

Completed Application by:

\_\_\_\_\_  
Town Clerk (or designee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Clerk (or designee)

\_\_\_\_\_  
Date

