

CITY OF *Sunfish Lake* MINNESOTA  
**PRELIMINARY PLAT, FINAL PLAT (Minor Subdivision)**

*A checklist of background information and submission requirements for the processing of plats is provided below. The intent of this form is to furnish a clear understanding and detailed indication of the materials and documentation necessary for the review of subdivision requests.*

*The City Staff will utilize the attached form as a checklist in review of the information which is submitted. If an item is not included, documentation should be provided as to why the information was not furnished.*

**General Requirements:**

File application for subdivision concurrent with submission requirements as set forth below with the City Planner.

<b>PRELIMINARY PLAT CHECKLIST:</b>	<b>Compliance</b>	
	Yes	No
Application review fee paid.		
Five (5) large scale copies of preliminary plat and one reduced (8.5 x 11") scale copy. The preliminary plat shall contain the following information:		
Proposed name of subdivision. Names shall not duplicate or be alike in pronunciation to the name of any plat theretofore recorded plat in the County.		
Location of boundary lines in relation to a known section, quarter section, or quarter-quarter section line(s) comprising a legal description of property.		
Name, address, and phone number of the record owner(s), any agent having control of the land, the applicant, land surveyor, or other persons associated with the project.		
Graphic scale of one (1) inch to one hundred (100) feet, except as specifically approved by the Zoning Administrator.		
North point and key map of the area, showing well known geographical points for orientation within a one-half (1/2) mile radius.		
Date of preparation.		
<b>Existing Conditions:</b>		
Boundary lines to include bearings, distances, curve data, and total acreage of proposed plat, clearly indicated.		
Location and names of existing or platted streets or other public ways, parks and other public lands, easements and section, corporate and school district lines within the plan, to a distance one hundred (100) feet beyond the plat.		
Layout of buildings, septic systems, wells, and other site elements with currently exist within the preliminary plat and to a distance of one hundred (100) feet of the plat.		
Boundary lines of adjoining unsubdivided or subdivided land, within one hundred (100) feet of the plat, identified by name and ownership, including all contiguous land owned or controlled by the applicant.		
<b>Proposed Design Features:</b>		
Location, dimension and purpose of all easements.		
Layout, numbers, lot areas and preliminary dimensions of lots and blocks, and outlots.		

<b>FINAL PLAT CHECKLIST:</b> The final plat, prepared for recording purposes, shall be prepared in accordance with provisions of MN Statutes and Dakota County regulations, and such final plat or accompanying submittal shall contain the following information:	<u>Compliance</u> <b>Yes      No</b>	
Name of the subdivision, which shall not duplicate or too closely approximate the name of any existing plat theretofore recorded in the County and which shall be subject to City Council approval.		
Location by section, township, range, county, and state, and including descriptive boundaries of the subdivision, based on an accurate traverse, giving angular and linear dimensions.		
The location of monuments shall be shown and described on the final plat. Locations of such monuments shall be shown in reference to existing official monuments on the nearest established street lines, including true angles and distances to such reference points or monuments. The applicant shall provide coordinating data on all subdivision monumentation in a format approved by the City Engineer.		
Location of lots, outlots, streets, public highways, alleys, and parks and other features, with accurate dimensions in feet and decimals of feet, with the length of radii and/or arcs of all curves, and with all other information necessary to reproduce the plat on the ground shall be known. Dimensions shall be shown from all angel points of curve to lot lines.		
Lots shall be numbered clearly, blocks are to be numbered, with numbers shown clearly in the center of the block.		
A drawing or listing of total square footage per lot, acreage per block and total acres in the plat.		
Location, purpose and width of all easements to be dedicated.		
Name, address and phone number of surveyor making the plat.		
Scale of the plat to be one inch to one hundred feet (1" = 100' - the scale to be shown graphically on a bar scale), date and north arrow.		
A current abstract of title or a registered property certificate along with any unrecorded documents to be certified by the City Attorney.		
Deed restrictions and protective covenants which involve a matter of public concern.		
Statement dedicating all easements as follows: Easements for installation and maintenance of utilities and drainage facilities are reserved over, under and along the designated areas marked "drainage and utility easements".		
Other Data: Such other information that may be required by the City.		
Certification by registered surveyor in the form required by Section 505.03, Minnesota Statutes, as amended.		
Execution of all owners or any interest in the land and holders of a mortgage thereon of the certificates required by Section 505.03, Minnesota Statutes, as amended, and which certificate shall include a dedication of the utility easements and other public areas in such form as approved by the City Council.		

FINAL PLAT CHECKLIST CONTINUED:	<u>Compliance</u> Yes No	
<p>Space for certificates of approval and review to be filled in by the signatures of the Mayor and City Clerk in the form:</p> <p>For Approval of the City:</p> <p>This plat (name of plat) was approved and accepted by the City of Sunfish Lake, Minnesota, at a regular meeting thereof held this ____ day of _____, A.D. 19____.</p> <p>CITY COUNCIL OF SUNFISH LAKE, MINNESOTA</p> <p>By: _____, Mayor</p> <p>ATTEST: _____, City Clerk</p>		
<p><b>Note: Failure on the part of the applicant to supply all necessary information listed herein or any supportive information as requested by the City may be grounds for rejection of the application or denial of the request.</b></p>		