



Chatfield MINNESOTA
THE CHOSEN VALLEY

www.ci.chatfield.mn.us

21 Second Street SE, Chatfield, MN 55923

507-867-3810

**Final Plat
Application Form**

Name of Applicant: _____

Address of Applicant: _____
Street City Zip

Telephone Number: _____ Fax Number: _____

Email: _____

Property where the work will take place: _____

Key Dates:

_____ Submittal Date (21 days) prior to City Council Hearing
_____ Neighborhood Notification (At least 10 days prior to meeting)
_____ City Council Consideration Date
_____ Date Approved or Denied

Checklist for the submittal package:

_____ Signed and dated application form
_____ Six (6) full-sized copies and one (1) digital copy of the Final Plat
_____ One (1) original mylar labeled "Official Plat"
_____ Two (2) copies of the Title Opinion
_____ Except for the signature of the clerk, mayor and county recorder, the final plan shall be in recordable format
_____ Filing fee
_____ WAC & SAC Fees
(See attached sheet for a detailed outline of these requirements)

Signature of Property Owners: _____

Date: _____

Final Plat Application

An application for approval of a final plat shall include the following:

- (1) Two copies of the application on a form provided by the city clerk.
- (2) Twelve copies of the final plat on black or blue line prints.
- (3) One original Mylar of the final plat which shall be labeled "Official Plat," and three reproducible Mylar copies of the final plat, all of which shall contain the certifications, signatures, except that of the city clerk, mayor, and county recorder, and acknowledgements required to file and record the same in the office of the county recorder. One each of the reproducible Mylar copies shall be filed with the zoning administrator, the county assessor and county surveyor.
- (4) Two copies of a title opinion prepared by an attorney identifying the owners and persons of record having an interest in the property being subdivided.
- (5) Two copies of existing or proposed private deed restrictions, if any.
- (6) Except for the signature of the city clerk, the mayor, and the county recorder, the final plat shall be in recordable form and shall include the fee to be charged for filing and recording of the plat in the office of the county recorder and a statement from the county recorder indicating the amount of such fees.
- (7) Filing fee per the schedule of application fees described in section 111-43.

Each preliminary plat and final plat shall be prepared and signed by a state licensed land surveyor. The outside dimensions shall be 20 inches wide and 30 inches long. A border line shall be placed two inches inside the outer edge on the left side of the 30 inch length and one-half inch inside the outer edge of the other three sides. When more than one sheet is required for any plat, each sheet shall be numbered consecutively and shall contain a notation of the total number of sheets; i.e., 2 of 3. Each plat shall be drawn to a scale of one inch equals 100 feet or less.

Preliminary plats and final plats shall be prepared in accordance with the provisions of this chapter and state laws and shall contain the following information:

FINAL PLAT

(All measurements and information shall be accurate)

1. **Identification.** Date, scale, north point and proposed name of the subdivision. The Name shall not duplicate or closely approximate the name of any other subdivision in Olmsted or Fillmore County.
2. **Legal Description.** Legal description of the land be subdivided.
3. **Principals.** Names of the owners of record and licensed land surveyor.
4. **Boundaries.** Length and bearings of the exterior boundaries of the land being subdivided.
5. **Radii and Tangents.** Approximate radii of all curves and lengths of all tangents.
6. **Lots and Blocks.** Layout, and approximate dimensions of lots and blocks. Lots shall be numbered progressively through each block and blocks shall be numbered progressively through each plat.
7. **Monuments and Lot Corners.** The exact location and material of all permanent lot corners and monuments.
8. **Existing Streets and Public Uses.** Layout, width and identification of existing public streets, easements, drainage ditches, parks and other public property within and adjacent to the proposed subdivision.
9. **Other Existing Features.** Same, except building and structures shall be omitted.
10. **Proposed Features.** Layout, width and identification of proposed street right-of-ways, easements, drainage ditches, detention structures, parks, and the property to be dedicated to the public or reserved by covenants for the common use of property owners within the subdivision.
11. **Restrictive Deed Covenants.** Within identified floodplain areas, restrictive deed covenants requiring the floodplain areas to be left essentially in the state shown on the plat, establishing finished elevations of buildings, structures and private streets and roads, and requiring that additions or modifications to the facilities shall comply with applicable ordinances and regulations governing such floodplain areas.
12. **Dedication.** A statement of dedication signed, acknowledged and witnessed as required by law for recording conveyances. The dedication shall read substantially as follows: "We, the undersigned certify that we are the sole interested parties in the tract of land described in the foregoing surveyor's certificate, which is written on the plat on which this instrument is written, that we have caused the same to be surveyed and platted as . . . Subdivision as shown on said plat and that we do hereby grant and dedicate to the public for public use forever the streets, alleys, avenues, park sites, walks, easements, and limited accesses as shown thereon."

13. Certificates.

(i) Surveyor. A certificate of the surveyor that the plat was made in accordance with this Ordinance and the laws of Minnesota, that the plat is a correct representation of the survey, that all distances are correctly shown on the plat, that all monuments have been correctly placed in the ground as shown, and that the outside boundary lines are correctly designated on the plat.

(ii) Owner. A certificate of the owners in substantially the form as follows: "As owners we hereby certify that we caused the land to be surveyed, divided, mapped, and dedicated as represented on the plat." This certificate shall be signed, acknowledged and witnessed as required by law for recording conveyances.

(iii) Taxes. A certificate by the county auditor that all prior taxes have been paid.

(iv) City Clerk. A certificate by the city clerk that the plat has been approved by the city council.

(v) County Surveyor. A certificate that the plat has been checked for surveying accuracy and compliance with applicable state platting laws.