



2415 Wilshire Boulevard, Mound, MN 55364
Phone 952-472-0600 FAX 952-472-0620

MAJOR SUBDIVISION REPLAT/PDA INFORMATION

A Major Subdivision is any division of land which does not qualify as a Minor Subdivision, creating more than three lots, a preliminary plat, final plat, or Planned Development Area (PDA). There are three steps when applying for a major subdivision: 1) Sketch Plan, 2) Preliminary Plat, and 3) Final Subdivision Plat.

SKETCH PLAN

Prior to submitting a formal application, a sketch plan of the proposed subdivision and a drainage plan may be submitted for review by the Planning Staff in order to be made fully aware of all applicable ordinances, regulations and plans in the area to be subdivided.

PRELIMINARY PLAT

A formal application is required to be submitted with the preliminary plat application fee and the required escrow deposit. The preliminary plat will be forwarded for review to the appropriate City departments. The Planning Commission will hold an advisory Public Hearing and forward a recommendation to the City Council. The City Council will review the Planning Commission's recommendation at a Public Hearing. The procedure for a preliminary plat is outlined in City Code Section 121-61.

FINAL PLAT

Within one year of preliminary plat approval, final plat approval must be applied for with the final plat application fee and required escrow deposit. Proof of title of the subject land must be submitted with the application for final plat. The final plat shall conform to the preliminary plat. The procedure for a final plat is outlined in City Ordinance Section 121-87 (attached).

PLANNED DEVELOPMENT AREA (PDA)

This application form may be used to apply for a PDA. Please see Zoning Ordinance Section 129-195 relating to PDA's.

Mound City Code Section 121 must be reviewed by the applicant prior to application submittal.

REQUIRED SUBMITTALS

1. Accurately completed application form, including name, address, and day phone numbers of both applicant and owner. Also any fees and escrow deposits as indicated on the application form.
2. A current certificate of survey, preliminary plat, or final plat (depending on type of application submitted): Twenty (20) copies drawn to-scale and one (1) copy 8-1/2" x 11" (may be reduced). See City of Mound Survey Requirements (attached).
3. Hardcover Calculations for each proposed parcel. Worksheet is attached.

4. A **certified list and two sets of labels** from Hennepin County Property Division of all property owners within 350 feet of the subject property will be required. City staff will assist you in obtaining this list. The applicant will be responsible for the payment of any fees charged by Hennepin County for this service.
5. Surveyor to submit proposed legal descriptions in electronic form to SarahSmith@cityofmound.com

COMPLETE / INCOMPLETE APPLICATIONS

An incomplete application will delay the processing of land use requests. The application approval time commences and an application is considered officially filed when City staff has received and examined the application and determined that the application is complete. The decision whether the application is complete or incomplete shall be made within fifteen (15) business days following submittal of the application. When the application is deemed to be "complete" it shall be placed on the agenda of the first possible Planning Commission meeting occurring approximately thirty (30) days from the date of official submission of the application.

PAYMENT OF FEES

The applicant acknowledges that she / he understands that, before this request can be considered, all required fees (including all deposits) must be paid to the City in advance. If additional fees are required to cover costs incurred by the City, the City Manager has the right to require additional payment from one or more of the applicants, who shall be jointly liable for such fees. Such expenses may include (but are not limited to) direct city payroll and overhead costs, fees paid to consultants and other professionals, and the cost of printing, mailing and supplies. The City may withhold final action on a land use application and /or rescind prior action until all miscellaneous fees have been paid. . Remaining escrow monies will be returned after written request to the City, no sooner than 60 days after release of the resolution for filing.

Land Use Application Outstanding Balances (Effective 12/13/05)

Any and/or all outstanding balances from an applicant must be paid before a new land application from that applicant will be accepted and deemed to be complete. Any and/or all outstanding balances from a previous application seeking the same type of approvals involving the same parcel must be paid before the new application will be accepted and deemed complete.

ESCROW / BILLING POLICY

Applicant(s) are advised that an escrow deposit is required at the time of the submittal of the development application to offset costs associated with the proposed project. The amount of the escrow is determined based upon the estimated cost(s) of the project.

The City of Mound will provide a quarterly billing of all itemized charges that have been incurred. **Following completion of the project** and acceptance by the City, the applicant shall be responsible for submitting a written request for release of any and/or all remaining escrow funds.

ABOUT THE MEETINGS

On the Thursday just prior to the Monday Planning Commission meeting, a copy of staff's recommendation and a copy of the agenda for that meeting will be mailed to the applicant and owner. Property owners abutting subject property will also be notified of your application.

THE APPLICANT OR A DULY-AUTHORIZED AGENT MUST BE PRESENT AT THE PLANNING COMMISSION AND CITY COUNCIL MEETINGS TO ANSWER QUESTIONS.

The Planning Commission is an advisory body to the City Council the City Council makes all final decisions.

Application deadline is the first business day of each month prior to the scheduled Planning Commission meeting (i.e. January 1 for February meeting). The Planning Commission Board of Appeals meets on the first Tuesday of each month at 7:00 p.m. at City Hall. Applicants are encouraged to visit the Planning and Inspections Department for assistance when preparing the application.

2016 Meeting Dates and Application Deadlines		
Application Deadline	Planning Commission 1 st Tuesday at 7:00 p.m.	City Council 4 th Tuesday at 7:00 p.m.
Jan 4	Feb 2	Feb 23
Feb 1	Mar 1	Mar 22
Mar 1	Apr 5	Apr 26
Apr 1	May 3	May 24
May 2	Jun 7	Jun 28
Jun 6	Jul 5	Jul 26
Jul 1	Aug 2	Aug 23
Aug 1	Sep 6	Sep 27
Sep 1	Oct 4	Oct 25
Oct 3	Nov 1	Nov 22
Nov 1	Dec 6	Dec TBD
Dec 1	Jan 3 (2017)	Jan 24 (2017)
Jan 3 (2017)	Feb 7	Feb 28

FINAL PROCEDURES

After the subdivision is approved by the City Council, the applicant will be responsible for filing the resolution at Hennepin County. If all requirements set by the Council have been met you should receive the resolution for filing within 10 business days. **Your building permit application will not be reviewed until the City receives proof that this resolution has been filed.**

DIVISION 3. FINAL PLAT

Sec. 121-87. Procedure.

(a) The subdivider, within one year, unless extensions are granted and noted in the preliminary plat resolution, after the approval of the preliminary plat, shall file with the planning staff ten copies of the final plat prepared by a land surveyor duly registered in the state. Failure of the subdivider to submit the final plat within those times designated on the preliminary plat resolution shall cause the preliminary and final plats to become null and void.

(b) The subdivider shall also submit to the City Attorney, at the same time, an up-to-date certified abstract of title or registered property report and such other evidence as the City Attorney may require showing title or control of the land by the subdivider.

(c) The subdivider shall have incorporated all changes or modifications required by the City Council but in all other respects, the final plat shall conform to the preliminary plat.

(d) If the subdivider requests that any special assessments which have been levied against the property described be divided and allocated to the respective lots in the proposed plats, the city engineer shall estimate the clerical cost of preparing a revised assessment roll, filing the same with the county auditor and making such division and allocation and upon approval by the City Manager of such estimated cost, the same shall be paid by the subdivider to the city from the subdivider's escrow account.

(e) The required utility layout shall be submitted by the subdivider to the city engineer for his cost estimate. A copy of the engineer's report shall be submitted to the planning staff for the preparation of the contract required in section 121-146.

(f) The planning staff, upon receipt of the final plat, shall retain one copy of the final plat for review and shall refer:

- (1) Copies of the final plat to the city staff and the City Council who shall review the final plat with respect to its conformance with the approved preliminary plat;
- (2) The current abstract of title or registered property report to the City Attorney for his examination and report. The City Attorney's written report shall be submitted to city staff within 15 days of its receipt by the attorney.

(g) The City Council shall, by resolution, authorize signature of the final plat.

(h) If a report from the planning staff indicates there is a substantial deviation in the final plat from the approved preliminary plat, the City Council may determine if the submission does represent a new plat. If the submission does represent a new plat, the City Council may deny the final plat and direct the subdivider to resubmit his proposal following preliminary plat requirements.

(i) No changes, erasures, modifications or revisions shall be made in any final plat after approval has been given by the City Council and endorsed in writing on the plat, unless the plat is first resubmitted to the City Council and such body approves said modifications. In the event that any such final plat is recorded without complying with this requirement, the same shall be considered null and void and the City Council shall institute proceedings to have the plat stricken from the records of the city.

(Code 1987, § 330.35)



MAJOR SUBDIVISION APPLICATION

2415 Wilshire Boulevard, Mound, MN 55364
Phone 952-472-0600 FAX 952-472-0620

Planning Commission Date _____ Case No. _____

City Council Date _____

FEES MUST BE SUBMITTED WITH APPLICATION.

CHECK BOX	TYPE OF APPLICATION	FEE
	SKETCH PLAN REVIEW	\$200*
	PRELIMINARY PLAT	\$350+\$15 per lot *
	FINAL PLAT	\$350+\$15 per lot *
	CONDITIONAL USE PERMIT/ PDA	\$350 *
	ESCROW DEPOSIT	\$5,000 *
	VARIANCE	\$200 *
	TOTAL	\$

* CALL THE MOUND PLANNING DEPARTMENT TO CONFIRM CURRENT FEES.

PLEASE PRINT OR TYPE.

<p>PROPERTY INFO</p> <hr/> <p>EXISTING LEGAL DESCRIPTION</p>	<p>Subject Address _____</p> <p>Name of Proposed Plat _____</p> <p>Lot _____ Block _____ Subdivision _____</p> <p>PID# _____ Zoning: R1 R1A R2 R3 B1 B2 B3 (Circle one)</p>
<p>APPLICANT</p>	<p>The applicant is: owner ___ other ___ Email _____</p> <p>Name _____</p> <p>Address _____</p> <p>Phone Home _____ Work _____ Fax _____</p>
<p>OWNER (if other than applicant)</p>	<p>Name _____ Email _____</p> <p>Address _____</p> <p>Phone Home _____ Work _____ Fax _____</p>
<p>SURVEYOR/ ENGINEER</p>	<p>Name _____ Email _____</p> <p>Address _____</p> <p>Phone Home _____ Work _____ Fax _____</p>

Description of Proposed Use: _____

EFFECTS OF THE PROPOSED USE: List impacts the proposed use will have on property in the vicinity, including, but not limited to traffic, noise, light, smoke/odor, parking, and describe the steps taken to mitigate or eliminate the impacts.

If applicable, a development schedule shall be attached to this application providing reasonable guarantees for the completion of the proposed development. Estimated Development Cost of the Project: \$_____

RESIDENTIAL DEVELOPMENTS:

Number of Structures: _____ Number of Dwelling Units/Structure: _____
Lot Area Per Dwelling Unit: _____ sq. ft. Total Lot Area: _____ sq. ft.

Has an application ever been made for zoning, variance, conditional use permit, or other zoning procedure for this property? () yes, () no. **If yes**, list date(s) of application, action taken, resolution number(s) and provide copies of resolutions.

Application must be signed by all owners of the subject property, or explanation given why this is not the case.

I certify that all of the statements above and statements contained in any required papers or plans to be submitted herewith are true and accurate. I acknowledge that I have read all of the information provided (including Section 121 of the Mound City Ordinance) and **that I am responsible for all costs incurred by the City related to the processing of this application.** I consent to the entry in or upon the premises described in this application by any authorized official of the City of Mound for the purpose of inspecting, or of posting, maintaining and removing such notices as may be required by law.

_____ Print Applicant's Name	_____ Applicant's Signature	_____ Date
_____ Print Owner's Name	_____ Owner's Signature	_____ Date
_____ Print Owner's Name	_____ Owner's Signature	_____ Date