

CITY OF WATERTOWN

Final Plat Checklist

PROJECT NAME:

APPLICANT NAME:

PHONE:

FAX:

ADDRESS:

INSTRUCTIONS:

All of the items listed on this checklist are required to be shown on the Final Plat drawing and on related attachments. The preparer of the Final Plat should compare this checklist to the Final Plat drawing and related attachments and determine if each item has been shown or provided. Any checklist items that are missing must be added to the Final Plat submittal. As each item is completed, check it off this checklist. Once all items are shown, the drawings and related attachments may be submitted (along with a copy of this completed checklist) to the City Planner.

Applicants are reminded that Minnesota Statute Section 462 requires that notice of the public hearing is sent to all property owners living within 350 feet of the proposed development and also requires publication in the Carver County News a minimum of ten (10) days prior to the public hearing. **As part of the application submittal, addresses labels shall be provided for every address within the 350 foot boundary.**

Received By:	
Date Plat is delivered to City Hall:	
Date Plat is Deemed Complete/Officially Filed:	

A COPY OF THIS COMPLETED CHECKLIST IS REQUIRED TO BE SUBMITTED ALONG WITH ALL OTHER REQUIRED DRAWINGS AND RELATED ITEMS.

FINAL PLAT CHECKLIST
SECTION I: LEGAL DOCUMENTS

PROVIDED:

YES NO

- ____ ____ 1. Title Opinion
- ____ ____ 2. Consent to Plat by all owners, mortgagees, etc.
- ____ ____ 3. Warranty Deed(s) to all new dedicated streets and dedicated park land
- ____ ____ 4. School District comment
- ____ ____ 5. Watershed District comment
- ____ ____ 6. Declarations of Covenants, Conditions, and Restrictions, including
- ____ ____ a. Homeowners Association legal documents (if applicable)
- ____ ____ 7. Easement Documents: Each easement must include a legal description and a section which outlines any special conditions or restrictions related to the easement. Of the easements listed below, check all that apply.
- ____ ____ a. Public Drainage and Utility Easement
- ____ ____ b. Public Recreational Trail Easement
- ____ ____ c. Conservation Easement
- ____ ____ d. Other Easement (describe): _____
- ____ ____ e. Other Easement (describe): _____
- ____ ____ 8. Liens/ Encumbrances

SECTION II: FINAL PLAT ILLUSTRATIONS

- ____ ____ 9. Maximum Drawing Size (all sheets): 24" by 36"
- ____ ____ 10. North Arrow
- ____ ____ 11. Scale of drawing
- ____ ____ 12. Plat name
- ____ ____ 13. Plat boundary shown with a heavy line
- ____ ____ 14. Total plat area
- ____ ____ 15. Names of all adjoining subdivisions and lot numbers shown
- ____ ____ 16. All lots numbered (streets and outlots, if any, designated with letters)
- ____ ____ 17. All street names shown
- ____ ____ 18. All lot lines shown with bearings and distances
- ____ ____ 20. Area in square feet and acres of all lots (Attach in separate table)

- | YES | NO | |
|-------|-------|---|
| _____ | _____ | 21. Minimum building setback lines |
| _____ | _____ | 22. Areas to be dedicated to public (i.e., parks, streets) identified in parentheses |
| _____ | _____ | 23. All easements identified, with dimensions. |
| _____ | _____ | 24. All private easements labeled as "private" |
| _____ | _____ | 25. Curve data (may be in separate table) including angle, arc, radii, etc. |
| _____ | _____ | 26. Location of monuments set, including two ties to identifiable survey point (i.e., section corner, etc.) |
| _____ | _____ | 27. Location of all monuments found |
| _____ | _____ | 28. Legal description, including area |
| _____ | _____ | 29. Certification and seal of registered surveyor, signed and dated |
| _____ | _____ | 30. Detailed Soils Information |
| _____ | _____ | 31. General utility plans and profile |
| _____ | _____ | 32. Regulatory flood protection elevation |

SECTION III: ATTACHED INFORMATION

- | | | |
|-------|-------|---|
| _____ | _____ | 33. Mailing labels of all property owners within 350 feet |
| _____ | _____ | 34. Easement Documents |
| _____ | _____ | 35. Table of lot sizes, dimensions |
| _____ | _____ | 36. Drainage calculations |
| _____ | _____ | 37. Legal Description |

PARK LAND DEDICATION: The City Council, at the time of preliminary platting, will have determined if the City will accept land or the cash equivalent to meet the park and trail dedication requirements. If land is dedicated, a deed for transfer to the City is required. If cash, a check is required. The amount of the check will be determined by the City Council at the time of approval of the Final Plat and due at the time of final plat signatures.

APPLICATION AND PLAT REVIEW INFORMATION:

The Final Plat application shall be considered OFFICIALLY filed when the City Planner has received and examined the application and determined that the application is complete. A determination of completeness shall be made within fifteen (15) business days of application submittal. A written notice as to the status of the application shall be mailed to the applicant within fifteen (15) business days after the application has been delivered to the Watertown City Hall.

Following the determination of "completeness", the plat shall be referred to the Planning Commission for review at an upcoming meeting at which time a public hearing on the plat may be scheduled.

Applicants are reminded that Minnesota Statute Section 462 requires that notice of the public hearing is sent to all property owners living within 350 feet of the proposed development and also requires publication in the Carver County News a minimum of ten (10) days prior to the public hearing. **The applicant is responsible for the provision of mailing labels for every property within the effected area.**

Submit eight (8) sets of completed plans to the City Planner. All plan sets must be folded.

Notice of Meeting Attendance:

In order for the Planning Commission and City Council to consider any request, the applicant or a designated representative must be present at the scheduled meeting. If not, the matter may be tabled or denied.

Notice of additional fees:

In addition to the fees outlined in the City of Watertown Fee Schedule, all applicants are hereby advised that the City of Watertown retains engineering, legal, and building consultants who will be involved in the development review process. All costs resulting from the review of development applications by the City and it's consultants, including but not limited to City staff, engineering, legal, and building will be paid by the applicant. These fees will be deducted from the escrow deposit provided until those funds are depleted.

I, the undersigned, certify that the information on this application, to the best of my knowledge, is true and correct. I further certify that I have a legal interest in the property/properties in question, and/or that I am legally able to represent all other persons or entities (if any) with interest in this property. I am able to furnish proof of all such interest to the City of Watertown upon request. I acknowledge that all costs associated with this development will be my responsibility.

Signature of Applicant

Date

Signature of Owner (or Owners agent)

Date

Application Received on _____ Fee Paid _____ Receipt No. _____

The applicant should contact the City Planner for a copy of the staff report and agenda, which will be available two days prior to the meeting.