

Chapter 7
PLAT INFORMATION REQUIREMENTS

SECTION:

XX-7-1: Sketch Plan

XX-7-2: Preliminary Plat

XX-7-2: Final Plat

XX-7-1: SKETCH PLAN: Sketch plans shall contain, at a minimum, the following information:

- A. Designation of land use and current and proposed zoning.
- B. Total acreage of the property to be platted.
- C. Existing property lines.
- D. Existing public roads and private drives and easements on the property, including length of road and the existing right-of-way of any public road abutting the property to be platted.
- E. Existing road intersection spacing and driveway access spacing onto County roads.
- F. Existing buildings and other impervious surface areas;
- G. Significant topographical or physical features.
- H. The proposed plat overlaid on an aerial photo drawn to scale with dimension of proposed lots, outlots, public rights-of-way, and roads. (Ord. 910, 18 Apr 22)

XX-7-2: PRELIMINARY PLAT: The applicant shall prepare and submit a preliminary plat, together with any necessary supplementary information. The preliminary plat shall contain the information set forth in this section unless specifically exempted by the zoning administrator. The information listed in this section shall be in conformance with all other applicable sections of this ordinance.

A. General Requirements:

- 1. The proposed name of the subdivision. Names shall not duplicate or be alike in pronunciation to the name of any plat theretofore recorded in the county subject to approval of the town.

2. Location of boundary lines in relation to a known section, quarter section or quarter-quarter section lines comprising a legal description of the property.
3. Name, address, phone number, and email address of the record owner(s), any agent having control of the land, the applicant, land surveyor, engineer, and designer of the plan.
4. Graphic scale of one inch to 100 hundred feet except as approved by the zoning administrator.
5. North point and key map of the area, showing well known geographical points for orientation within a one-half mile radius.
6. Date of preparation and date(s) of any revision.

B. Existing Conditions:

1. Boundary lines to include bearings, distances, curve data, and total acreage of proposed plat, clearly indicated.
2. Existing zoning classifications for land in and abutting the subdivision.
3. Total area of the proposed plat.
4. Location, right-of-way width, and names of existing or platted roads or other public ways, parks, and other public lands, permanent buildings and structures, easements and section, corporate, and school district lines within the plat and to a distance 150 feet beyond the plat.
5. Location, size, and elevations of existing sewers, water mains, culverts or other underground facilities within the preliminary plat area and to a distance of one 150 feet beyond the plat. Such data as top grades and locations of catch basins, manholes, elevations, invert elevations, and the road pavement width and type also shall be shown.
6. Boundary lines of adjoining unsubdivided or subdivided land, within one hundred 150 feet of the plat, identified by name and ownership, including all contiguous land owned or controlled by the applicant.
7. Topographic data, including contours at vertical intervals of not more than two feet shown on a contour/topographic map. Watercourses, marshes, wooded

areas, rock outcrops, power transmission poles and lines, and other significant features also shall be shown. USGS datum shall be used for all topographic mapping.

8. Subsurface conditions on parcels for subdivisions utilizing individual water and sewage disposal systems; location and results of tests to ascertain subsurface soil, rock and groundwater conditions and availability; location and results of soil percolation tests prepared by a licensed soil scientist.
9. 100-year flood elevations, the regulatory flood protection elevation, and boundaries of floodway and flood fringe areas, if known, taking into consideration the flood insurance study and flood insurance rate map.
10. A statement certifying the environmental condition of the site including the presence of any hazardous substance as defined in Minnesota statutes 115B.02, subdivision 10. Such statement may be required to be based upon an environmental assessment of the site by an environmental engineering firm acceptable to the town.
11. Geotechnical data prepared by a qualified soils engineer showing surface and subsurface soils and groundwater in sufficient detail to show the site to be suitable for the development proposed.
12. Wetland information:
 - a. Plats with no wetland impacts may submit a routine level 1 wetland delineation, unless waived by Sherburne county, based on available information from the national wetland inventory map and county soil survey. Simple plats with potential wetland impacts shall require a routine level 2 wetland delineation for wetlands on the property, subject to approval of Sherburne county in accordance with section XX-16-4 of the zoning ordinance.
 - b. All plats that are not simple plats must obtain a routine level 2 wetland Delineation for the entire property, the delineation must be approved by the Sherburne County Planning and Zoning Department prior to the township authorizing preliminary plat approval. If wetland impacts are proposed, either a deminimus exemption or wetland replacement must be approved prior to the township authorizing preliminary plat approval

C. Proposed Design Features:

1. Layout of proposed roads showing the right-of-way widths, centerline gradients, roadway widths, typical cross sections, and proposed names of roads in conformance with town and county road identification policies. The name of any road heretofore shall not be used unless the proposed road is a logical extension of an already named road, in which event, the same name shall be used.
2. Locations and widths of proposed pedestrianways.
3. Gradients of proposed roads and pedestrianways, as requested.
4. Location, dimension, and purpose of all easements.
5. Layout, numbers, lot areas, and preliminary dimensions of blocks lots, and outlots.
6. Minimum front and side building setback line abutting public rights-of-way.
7. When lots are located on a curve, the width of the lot at the building setback line.
8. Building pads intended for construction.
9. Areas, other than roads, pedestrianways, or easements, intended to be dedicated or reserved for public use, including the size of such area or areas in square feet and acres.
10. The location and sizing of proposed on site water systems.
11. The location and size of proposed on site waste disposal systems.
12. A wetland delineation completed by a Minnesota licensed wetland delineator approved by Sherburne county and the Technical Evaluation Panel.
13. Grading plan with minimum one-foot contours that shall include the proposed grading and drainage of the site, including provisions for surface water ponding and drainage; also to be stipulated are the garage floor, first floor, and basement elevations of all structures.
14. Proposed fill, levees, channel modifications, and other methods to overcome flood or erosion hazard areas in accordance with the zoning ordinance and by use

of the 100-year flood profile and other supporting technical data in the Flood Insurance Study.

- D. Supplementary Information: Any or all of the supplementary information requirements set forth in this subsection shall be submitted when deemed necessary by the town staff, consultants, planning commission, and/or town board to adequately address the application and site in question:
1. Proposed protective covenants or private restrictions.
 2. A tree and woodland preservation plan as outlined in this ordinance.
 3. Statement of the proposed use of lots stating type 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. The town may require the applicant to have formal traffic or other studies performed to the town's satisfaction which show the effect of the proposed development on traffic, fire hazards, congestion, or other matters of public concern.
 4. If any zoning changes are contemplated, the proposed zoning plan for the plat, including dimensions, shall be shown. Such proposed zoning plan shall be for information only and shall not vest any rights in the applicant.
 5. Where the applicant owns property adjacent to that which is being proposed for the subdivision, it shall be required that the applicant 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 land uses.
 6. Where structures are to be placed on large or excessively deep lots which are subject to potential replat, the preliminary plat shall indicate a logical way in which the lots could possibly be resubdivided in the future.
 7. 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 systems, in accordance with the technical standards and specifications of the town and county soil conservation service.

8. County approval of any subdivision abutting a county road right-of-way.
9. Approval from the department of transportation for any subdivision abutting right-of-way for a state trunk highway or United States highway.
10. An environmental assessment worksheet shall be submitted if the town or other agencies determine that one is required by Minnesota rules 4410.
11. Applications, statements and supporting documentation and plans for rezoning, variances, conditional use permits or planned unit development approvals being sought for the subdivision.
12. Certification by Sherburne county that there are no known existing unabated violations of county ordinances upon the property.
13. Other applicable information as may be required by the town. (Ord. 910, 18 Apr 22)

XX-7-3: FINAL PLAT: The applicant shall submit a final plat, together with any necessary supplementary information. The final plat, prepared for recording purposes, shall be prepared in accordance with provisions of Minnesota statutes and Sherburne county regulations, and such final plat or accompanying submittals shall contain the following information:

- A. 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 approval of the town board.
- B. 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.
- C. 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 road 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 town engineer.
- D. Location of lots, outlots, roads, public highways, 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 shown. Dimensions shall be shown from all angle points of curve to lot lines.

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- E. Lots shall be numbered and blocks are to be numbered to be shown in the center of the block.
- F. A drawing or listing the area in square feet and acres of each lot, each block, public rights-of-way, and total area of the plat.
- G. The exact locations, widths, and names of all roads to be dedicated.
- H. Location, purpose, and width of all easements to be dedicated.
- I. Name, address, phone number, and email of surveyor making the plat.
- J. Scale of the plat to be one-inch to 100 feet to be shown graphically on a bar scale, date, and north arrow.
- K. A current abstract of title or a registered property certificate along with any unrecorded documents to be certified by the town attorney.
- L. Deed restrictions and protective covenants that involve a matter of public concern.
- M. 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".
- N. Statement dedicating all roads, right-of-way, and other public areas not previously dedicated as follows: Roads, right-of-way, and other public areas shown on this plat and not heretofore dedicated to public use hereby so dedicated.
- O. A development plan in accordance with federal housing authority standards, including, but not limited to, building area and spot elevations, storm drainage, and storm sewer by area, house pad area, and locations, and the like.
- P. Approval of the final plat by the county surveyor in accordance with Minnesota statutes 505.021.
- Q. Certification Required:
 - 1. Certification by registered surveyor in the form required by Minnesota Statutes 505.03, as amended.

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2. Execution of all owners of any interest in the land and holders of a mortgage thereon of the certificates required by Minnesota statutes 505.03, as amended, and which certificate shall include a dedication of the utility easements and other public areas in such form as approved by the town board.
3. Space for certificates of approval and review to be filled in by the signatures of the chair of the town board of supervisors and town clerk in the form:

For Approval of Baldwin Township:

This plat of [PLAT NAME] was approved and accepted by the Town of Baldwin, Minnesota, at a regular meeting thereof held this __day of, A.D. 20__.

TOWN OF BALDWIN, MINNESOTA

BY: _____ Chair

BY: _____ Town Clerk

(Ord. 910, 18 Apr 22)