

RAVENNA TOWNSHIP, DAKOTA COUNTY, MN.

LAND DEVELOPMENT PLATTING APPROVAL PROCEDURES

PURPOSE AND SCOPE

The provisions of this Land Development Approval Procedure document are adopted to regulate the subdividing of land within Ravenna Township so that new additions will be integrated with the Comprehensive Plan and Ravenna Township Zoning Ordinances. The regulations governing plats and the subdivision developments of land shall apply within the designated boundaries of the Township of Ravenna.

PLAT PRESENTATION PROCEDURE OVERVIEW

The following procedures shall be followed in the administration of the land development, platting procedures and no real property within the township shall be subdivided and offered for sale, or a plat recorded until:

1. Application form, development packet, copies of the Ravenna Township Zoning Ordinances and Comprehensive Plan are obtained from the Township Clerk.
2. The landowner shall attend a town board meeting to present a simple sketch plan.
3. The application form and escrow payment are submitted to the town clerk.
4. Multiple sketch plan meetings with the Township Engineer may be required prior to proceeding to the Preliminary Plat Review Meeting with the Planning Commission.
5. A preliminary plat is developed based on the accepted sketch plan and all required documents for the proposed subdivision are prepared for the Preliminary Plat Review Meeting with the Planning Commission.
6. Preliminary Plat Review Meeting(s) held with the Planning Commission. After application is deemed complete, a Public Hearing is held and a recommendation for action has been made to the Town Board.
7. The preliminary plat has been approved by the town board.
8. The Final Plat has been approved by the Town Board and filed with the Town Clerk.
9. The Final Plat has been recorded with the Dakota County Recorder and proof rendered that all conditions of plat approval have been met.

INFORMAL SKETCH PLAN MEETING AND APPLICATION

Prior to submitting a preliminary plat or having a public hearing with the Planning Commission, the applicant/developer shall meet with Town Board to begin the application process to obtain necessary information of expectations and to discuss the relationship of the Comprehensive Plan and Ravenna Township Zoning Ordinances to the development proposed.

- A check in the amount of \$3,000.00, made out to Ravenna Township, to set up an escrow account, shall be paid to the town clerk after INFORMAL SKETCH PLAN MEETING.
- The town engineer reviews the sketch plan with the applicant/developer as many times deemed necessary.
- Town engineer recommends the applicant/developer proceed with the preliminary plat approval process.
- The owner/developer will forward at least 10 days prior to the plat meeting 12 sets of the preliminary plat plan documents to the township clerk to be distributed to the town board supervisors, Planning commission, and for the township files.
- If any part of the plat abuts a county road, it shall be the responsibility of the applicant/developer to schedule a concept plan meeting with the Dakota County Plat Commission for review prior to the Preliminary Plat Review Meeting with the Planning Commission. The applicant/developer may find information from Dakota County by accessing their web site at "www.co.dakota.mn.us" then "Home & Property" then "Plats & Surveys" then "Plat Commission".

SKETCH PLAN DATA shall contain, at a minimum, the following information:

- Parcel identification number(s)
 - Plat boundary.
 - North arrow and graphic scale.
 - Street layout on and adjacent to plat.
 - Significant topographical features.
 - Anticipated significant physical changes to the property.
 - General lot locations and layout including lot dimensions.
 - Location of any existing buildings, structures or foundations
 - Concept plan showing above items for adjacent lands owned or controlled by the applicant/developer.
 - Water Issues
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PRELIMINARY PLAT REVIEW MEETING WITH THE PLANNING COMMISSION

PRELIMINARY PLAT APPROVAL PROCESS

- A. The applicant/developer shall engage a qualified person to prepare a Preliminary Plat of the area to be subdivided.
- B. The applicant/developer shall submit 12 preliminary plat plans; along with an additional five (5) half size sets (11"x17") of the preliminary plat and one (1) electronic copy, to the Town Clerk. The town engineer will develop a report outlining his review of the preliminary plat for conformance to the Comprehensive Plan and Ravenna Township Zoning Ordinances and preliminary items that might be included with a developer's agreement, if deemed necessary (See Appendix A). Twelve copies of the necessary documents/reports will be distributed by the owner/developer 10 days before the scheduled meeting as follows:
- One (1) set distributed to Town Engineer
 - One (1) set distributed to Dakota County Soil & Water Conservation District
 - One (1) set distributed to the Department of Natural Resources (DNR) if appropriate
 - Seven (7) sets distributed to Planning Commission (No less than 10 days before the Preliminary Plat Meeting)
 - Two (2) sets for township files
 - The 3 of the 5 half size plats will be distributed to the township supervisors (with Township Engineer's report only)
- C. The Planning Commission shall meet to perform a preliminary review of the preliminary plat and required supportive reports. The Planning Commission shall then determine the application completeness.
1. If the application is deemed incomplete, an additional preliminary review meeting may be scheduled once the requested requirements are submitted. Reasons for incompleteness are forwarded in writing to the applicant within 15 days of the review.
 2. If the Planning Commission determines that the application is complete a public hearing date will be set. A public hearing shall be held after notice of the time and place thereof has been posted and published once in the official newspaper at least ten (10) days before the day of the Public Hearing and certified notices are sent by the town clerk to property owners within 350 feet of the proposed development.
- D. Following a public hearing the Planning Commission shall make its recommendations of approval or disapproval of the plat to the Town Board. The grounds for such approval or disapproval shall be set forth in writing, along with its proceedings, and forwarded to the Town Board within 60 days of the date the planning commission determined the completeness of preliminary plat request.

- E. Applicant will be notified within ten (10) days if the Planning Commission recommends disapproval to the Town Board. The notification shall indicate the grounds for such disapproval in its proceedings.
- F. The Town Board may approve, reject, refer back to the Planning Commission, or require modification in the proposed Preliminary Plat. The Preliminary Plat must be officially acted upon by the Town Board within 120 days of the date the planning commission determined the completeness of preliminary plat request.
- G. Prior to the preliminary plat approval by the Town Board, the applicant/developer shall pay in full all financial claims against Ravenna Township incurred as a direct result of the preliminary plat reviews, and shall agree to enter into a developer agreement prior to final plat approval.
- H. The Town Board, when requested in writing to the owner/developer, may grant an extension of time.

FINAL PLAT APPROVAL

The Final Plat must meet Minnesota Statutes, Dakota County Subdivision Ordinance and Platting Requirements, and Ravenna Township Zoning Ordinances (See Appendix B).

Prior to final plat approval by the Town Board, the applicant/developer shall sign a developer agreement with Ravenna Township.

The applicant/developer shall engage a qualified person to prepare a Final Plat.

All final plats shall be submitted to the Town Board for approval within one (1) year of the Town Board's approval of the preliminary plat; otherwise, such approval shall become invalid.

The applicant/developer shall submit four (4) full size plats, five (5) reduced, and one (1) electronic copy of the Final Plat plan to the Town Clerk no less than five (5) days before Town Board meeting at which such Final Plat is to be considered.

The Town Board shall act upon the Final Plat within 60 days of submittal to the Town Clerk; whereupon, the Town Clerk shall notify the applicant/developer, in writing, within 10 days of the Town Board's action.

At the time of Final Plat approval, a performance and payment bond, as set forth in the developer's agreement, shall be required and shall be submitted to the Town Clerk for the estimated cost and completion of all new roads developed, proper road signage, road utility easements, storm water drainage, and any other requirements set forth in the Ravenna Township Zoning Ordinances and as outlined in the developer's agreement.

The applicant/developer shall file an approved Final Plat with the Town Clerk and shall record the Final Plat with the Dakota County Recorder's office within 90 days of Final Plat approval; otherwise, such approval shall be considered null and void.

The applicant/developer shall furnish a duplicate Mylar copy and four (4) paper prints of the Final Plat, as recorded, to the Town Board for signatures prior to final recording.

The applicant/developer shall provide the Town Clerk proof of filing the plat with the county recorder. Building permits will not be issued until the Final Plat has been filed with the county recorder and the production of proof that all conditions of final plat approval have been met.

PRESENTATION REQUIREMENTS FOR THE PRELIMINARY PLAT MEETING

Referenced in Zoning Ordinances 01-99, Section 201

Please note that this is a partial checklist. Refer to stated sections for details and explanations.

- Applicant/developer statement indicating ordinances have been read and understood
- Contour or Topographical map of site
- Utility improvements shown on map: under ground electric, cable access, and natural gas
- Show location of existing buildings:
 - Show setbacks: refer to section 101.6, pg 32
 - If Accessory building, conform to lot size: section 202.3 pg 51
- Conservation District: refer to section 102, pg 33-35
- Flood Prone Overlay District: refer to section 103, pg 35-37
- Shoreland Areas: refer to section 104, pg 37
- Critical Area Overlay District: refer to section 105, pg 37-39
 - Department of Natural Resources (DNR) review
- Road & Traffic Design Plan: Refer to Section 206, pg. 60-62
 - Road Plan approved & signed off by certified engineer, provide name & title
- Sewage Treatment & Water Well Standards: Refer to Section 207 & 208, pg. 62
 - Soil Tests Completed
- Water & Soil Resource Management Plan: Refer to Section 300, pg. 63
 - Storm-water runoff ponding areas, piping, structures, and necessary Easements for access and maintenance.
 - Soil & Water Management Plan (SWMP) reviewed by the Dakota County Soil & Water Conservation District, regardless of land disturbance. (1-08-2009).
 - VRWJPO
 - Delineation of Water bodies, Wetlands & Watercourses
- Tree & Wooded Preservation Plan: Refer to Section 400, pg. 63
- PRELIMINARY PLAT DATA: Dakota County requirements followed
- At the recommendation of the Planning Commission, the Town Board may require qualified technical services such as land planning, road engineers, and legal reviews of a preliminary plat to advise on its suitability regarding general planning, conformity with plans of other public agencies, adequacy of water supply, sewage disposal, drainage and flood controls, and other features. The applicant/developer shall be required to pay the cost of such services, prior to the preliminary plat approval by the town board.

APPENDIX "A"

FINAL PLAT PRESENTATION REQUIREMENTS

Please note that this is a partial checklist.

- FINAL PLAT DATA: must conform to Ordinances & State Law Chapters 505 and 508.
- Existing Identification and Description
 - Proposed name of subdivision, which name shall not duplicate or be similar in pronunciation to the name of any plat recorded in Dakota County.
 - Location by section, town, range or by other legal description.
 - Names and addresses of the owner(s), lien holders, applicant/developer, surveyor and designer of the plan.
 - Graphic Scale (no smaller than one inch equals 100 feet and no larger than one inch equals 20 feet), north-point, and date of preparation.
- Existing conditions in tract and surrounding area to a distance of 150 feet including, but not limited to, the following:
 - Boundary line of proposed subdivision clearly indicated.
 - Size of area to be platted.
 - Name, location and size of public and private streets, railroad right-of-way and drainage and utility easements and any other easements and their purpose.
 - Boundary lines and ownership of adjoining land and encroachments.
 - Permanent buildings and structures.
 - Topography, showing lakes, watercourses, wetlands, and contours at vertical intervals of no more than two feet. All elevation data shall be mean sea level, 1929 USGS.
 - Other information, such as soil tests or borings, a historic high-water elevation, and aquifer sensitivity to pollution's.
- Proposed Subdivision Design Features.
 - Layout and width of proposed streets and utility easements showing street names, lot dimensions, parks and other public areas. The street layout shall include contiguous land owned or controlled by the applicant/developer.
 - Grading plan showing finish grades and surface draining of all parcels including overall final contours at 2-foot intervals. Preliminary street grades and drainage plan with elevations.
 - Other right-of-way or easement locations, width and purpose.
 - Lot layout including size of each lot in square feet, lot lines, lot and block numbers.
 - Size and location of public lands.

APPENDIX "B"