



Date: \_\_\_/\_\_\_/\_\_\_

# 2023 City of Lakeville Final Plat Application

Abstract Property       Torrens Property

Name of Subdivision \_\_\_\_\_

Legal Description/PID No. \_\_\_\_\_  
*(If metes and bounds, attach description)*

No. of Lots \_\_\_\_\_ Site Area (Acres) \_\_\_\_\_ Present Zoning \_\_\_\_\_

Does the final plat include any modifications from the approved preliminary plat?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

*IF YES, please describe the modifications on a separate sheet of paper and attach it to this application form.*

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Please Print Name

Property Owner/Fee Owner (If different from above) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Please Print Name

<b>FEES:</b>	
Application.....	\$200.00 per addition (1000.4312)
Engineering.....	\$150.00 per acre (\$500 max.) (1000.4502)
Escrow .....	\$2,000.00 for legal notices, planning, engineering and legal services by staff and/or consultants. (1000.1240)

### Planning Department

20195 Holyoke Ave - Lakeville, MN 55044 - [www.lakevillemn.gov](http://www.lakevillemn.gov) - Phone: (952) 985-4420 Fax: (952) 985-4499



Dear Applicant:

The City of Lakeville requires a cash escrow to cover costs incurred from staff and consultants directly related to processing your application. These costs are normally related to review of the application by City planning and engineering staff, City consultants, and possibly the City Attorney.

You will receive a statement of account every 30 days. If the deposit is depleted before the application is concluded, you may be asked to make an additional deposit. In all cases, bills must be current before final action on your application is taken by the City Council.

There will be no credit given in cases where requests are denied or determined to be premature. We make every attempt to keep costs down. It is important that completed documents, plans, and designs be furnished by you and your consultants in a timely fashion in order to accomplish this. Incomplete submittals result in time consuming report writing and increased review time.

Please contact the Planning Department if there are unanswered questions or if you are unsure how to proceed. We will endeavor to process your application as quickly as possible and assist you in every way we can.

Sincerely,

Daryl Morey  
Planning Director

I have read and understand the above letter.

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Applicant's Signature

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Date



# Final Plat

## Application Checklist

### *City of Lakeville*

Planning Department

#### PROCEDURES:

- A. After the preliminary plat has been approved, the final plat shall be submitted for review as set forth in the subsections, which follow. The City may agree to review the preliminary and final plats simultaneously.
- B. Three (3) pre-sorted and pre-folded paper copies and electronic version (PDF format) of the final plat shall be submitted to the Planning Department for distribution to the appropriate City staff. City staff will examine the final plat plans and prepare review comments for the developer within approximately ten (10) business days and prepare a recommendation for the City Council.
- C. Approval of the City Council: After review of the final plat by City staff, the final plat shall be submitted to the City Council for action. If accepted, the final plat shall be approved by resolution providing for the acceptance of all agreements for basic improvements, public dedication and other requirements as indicated by the City Council. If disapproved, the grounds for any refusal to approve a plat shall be set forth in the proceedings of the Council and reported to the person or persons applying for such approval.
- D. Special Assessments: When any existing special assessments which have been levied against the property described shall be divided and allocated to the respective lots in the proposed plat, the City Administrator 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 Council of such cost, the same shall be paid to the City Clerk before the final plat approval.
- E. Recording Final Plat: If the final plat is approved by the City Council, the subdivider shall record it with the County Recorder within one hundred (100) days after said approval or approval of the final plat shall be considered void, unless a request for time extension is submitted in writing and approved by the City Council. The subdivider shall, immediately upon recording, furnish the City Clerk with a print and reproducible tracing of the final plat showing evidence of the recording. No building permits shall be let for construction of any structure on any lot in said plat until the City has received evidence of the plat being recorded by the County.
- F. Recording Final Plats Of Multi-Phased Plats: If a preliminary plat is final platted in stages unless otherwise provided in the development contract, all stages must be final platted into lots and blocks, not outlots, within two (2) years after the preliminary plat has been approved by the City Council or the preliminary plat of all phases not so final platted within the two (2) year period shall be void.

SUBMITTAL REQUIREMENTS (10-3-3):

A. The owner or subdivider shall submit a final plat, final grading, development, and erosion control plan, final utility plan, and final tree preservation plan, together with any necessary supplementary information. The final plat, prepared for recording purposes, shall be prepared in accordance with the provisions of State Statutes and Dakota County Surveyor's plat review regulations, and such final plat shall contain the following information:

- \_\_\_\_\_ 1. Name of the subdivision, which shall not duplicate or too closely approximate the name of any existing platted subdivisions within Dakota County. Proposed Names must be verified with the Dakota County Recorder.
- \_\_\_\_\_ 2. 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 which must mathematically close. The allowable error closure of any portion of a final plat shall be one (1) foot in seven thousand five hundred (7,500) feet.
- \_\_\_\_\_ 3. 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 street lines, including true angles and distances to such reference points or monuments.
- \_\_\_\_\_ 4. Location of lots, streets, public highways, alleys, 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.
- \_\_\_\_\_ 5. Lots and outlots shall be numbered clearly. Blocks are to be numbered, with numbers shown clearly in the center of the block.
- \_\_\_\_\_ 6. The exact locations, widths and names of all streets to be dedicated.
- \_\_\_\_\_ 7. Location and width of all easements to be dedicated.
- \_\_\_\_\_ 8. Name and address of land surveyor making the plat.
- \_\_\_\_\_ 9. Scale of the plat shall be 10, 20, 30, 40, 50, 60 or 100 scale with the scale shown graphically on a bar scale along with the date and north arrow.
- \_\_\_\_\_ 10. Statement dedicating all easements as follows: Easements for installation and maintenance of utilities and drainage facilities are reserved over, under and along the strips marked "drainage and utility easements".
- \_\_\_\_\_ 11. Statement dedicating all streets, alleys and other public areas not previously dedicated as follows: Streets, alleys, and other public areas shown on this plat and not heretofore dedicated to public use are hereby so dedicated.
- \_\_\_\_\_ 12. The final grading, development and erosion control plan must be prepared in accordance with the current City specifications.
- \_\_\_\_\_ 13. A title report (not older than 30 days) prepared by a title company indicating owners and encumbrances on the property and a statement as to which parts of the property are registered (torrens).
- \_\_\_\_\_ 14. Construction cost estimates for all required basic improvements.

- \_\_\_\_\_ 15. Certification by registered surveyor in the form required by Minnesota Statutes, section 505.03, as amended.
- \_\_\_\_\_ 16. Execution of all owners of any interest in the land, any holders of a mortgage thereon, of the certificates required by Minnesota Statutes, section 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 City Council.
- \_\_\_\_\_ 17. Space for certificates of approval and review to be filled in by the signatures of the Mayor and City Clerk.

B. Final grading, development and erosion control plan shall contain the following information and comply with the following standards (10-3-5):

- \_\_\_\_\_ 1. The current certificate of survey must be used as a base for the preparation of the final grading, development and erosion control plan.
- \_\_\_\_\_ 2. North arrow and date of preparation.
- \_\_\_\_\_ 3. Graphic Scale of drawing (engineering scale only, not less than one (1) inch equals fifty (50) feet).
- \_\_\_\_\_ 4. Key with all line types, symbols, shading and cross-hatching denoted.
- \_\_\_\_\_ 5. Illustration key showing symbols for all information pertaining to lot and house design, including grades, easements, lot and block, setbacks, etc.
- \_\_\_\_\_ 6. The benchmark provided must be based upon the City/County benchmark system established in 1990. Copies of level loops for newly established benchmarks must be provided with the initial submittal of the grading plan.
- \_\_\_\_\_ 7. Subject property's boundary lines, lot lines and right-of-way lines.
- \_\_\_\_\_ 8. All adjacent plats, parcels, right of ways, section lines and existing topography extended a minimum of one hundred fifty (150) feet beyond the subject parcel in all directions.
- \_\_\_\_\_ 9. Topography in two (2) foot contour intervals with existing contours shown as dashed lines and proposed contours shown as solid lines. All existing and proposed contours labeled at each edge of the plan and at appropriate locations within the plan.
- \_\_\_\_\_ 10. Locations of all existing natural features must be clearly shown. Natural features are considered to include, but are not limited to, the following: tree lines, wetlands, ponds, lakes, streams, drainage channels, bluffs, steep slopes, etc.
- \_\_\_\_\_ 11. Location of existing storm sewer facilities within one hundred fifty (150) feet of the subject parcel.
- \_\_\_\_\_ 12. If the property is within or adjacent to a 100-year flood plain, flood elevations and locations must be clearly shown on the plan.
- \_\_\_\_\_ 13. Total area of plat, all lots, outlots and ponding areas denoted on plan (tabulation permitted).
- \_\_\_\_\_ 14. Direction arrows indicating sites, swale and lot drainage patterns. Spot elevations must be provided at drainage break points.
- \_\_\_\_\_ 15. Maximum 3:1 slopes.

- \_\_\_\_\_ 16. Lot and block numbers.
- \_\_\_\_\_ 17. Proposed lot corner elevations.
- \_\_\_\_\_ 18. Street names.
- \_\_\_\_\_ 19. Emergency overflow swales located, labeled and spot elevations. Rear or side lot line swales minimum one (1.0) percent grade sandy soils, and one and five-tenths (1.5) percent grade clay soils.
- \_\_\_\_\_ 20. All ponds, swales and channels must be constructed on public easements or land owned by the City.
- \_\_\_\_\_ 21. Percent grades indicated along major drainage swales (more than twelve (12) lots).
- \_\_\_\_\_ 22. Proposed elevations at garage floor and lowest floor elevation. Proposed finished ground elevations around home for final grading. The top of the foundation and garage floor of all structures shall be a minimum of eighteen (18) inches or three (3) percent above the grade of the crown (center) of the street.
- \_\_\_\_\_ 23. Style of home indicated for each lot; e.g., rambler, split level, walkout, full basement, etc.
- \_\_\_\_\_ 24. Finished spot elevations at all high and low points.
- \_\_\_\_\_ 25. Locations of all temporary cul-de-sacs.
- \_\_\_\_\_ 26. Locations of permanent street barricades.
- \_\_\_\_\_ 27. Locations of all proposed storm sewer facilities.
- \_\_\_\_\_ 28. Maximum of four hundred (400) lineal feet of drainage from rear yard areas permitted. Rear yard catch basins must be installed at the four hundred (400) foot mark, or as determined by the City Engineer.
- \_\_\_\_\_ 29. Location of proposed draitile including cleanout locations and inverts of services to each lot (five (5) feet from the lot line on the downstream side of the lot). Invert information is required only if depth of tile is other than thirty six (36) inches City standard depth.
- \_\_\_\_\_ 30. Location of all oversized drainage and utility easements.
- \_\_\_\_\_ 31. All existing and proposed storm water basins must have outlet elevation (OE) and 100-year high water level (HWL) shown and total volume (acre feet) of storm water retention indicated above the OE.
- \_\_\_\_\_ 32. Invert elevation of inlets and outlets into ponds.
- \_\_\_\_\_ 33. Location of tree preservation fencing, and limits of clearing and grading clearly shown on plans.
- \_\_\_\_\_ 34. Designation of lots to be mass graded and custom graded.
- \_\_\_\_\_ 35. Location of all structural erosion control measures including but not limited to the following: temporary gravel construction entrances, temporary and permanent sediment basins, silt fence, staked bales, storm sewer inlet filters, rock filter dikes, storm sewer outlet protection, erosion control mats, fiber blankets and nettings.
- \_\_\_\_\_ 36. Locations of soil stockpile areas with temporary stabilization measures indicated.

- \_\_\_\_\_ 37. Seeding specifications, including:
  - \_\_\_\_\_ a. Type of seeding (permanent, temporary, and dormant);
  - \_\_\_\_\_ b. Type of seed and application rate;
  - \_\_\_\_\_ c. Fertilizer type and application rate;
  - \_\_\_\_\_ d. Mulch type, application rate, and method of anchoring;
  - \_\_\_\_\_ e. Specifications for the installation and maintenance of erosion control mats, blankets or netting;
  - \_\_\_\_\_ f. Note requiring seeding to be completed within forty eight (48) hours of rough grading with revegetation to occur within forty eight (48) hours of fine grading.
- \_\_\_\_\_ 38. Standard lot benching detail must be provided.
- \_\_\_\_\_ 39. Standard detail plates and maintenance information for each of the above measures used must also be included.

Upon city council approval of final plat and prior to any construction commencing a preconstruction meeting must occur for both grading and street utility construction. These meetings may be combined into one meeting provided all items on both check lists are completed. Preconstruction meetings may not occur before city council action on the final plat and signed development contract.

Preconstruction Conference for Grading Checklist:

- \_\_\_\_\_ 1. Payment of development fees.
- \_\_\_\_\_ 2. Issuance of securities on City of Lakeville approved form.
- \_\_\_\_\_ 3. Copy of Certificate of Insurance for both Developer and General Contractor identifying City of Lakeville as additional insured on City of Lakeville approved form.
- \_\_\_\_\_ 4. Copy of NPDES card.
- \_\_\_\_\_ 5. Grading specifications.
- \_\_\_\_\_ 6. Proposed construction schedule.
- \_\_\_\_\_ 7. List of subcontractors and contacts
- \_\_\_\_\_ 8. List of materials and suppliers

Prior to grading operations commencing, contractor shall install all perimeter erosion control and other required erosion control best management practices and have the site inspected and approved by the City of Lakeville's Water Resource Manager.

Preconstruction Conference for Streets and Utilities Checklist:

- \_\_\_\_\_ 1. Payment of development fees.
- \_\_\_\_\_ 2. Issuance of securities on City of Lakeville approved form.
- \_\_\_\_\_ 3. Copy of Certificate of Insurance for both Developer and General Contractor identifying City of Lakeville as additional insured on City of Lakeville approved form.

- \_\_\_\_\_ 3. Approved construction plans and specifications. (Note: these may not be the same as the approved final plat street and utility plans, questions about construction plan and specification requirements should be directed to the City of Lakeville Engineering Department)
- \_\_\_\_\_ 4. Minnesota Department of Health watermain permit.
- \_\_\_\_\_ 5. Minnesota Pollution Control Agency sanitary sewer extension permit.
- \_\_\_\_\_ 6. Proposed construction schedule.
- \_\_\_\_\_ 7. List of subcontractors and contacts
- \_\_\_\_\_ 8. List of materials and suppliers