

City of St. Louis Park

**SUBDIVISION/PLAT APPLICATION
General and Specific Requirements**

1. Prior to filing an application, the applicant must file with the Community Development Director 7 copies of a sketch plat drawn at a scale of 1" = 100' or less plus one 8 ½" x 11" or 11" x 17" reduction plus payment of a plan review fee.
2. 16 copies of the Preliminary Plat are required with the application. 10 copies of the Final Plat are required. One set of legible reductions, no larger than 11" x 17" , is required with both the Preliminary and Final Plats. In addition, one reduction of the Final Plat drawn to a scale of 1" = 100' is required. Also include electronic PDF file of exhibits.
3. Two sets of names and address labels of all property owners within 500 feet of the boundaries of the proposed plat must be submitted. The names and addresses must be officially prepared by the Hennepin County Auditor's Office located on the 6th floor of the Government Center. (Telephone number is 612-348-5910.)
4. The filing fee must be submitted with application (see fee schedule below).

Subdivision of Land Fee

Preliminary Plat	\$500 plus \$50 per lot
Final Plat	\$300
Combined Process and Replats	\$750 plus \$25 per lot
Exempt and Admin. Subdivision	\$250
Residential Subdivider Fee - Trails	\$225

5. Applications are reviewed by the Planning Commission on the first and third Wednesdays of the month. If a holiday falls on that date, the meeting will be held on the following Wednesday. To be eligible for consideration, a **complete** application must be received by the Community Development Department **30 days prior to the meeting date**. See schedule of deadline dates.

An application is not complete unless all of the above items are satisfied. Some applications and/or plans may have unresolved matters which would delay consideration. **Applications received after the dates listed will not be considered until the following meeting.**

**APPLICATION DUE DATES
FOR CONSIDERATION AT
PLANNING COMMISSION MEETINGS**

Applications are reviewed by the Planning Commission on the first and third Wednesday of the month.* To be eligible for consideration, a **completed** application must be received by the Community Development Department on the following dates:

<u>Date Due to be considered at the</u>	<u>Planning Commission Meeting of:</u>	<u>Consideration at City Council on:</u>
December 3, 2007	January 2, 2008	February 4, 2008
December 17, 2007	January 16, 2008	February 19, 2008**
January 7, 2008	February 13, 2008*	March 3, 2008
January 21, 2008	February 20, 2008	March 17, 2008
February 4, 2008	March 5, 2008	April 7, 2008
February 18, 2008	March 19, 2008	April 28, 2008**
March 3, 2008	April 2, 2008	May 5, 2008
March 17, 2008	April 16, 2008	May 19, 2008
April 7, 2008	May 7, 2008	June 2, 2008
April 21, 2008	May 21, 2008	June 16, 2008
May 5, 2008	June 4, 2008	July 7, 2008
May 19, 2008	June 18, 2008	July 21, 2008
June 2, 2008	July 2, 2008	August 4, 2008
June 16, 2008	July 16, 2008	August 18, 2008
July 7, 2008	August 6, 2008	September 2, 2008**
July 21, 2008	August 20, 2008	September 15, 2008
August 4, 2008	September 3, 2008	October 6, 2008
August 18, 2008	September 17, 2008	October 20, 2008
September 1, 2008	October 15, 2008*	November 3, 2008
September 15, 2008	October 22, 2008*	November 17, 2008
October 6, 2008	November 5, 2008	December 1, 2008
October 20, 2008	November 19, 2008	December 15, 2008
November 3, 2008	December 3, 2008	January 5, 2009
November 17, 2008	December 17, 2008	January 20, 2009**
December 1, 2008	January 7, 2009	February 2, 2009
December 15, 2008	January 21, 2009	February 17, 2009**
January 5, 2009	February 4, 2009	March 2, 2009
January 19, 2009	February 18, 2009	March 16, 2009

An application is not considered complete and **will not be accepted** until all requirements are satisfied. Requirements are included with application.

- * If the first or third Wednesday of the month is a holiday, the Planning Commission meeting will be held the following Wednesday.
- ** If the first or third Monday is on a holiday, the City Council meeting will be held the following Tuesday unless that Tuesday is also a holiday. If this is the case, the meeting will be moved to the next succeeding Monday that is not a holiday.

City of St. Louis Park

PLATTING APPLICATION

Case No. _____

Date Filed _____

Planning Staff _____

We (as owners, lessee, option holder, _____) of the property described
as _____

do request that the City Council give "preliminary" and "final" approval to the attached plat, consisting of
_____ lots in "preliminary" and _____ lots in "final". Subdivision to be known as:

(Name) (No. of Lots)

Owner:

Subdivider:

Name _____

Name _____

Address _____

Address _____

Phone _____

Phone _____

Engineer:

Name _____

Amount of Fee _____

Phone _____

Paid _____

Land Planner:

Name _____

Land Registered: _____ Yes _____ No

Applicant _____
(Signature)

Number of Plats Required:
16 copies of Preliminary Plat
10 copies of Final Plat

One set of legible reductions no
larger than 11" x 17" is required
for both Preliminary & Final Plat

1 reduction of the Final Plat
drawn to a scale of 1" = 100'