

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	\$300
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>
January 4, 2010	February 3, 2010	March 1, 2010
January 18, 2010	February 24, 2010*	March 15, 2010
February 1, 2010	March 3, 2010	April 5, 2010
February 15, 2010	March 17, 2010	April 19, 2010
March 1, 2010	April 7, 2010	May 3, 2010
March 15, 2010	April 21, 2010	May 17, 2010
April 5, 2010	May 5, 2010	June 7, 2010
April 19, 2010	May 19, 2010	June 21, 2010
May 3, 2010	June 2, 2010	July 6, 2010**
May 17, 2010	June 16, 2010	July 19, 2010
June 7, 2010	July 7, 2010	August 2, 2010
June 21, 2010	July 21, 2010	August 16, 2010
July 6, 2010	August 4, 2010	September 7, 2010**
July 19, 2010	August 18, 2010	September 20, 2010
August 2, 2010	September 1, 2010	October 4, 2010
August 16, 2010	September 15, 2010	October 18, 2010
September 7, 2010	October 6, 2010	November 1, 2010
September 20, 2010	October 20, 2010	November 15, 2010
October 4, 2010	November 3, 2010	December 6, 2010
October 18, 2010	November 17, 2010	December 20, 2010
November 1, 2010	December 8, 2010*	January 3, 2011
November 15, 2010	December 15, 2010	January 18, 2011**
December 6, 2010	January 5, 2011	February 7, 2011
December 20, 2010	January 19, 2011	February 22, 2011**
January 3, 2011	February 2, 2011	March 7, 2011
January 18, 2011	February 16, 2011	March 21, 2011
February 7, 2011	March 2, 2011	April 4, 2011
February 21, 2011	March 16, 2011	April 18, 2011
March 7, 2011	April 6, 2011	May 2, 2011
March 21, 2011	April 27, 2011*	May 16, 2011

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:
Name _____
Address _____

Phone _____

Subdivider:
Name _____
Address _____

Phone _____

Engineer:
Name _____
Phone _____

Amount of Fee _____
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’