

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. Subdivision of Land Fee: The filing fee must be submitted with application (see fee schedule below).

| | |
|-------------------------------|-------------------------|
| Preliminary Plat | \$800 plus \$90 per lot |
| Final Plat | \$500 |
| Combined Process and Replats | \$900 plus \$90 per lot |
| Exempt and Admin. Subdivision | \$300 |

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.**

PARK AND TRAIL DEDICATION

In addition to the application fees listed above, a park and trail dedication is required. The park dedication can be either a land or cash contribution. The city will determine which based upon the existing and planned park and trail needs in the area of the proposed subdivision. Land dedications are required to be incorporated into the plat; cash contributions are required at final approval of the subdivision.

PARK DEDICATION:

Residential Subdivisions Park Dedication – Land Option: In residential subdivisions where a land dedication is required, the following formula will be used to determine the park dedication requirements:

| Density: Units Per Acre* | Land Dedication Percentage |
|-----------------------------|-------------------------------|
| 0 - 2.5 | 10 percent |
| 2.5+ - 4 | 11 percent |
| 4+ - 6 | 13 percent |
| 6+ - 8 | 15 percent |
| 8+ - 10 | 17 percent |
| 10+ | 20 percent |

Commercial/Industrial Subdivisions Park Dedication – Land Option: In commercial or industrial plats where a land dedication is required, the park land dedication shall be five percent of the gross area of land being platted.

Subdivision Park Dedication – Cash Option: In lieu of a park land dedication, the city may require the following cash contribution:

| | |
|------------------------------|---|
| Commercial/industrial | 5 percent of current market value of the unimproved land as determined by the city assessor |
| Multifamily dwelling units | \$1,500 per dwelling unit |
| Single-family dwelling units | \$1,500 per dwelling unit |

TRAIL DEDICATION:

Residential subdivisions only - \$225 per dwelling unit

**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> |
|--|---|---|
| October 3, 2011 | November 2, 2011 | December 5, 2011 |
| October 17, 2011 | November 16, 2011 | December 19, 2011 |
| November 7, 2011 | December 7, 2011 | January 3, 2012 |
| November 21, 2011 | December 28, 2011* | January 17, 2012* |
| December 5, 2011 | January 4, 2012 | February 6, 2012 |
| December 19, 2011 | January 18, 2012 | February 21, 2012* |
| January 2, 2012 | February 1, 2012 | March 5, 2012 |
| January 16, 2012 | February 15, 2012 | March 19, 2012 |
| February 6, 2012 | March 7, 2012 | April 2, 2012 |
| February 20, 2012 | March 21, 2012 | April 16, 2012 |
| March 5, 2012 | April 4, 2012 | May 7, 2012 |
| March 19, 2012 | April 18, 2012 | May 21, 2012 |
| April 2, 2012 | May 2, 2012 | June 4, 2012 |
| April 16, 2012 | May 16, 2012 | June 18, 2012 |
| May 7, 2012 | June 6, 2012 | July 2, 2012 |
| May 21, 2012 | June 20, 2012 | July 16, 2012 |
| June 11, 2012 | July 11, 2012* | August 6, 2012 |
| June 18, 2012 | July 18, 2012 | August 20, 2012 |
| July 2, 2012 | August 1, 2012 | September 4, 2012* |
| July 16, 2012 | August 15, 2012 | September 17, 2012 |
| August 6, 2012 | September 5, 2012 | October 1, 2012 |
| August 20, 2012 | September 19, 2012 | October 15, 2012 |
| September 3, 2012 | October 3, 2012 | November 5, 2012 |
| September 17, 2012 | October 17, 2012 | November 19, 2012 |
| October 1, 2012 | November 7, 2012 | December 3, 2012 |
| October 15, 2012 | November 21, 2012 | December 17, 2012 |
| November 5, 2012 | December 5, 2012 | January 7, 2013 |
| November 19, 2012 | December 19, 2012 | January 22, 2013* |
| December 3, 2012 | January 2, 2013 | February 4, 2013 |
| December 17, 2012 | January 16, 2013 | February 19, 2013* |

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’