

Subdivision/plat application

Requirements and process overview

In order to ensure that proposed subdivisions do not conflict with the interests of the city or the surrounding neighborhoods, a review is required to ensure they conform to the standards and regulations laid out in the ordinance.

Once submitted, the preliminary plat will be reviewed by community development staff and presented to the St. Louis Park Planning Commission at a public hearing. The commission will make a recommendation of approval or denial to the St. Louis Park City Council.

If the preliminary plat is approved, a final plat must be submitted for review within 90 days. If the final plat is approved by the city council, it must then be recorded with the county recorder within six months. Immediately upon recording, a print and reproducible tracing of the final plat showing evidence of the recording, as well as an electronic copy, must be provided to the city clerk.

To make the application complete and to permit formal acceptance of your application by the community development department, you must do or provide the following (no application will be formally accepted without fulfillment of these requirements).

Before submitting

Prior to filing an application for a preliminary plat, the applicant must file a plat sketch plan with the community development director. This should include:

- Four copies of the plat sketch plan drawn at a scale of 1 inch = 100 feet or less. The plan must include, at a minimum:
 - Plat boundary
 - North arrow
 - Scale
 - Street layout on and adjacent to the plat
 - Designation of land use and current or proposed zoning
 - Significant topographical or physical features
 - General lot locations and layout
 - Preliminary evaluation by the applicant that the subdivision is not classified as premature
- One 8.5 inch by 11 inch (8.5" x 11") or 11 inch by 17 inch (11" x 17") reduction
- Electronic copy (CD or flash drive) of all exhibits

Upon approval of the sketch plan, a preliminary plat application should be submitted to the community development director.

Preliminary plat submittal checklist

(For additional details consult the city's subdivision ordinance)

- Application form, including:
 - Names and addresses of all persons having property interest
 - Names, addresses and registration numbers of the developer, architect, landscape architect, engineer and surveyor
 - Statement of proposed use
 - Identification of portions of the property that are registered (Torrens) and a copy of the certificate of title
- Filing fee
- At least four copies of the preliminary plat package drawn at a scale of not less than 1 inch = 100 feet, including:
 - Preliminary plat drawing*
 - Preliminary grading plan*
 - Erosion control plan
 - Preliminary tree preservation plan
 - Preliminary utility plan*
 - Preliminary landscape plan
 - Any supplementary information deemed necessary by city staff. *These plans must extend to 150 feet beyond the tract boundaries.
- One set of 11 inch by 17 inch (11" x 17") reductions
- Two sets of names and address labels of all property owners within 500 feet of the boundaries of the parcel requested to be changed. The source of the names and addresses must be from Hennepin County. See <https://gis.hennepin.us/locatenotify/default.aspx> to create the mailing label package, including a map showing the notice area.
- Electronic copy (CD or flash drive) of all exhibits
- Applications for any necessary variances

Upon approval of the preliminary plat, a final plat application should be submitted to the community development director.

Final plat submittal checklist

(For additional details consult the city's subdivision ordinance)

- Application form, including:
 - Names and addresses of all persons having property interest
 - Names, addresses and registration numbers of the developer, architect, landscape architect, engineer and surveyor
 - Title report prepared by a title company indicating owners and encumbrances on the property and a statement as to which parts are registered (Torrens)
 - Title insurance
- Filing fee
- Four copies of the final plat package drawn at a scale of not less than 1 inch = 100 feet, including:
 - Final plat drawing
 - Final grading plan
 - Site development plan
 - Erosion control plan
 - Tree preservation plan
 - Final utility plan
 - Final landscape plan
 - Address map
 - Any supplementary information deemed necessary by city staff
- One set of 11 inch by 17 inch (11" x 17") reductions
- Electronic copy (CD or flash drive) of all exhibits.

An application is not complete until all of the above items are satisfied. Some applications and/or plans may have unresolved matters which would delay consideration.

After approval

Park and trail cash contributions must be made at the time of final plat approval (see following page for requirements and fee schedule).

Park and trail dedication

Residential subdivisions park dedication – Land option

In residential subdivisions where land dedication is required, the following formula will be used to determine the amount.

Density (units per acre)	Land dedication percentage
0 to 2.5	10 percent
2.5 to 4	11 percent
4 to 6	13 percent
6 to 8	15 percent
8 to 10	17 percent
10 and over	20 percent

Commercial/industrial subdivisions park dedication – Land option

In a commercial or industrial plat where land dedication is required, the park land dedication will be five percent of the gross area of land being platted.

Subdivision park dedication – Cash option

In lieu of park land dedication, the city may require the following cash contribution:

- **Commercial/industrial** – Five 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

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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:

Date received:	Planning commission meeting of:	Consideration at city council on:
Nov. 5, 2018	Dec. 5, 2018	Jan. 7, 2019
Nov. 19, 2018	Dec. 19, 2018	Jan. 22, 2019*
Dec. 3, 2018	Jan. 2, 2019	Feb. 4, 2019
Dec. 17, 2018	Jan. 16, 2019	Feb. 19, 2019*
Jan. 7, 2019	Feb. 6, 2019	March 4, 2019
Jan. 22, 2019	Feb. 20, 2019	March 18, 2019
Feb. 4, 2019	March 13, 2019*	April 11, 2019
Feb. 19, 2019	March 20, 2019	April 15, 2019
March 4, 2019	April 3, 2019	May 6, 2019
March 18, 2019	April 17, 2019	May 20, 2019
April 1, 2019	May 1, 2019	June 3, 2019
April 15, 2019	May 15, 2019	June 17, 2019
May 6, 2019	June 5, 2019	July 1, 2019
May 20, 2019	June 19, 2019	July 15, 2019
June 3, 2019	July 3, 2019	Aug. 5, 2019
June 17, 2019	July 17, 2019	Aug. 19, 2019
July 1, 2019	Aug. 7, 2019	Sept. 3, 2019*
July 15, 2019	Aug. 21, 2019	Sept. 16, 2019
Aug. 5, 2019	Sept. 4, 2019	Oct. 7, 2019
Aug. 19, 2019	Sept. 18, 2019	Oct. 21, 2019
Sept. 3, 2019	Oct. 2, 2019	Nov. 4, 2019
Sept. 16, 2019	Oct. 16, 2019	Nov. 18, 2019
Oct. 7, 2019	Nov. 6, 2019	Dec. 2, 2019
Oct. 21, 2019	Nov. 21, 2019	Dec. 16, 2019
Nov. 4, 2019	Dec. 4, 2019	Jan. 6, 2020
Nov. 18, 2019	Dec. 18, 2019	Jan. 21, 2020*
Dec. 2, 2019	Jan. 8, 2020*	Feb. 3, 2020
Dec. 16, 2019	Jan. 15, 2020	Feb. 18, 2020*

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.

Subdivision/plat application

Fee schedule

Sketch plan:	<u> \$0 </u>
Preliminary plat:	<u> \$1,000 (plus \$150 per lot) </u>
Final plat:	<u> \$600 </u>
Combined process and replats:	<u> \$1,200 (plus \$150 per lot) </u>
Exempt and admin. subdivision:	<u> \$375 </u>
TOTAL:	<u> \$ </u>

Applicant/contact

Name: _____

Street address: _____

City: _____ State: _____ ZIP code: _____

Phone: _____ Cell: _____ Email: _____

Current fee owner

Name: _____

Street address: _____

City: _____ State: _____ ZIP code: _____

Phone: _____ Cell: _____ Email: _____

Developer

Name: _____

Street address: _____

City: _____ State: _____ ZIP code: _____

Phone: _____ Cell: _____ Email: _____

Registration number: _____

Architect

Name: _____

Street address: _____

City: _____ State: _____ ZIP code: _____

Phone: _____ Cell: _____ Email: _____

Registration number: _____

Landscape architect

Name: _____

Street address: _____

City: _____ State: _____ ZIP code: _____

Phone: _____ Cell: _____ Email: _____

Registration number: _____

Engineer

Name: _____

Street address: _____

City: _____ State: _____ ZIP code: _____

Phone: _____ Cell: _____ Email: _____

Registration number: _____

Surveyor

Name: _____

Street address: _____

City: _____ State: _____ ZIP code: _____

Phone: _____ Cell: _____ Email: _____

Registration number: _____

Subdivision to be known as

Name: _____

Number of lots: _____

Provide a concise statement summarizing this project:

For a preliminary plat, attach:

- Identification of portions of the property that are registered (Torrens) and a copy of the certificate of title.

For a final plat, attach:

- Title report prepared by a title company indicating owners and encumbrances on the property and a statement as to which parts are registered (Torrens).
- Submit an owner's policy of title insurance.

Acknowledgement and signature

The undersigned hereby grants permission to the city to enter the property at any time during the application process and to install sign(s) on the property notifying the public of their application.

The undersigned hereby represents upon all of the penalties of law, for the purpose of including the City of St. Louis Park to take the action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the ordinance of the City of St. Louis Park and the laws of the State of Minnesota.

Applicant

Current fee owner

Print name

Print name

Signature

Signature (if different from applicant) or attach
letter from current fee owner