

CITY OF WATERTOWN

Final Plat Checklist

PROJECT NAME:

APPLICANT NAME:

PHONE:

FAX:

ADDRESS:

INSTRUCTIONS:

All of the items listed on this checklist are required to be shown on the Final Plat drawing and on related attachments. The preparer of the Final Plat should compare this checklist to the Final Plat drawing and related attachments and determine if each item has been shown or provided. Any checklist items that are missing must be added to the Final Plat submittal. As each item is completed, check it off this checklist. Once all items are shown, the drawings and related attachments may be submitted (along with a copy of this completed checklist) to the City Planner.

Applicants are reminded that Minnesota Statute Section 462 requires that notice of the public hearing is sent to all property owners living within 350 feet of the proposed development and also requires publication in the Carver County News a minimum of ten (10) days prior to the public hearing. **As part of the application submittal, address labels shall be provided for every address within the 350 foot boundary.**

Received By:	
Date Plat is delivered to City Hall:	
Date Plat is Deemed Complete/Officially Filed:	

A COPY OF THIS COMPLETED CHECKLIST IS REQUIRED TO BE SUBMITTED ALONG WITH ALL OTHER REQUIRED DRAWINGS AND RELATED ITEMS.

FINAL PLAT CHECKLIST
SECTION I: LEGAL DOCUMENTS

PROVIDED:

YES NO

- _____ _____ 1. Title Opinion
- _____ _____ 2. Consent to Plat by all owners, mortgagees, etc.
- _____ _____ 3. Warranty Deed(s) to all new dedicated streets and dedicated park land
- _____ _____ 4. School District comment
- _____ _____ 5. Watershed District comment
- _____ _____ 6. Declarations of Covenants, Conditions, and Restrictions, including
- _____ _____ a. Homeowners Association legal documents (if applicable)
- _____ _____ 7. Easement Documents: Each easement must include a legal description and a section which outlines any special conditions or restrictions related to the easement. Of the easements listed below, check all that apply.
- _____ _____ a. Public Drainage and Utility Easement
- _____ _____ b. Public Recreational Trail Easement
- _____ _____ c. Conservation Easement
- _____ _____ d. Other Easement (describe): _____
- _____ _____ e. Other Easement (describe): _____
- _____ _____ 8. Liens/ Encumbrances

SECTION II: FINAL PLAT ILLUSTRATIONS

- _____ _____ 9. Maximum Drawing Size (all sheets): 24" by 36"
- _____ _____ 10. North Arrow
- _____ _____ 11. Scale of drawing
- _____ _____ 12. Plat name
- _____ _____ 13. Plat boundary shown with a heavy line
- _____ _____ 14. Total plat area
- _____ _____ 15. Names of all adjoining subdivisions and lot numbers shown
- _____ _____ 16. All lots numbered (streets and outlots, if any, designated with letters)
- _____ _____ 17. All street names shown
- _____ _____ 18. All lot lines shown with bearings and distances
- _____ _____ 20. Area in square feet and acres of all lots (Attach in separate table)

YES NO

- _____ 21. Minimum building setback lines
- _____ 22. Areas to be dedicated to public (i.e., parks, streets) identified in parentheses
- _____ 23. All easements identified, with dimensions.
- _____ 24. All private easements labeled as "private"
- _____ 25. Curve data (may be in separate table) including angle, arc, radii, etc.
- _____ 26. Location of monuments set, including two ties to identifiable survey point (i.e., section corner, etc.)
- _____ 27. Location of all monuments found
- _____ 28. Legal description, including area
- _____ 29. Certification and seal of registered surveyor, signed and dated
- _____ 30. Detailed Soils Information
- _____ 31. General utility plans and profile
- _____ 32. Regulatory flood protection elevation

SECTION III: ATTACHED INFORMATION

- _____ 33. Mailing labels of all property owners within 350 feet
- _____ 34. Easement Documents
- _____ 35. Table of lot sizes, dimensions
- _____ 36. Drainage calculations
- _____ 37. Legal Description

PARK LAND DEDICATION: The City Council, at the time of preliminary platting, will have determined if the City will accept land or the cash equivalent to meet the park and trail dedication requirements. If land is dedicated, a deed for transfer to the City is required. If cash, a check is required. The amount of the check will be determined by the City Council at the time of approval of the Final Plat and due at the time of final plat signatures.

APPLICATION AND PLAT REVIEW INFORMATION:

The Final Plat application shall be considered OFFICIALLY filed when the City Planner has received and examined the application and determined that the application is complete. A determination of completeness shall be made within fifteen (15) business days of application submittal. A written notice as to the status of the application shall be mailed to the applicant within fifteen (15) business days after the application has been delivered to the Watertown City Hall.

Following the determination of “completeness”, the plat shall be referred to the Planning Commission for review at an upcoming meeting at which time a public hearing on the plat may be scheduled.

Applicants are reminded that Minnesota Statute Section 462 requires that notice of the public hearing is sent to all property owners living within 350 feet of the proposed development and also requires publication in the Carver County News a minimum of ten (10) days prior to the public hearing. **The applicant is responsible for the provision of mailing labels for every property within the effected area.**

Submit one (1) set of completed plans to the City Planner or City Administrator.

Notice of Meeting Attendance:

In order for the Planning Commission and City Council to consider any request, the applicant or a designated representative must be present at the scheduled meeting. If not, the matter may be tabled or denied.

Notice of additional fees:

In addition to the fees outlined in the City of Watertown Fee Schedule, all applicants are hereby advised that the City of Watertown retains engineering, legal, and building consultants who will be involved in the development review process. All costs resulting from the review of development applications by the City and it's consultants, including but not limited to City staff, engineering, legal, and building will be paid by the applicant. These fees will be deducted from the escrow deposit provided until those funds are depleted.

I, the undersigned, certify that the information on this application, to the best of my knowledge, is true and correct. I further certify that I have a legal interest in the property/properties in question, and/or that I am legally able to represent all other persons or entities (if any) with interest in this property. I am able to furnish proof of all such interest to the City of Watertown upon request. I acknowledge that all costs associated with this development will be my responsibility.

Signature of Applicant

Date

Signature of Owner (or Owners agent)

Date

Application Received on _____ Fee Paid _____ Receipt No. _____

The applicant should contact the City Planner for a copy of the staff report and agenda, which will be available two days prior to the meeting.