

The Platting Process

Instructional Handout

1st Step is to Apply at Zoning Office for Each Phase

Phase I: Sketch Plan

Phase II: Preliminary Plat

Phase III: Final Plat



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Reminder: A pre-application meeting shall be scheduled with the Environmental Services Office prior to starting the platting process. Also, to make application for each step of the process, you shall visit the Environmental Services Office prior to contacting or visiting your Township. This is very important!

(Section 7, Subdivision 6 of the McLeod County Zoning Ordinance)

In order to reduce the pressure for non-farm development on prime agricultural land, development of single-family non-farm dwellings shall be permitted through the platting process at a higher density on parcels that are considered difficult to farm. A tract of land may be considered difficult to farm if it has one or more of the following characteristics:

- Small size or irregular shape
- Physical isolation from other farm fields by roads, steep hills, ditches or similar features
- Wooded, as defined herein
- Containing steep slopes, wetlands, or other environmentally sensitive features

PLATTING

The McLeod County Zoning Ordinance allows for a single building eligibility per quarter/quarter section. Once the building eligibility is gone, the platting process is required.

The platting process consists of three phases:

1. Sketch plan,
2. Preliminary Plat
3. Final Plat

Please make an appointment with the Environmental Services Office to make application for each step of the process, prior to contacting your Township. This is very important.

Phase I. The Sketch Plan

- I. Make Application at the Zoning Office & discuss your plan
- II. Attend Township Meeting
- III. Attend Planning Commission Meeting
- IV. Attend County Board Meeting

Phase II. Preliminary Plat

- I. Make Application and payment at the Zoning Office
 - (Survey copies & Payment due at this time)
- II. Attend Township Meeting
- III. Attend Planning Commission Meeting (Public Hearing)
- IV. Attend County Board Meeting

Phase III. Final Plat

- I. Make Application at the Zoning Office
 - (Final Plat Survey & Attorney Title Opinion required)
- II. Attend Township Meeting
- III. Attend Planning Commission Meeting
- IV. Attend County Board Meeting

PHASE I – THE SKETCH PLAN

The Sketch Plan is a conceptual drawing that you submit to the Zoning Office indicating your platting proposal. The sketch plan can be hand drawn on an 8 ½ x 11 sheet of paper. You need to complete an application which can be obtained at the Planning & Zoning Office. There is no fee associated with the sketch plan.

You need to submit your Sketch Plan no later than the last Wednesday of the month in order to be included on the following month's Planning Commission agenda.

What information should I include on my sketch plan?

- Map scale (1" equals 100' is suggested) w/ North arrow
- Location relative to the quarter/quarter section of the township
- All existing structures, wooded areas, tiles, ditches, lakes, rivers, streams, wetlands and any other physical features, including all available streets (existing and proposed)
- Proposed pattern of lots, street layout, and entrances. (Each lot must be at least 1.25 acres and a minimum of 150' wide and 250' deep.)

Who will be reviewing the sketch plan?

Before presenting your sketch plan to the McLeod County Planning Commission and to the County Board of Commissioners, you must first obtain a recommendation from your township board.

You must call your township clerk to request to be placed on their agenda and confirm the date and time of their meeting you will be attending as dates and times are subject to change.

Zoning staff will notify the following:

- The **City Clerk**, if your proposed plat is located within two (2) miles of a city.
- The **DNR Hydrologist**, if your proposed plat is 1,000 feet from a lake or 300 feet from a river or stream.
- The **Department of Transportation**, if the proposed plat abuts a state highway
- **DNR Trails, County Parks, or Watershed Districts** (if their properties are located adjacent to your proposal.)
- The **McLeod County Highway Engineer**

McLeod County Highway Department

If your subdivision will access off of a County Road or County State Aid Highway, you will need to obtain an access permit from the County Highway Department. The County Engineer will submit to the McLeod County Planning Commission his review of all proposals along or abutting McLeod County Roads and County State Aid Highways. Please contact the McLeod County Highway Department for their application form.

Planning Advisory Commission Meeting

All recommendations or comments submitted to the Planning and Zoning Office will be forwarded to the McLeod County Planning Commission for their review. The McLeod County Planning Commission consists of five members appointed by the McLeod County Board of Commissioners. They meet the 4th Wednesday of the month.

Planning Commission Committee Members

Paul Merkins	Larry Phillips	Charles Hausladen	David Hoernemann	Commissioner Rich Pohlmeier
Stewart	Glencoe	Hutchinson	Lester Prairie	Hutchinson

County Board of Commissioners Meeting:

Once you receive a recommendation from the Planning Advisory Commission, your proposal will be forwarded on to the County Board of Commissioners. We will tell you at the Planning Commission meeting whether your application will be on the Consent or Regular Agenda of the County Board meeting. It is not necessary for you to attend if your sketch plan is on the consent agenda. If it is on the regular agenda, we will ask that you attend the County Board meeting because there could be additional discussion regarding your proposal.

County Board of Commissioners

Joe Nagel 5 th District	Doug Krueger 2 nd District	Paul Wright 3 rd District	Rich Pohlmeier 4 th District	Ron Shimanski 1 st District
Hutchinson	Glencoe	Hutchinson	Hutchinson	Silver Lake

- The **Planning Commission** meetings are held at the Environmental Services Building, Large Conference Room @ 1065 5th Avenue, SE, Hutchinson, MN 55350. Phone is 320-484-4300.
- The **County Board meetings** are held at the Glencoe City Center @ 1107 11th St., Glencoe, MN 55336.

PHASE II: THE PRELIMINARY PLAT

You have six (6) months from the date of the County Board's approval of your sketch plan to submit the preliminary plat. If, for some reason you do not submit the preliminary plat within the six-month deadline, you will need to go through the sketch plan process again. So, mark the 6-month deadline on your calendar as a reminder! Take the approved conceptual idea of your sketch plan to a surveyor and he will draw up five (5) preliminary plat copies, one of which should be an 8 ½ x 11 size.

At this stage, you will be required to complete a Preliminary Plat application at the Zoning Office. This non-refundable fee is \$650.00 for the first lot and \$200.00 for each additional lot which covers publishing costs, notifying nearby landowners, meeting per diems, etc. You, as the developer, will be responsible for your surveyor costs, soil evaluation work, wetland delineation work and any road costs.

The Preliminary Plat is much like the sketch plan. You attend the same meetings. A pre-application meeting shall be scheduled with the Zoning Director prior to the application deadline.

If your subdivision request is for more than four (4) lots, you will also need to make an application to rezone the land to Rural Residential. A rezoning application has a separate fee and will be part of the public hearing on the preliminary plat.

- Preliminary plats approvals require a public hearing. Notification of the hearing will be published in the paper that has been designated by the County Board as the official newspaper. This public hearing allows for any public input. All property owners within $\frac{1}{4}$ mile of the proposed area will be notified by mail of the hearing date and time.
- If your preliminary plat has any issues that could require further discussion, it would be placed on the “regular agenda” and we request that you attend the County Board meeting. If it is determined at the Planning Commission meeting that your preliminary plat meets all criteria, it would be placed on the “consent agenda” and you would not need to attend the County Board meeting. We will notify you after the County Board meeting

What do you need to submit the preliminary plat?

This application **shall include** the application form, fee and all other items included on the checklist.

- Pay the fees and make application at the Zoning Office.
- Submit five (5) copies of “blue line” drawing** done by your licensed surveyor. Of those five (5) copies, one should be an 8 ½ x 11 size and shall include the following information:
 - Map scale, north arrow, date, address of owner and/or sub-divider, surveyor’s name and license number, and any adjacent subdivisions.
 - Name of subdivision – your choosing. The only stipulation is that the name has not already been used for another subdivision. The recorder’s office can make sure that it is not a duplicate.
 - Actual field survey of boundary lines of the tract, total acreage.
 - Topographic data with contour interval or not more than two feet.
 - Location, right-of-way width and names of existing streets
 - Layout of proposed streets and easements showing right-of-way widths and gradients
 - Size and number of lots and blocks
 - Wetland delineation
- Submit your road design plans to the County Engineer or to the local road authority in your township.
- Attend required meetings. (Township, Planning Commission and County Board)

Percolation Tests:

You will need to have percolation tests performed to determine the type of septic system that will be needed. Each lot must be able to support two locations for individual septic systems. (Licensed contractor list attached)

PHASE III: THE FINAL PLAT (3rd and final process)

Reminder: You will need to submit the final plat within six (6) months from the approval date of your preliminary plat by the County Board.

Note: There are no county fees associated with this step. The final plat is similar to the preliminary plat, except that your surveyor will need to include a signature line on the mylar for the various boards that need to indicate their approval of the plat.

What do I need to submit for the Final Plat?

- Submit five (5) copies of the final plat (one of the five (5) should be 8 ½ x 11 size)
- Submit to the Zoning Office a **Title Opinion** prepared by an attorney of your choosing. *Once we receive your final plat and title opinion, we will submit them to the County Attorney and County Recorder for their review.*
- Complete a Final Plat application at Zoning Office
- Attend Township Meeting and receive written recommendation
- Attend Planning Commission meeting
- Attend County Board meeting (if recommended)

After receiving approval from the County Attorney on your final plat and opinion of title, we will put your final plat on the next agenda of the McLeod County Planning Commission.

If final plat is approved, the applicant shall contact the County Engineering Department for completion of the development agreement. Your surveyor can then print the mylar and hard copies so you can obtain the necessary signatures.

NOTE: You will have ninety (90) days to record your final plat at the Recorder's Office following approval. All taxes through the current year must be paid prior to recording.

Licensed Surveyors

<p>Jeffrey Rausch RLS Pellinen Land Surveying P.O. Box 35 Hutchinson, MN 55350 (320) 587-4789</p>	<p>Avery Grochow Sibley Surveyors 730 Lincoln Ave. E. Gaylord, MN 55334 (507) 237-5212</p>	<p>John Roderberg, PE Luke Kranz, RCM 217 North 3rd Street, P.O. Box 776 Gaylord, MN 55334 (800) 838-8666</p>
<p>Scott Gyllen Westwood Professional Services 3701 12th St. N., Suite 206 St. Cloud, MN 55303 (320) 253-9495</p>	<p>E.G. Rud & Sons Inc. P.O. Box 220 Hutchinson, MN 55350 (320) 587-2025</p>	<p>Edward Otto RLS 9 West Division Street Buffalo, MN 55313 (612) 682-4727</p>
<p>Doug Huhn Northstar Surveying 720 South 1st Street Darwin, MN 55324 (320) 693-3710</p>	<p>Paul B. Schoborg Schoborg Land Surveying 8997 County Road 13 SE Delano, MN 55328 (612) 972-3221</p>	<p>Tony Ellestad Ellestad Land Services 200 Central Avenue Buffalo, MN 55313 (763) 682-9329</p>