



MINOR PLAT APPLICATION AND REVIEW PROCESS FOR APPROVAL

Application Deadline and Timeline Overview: Applications for approval of a Minor Plat must be received by the close-of-business on the **first Friday of a month**. Applications will be reviewed by City staff and discussed in a public hearing by the City Council. City of Roseville has 120 days from the date a complete application is received to deny or approve a proposed Minor Plat.

Submission Requirements: The attached application form must be completed and submitted with all requested materials. Failure to submit all application materials may delay the review process described below. Because plats involve a significant amount of research and analysis by staff and/or outside consultants, the applicant must deposit \$2,500 in escrow in addition to the application fee for a Minor Plat. If the escrow is drawn down to \$500, the applicant will be required to replenish the account; unused escrow funds will be returned to the applicant at the conclusion of the Minor Plat process.

Initial Review: Minor Plat applications will be reviewed by the Development Review Committee (DRC), a panel of City staff representing various departments, and a determination of completeness will be provided to the applicant in the form of a letter within about 10 days of the application submittal date. A letter in response to an *incomplete* application will identify the materials that are needed in order to complete the application; once all of the required application materials are received, the 120-day action timeline will start. A letter in response to a complete application will outline the following schedule for the formal review and approval process.

Formal Review: Members of the DRC will address points of concern based on their respective professional experience, and a summary of these comments will be provided to the applicant to be addressed as necessary. Community Development staff will prepare a report summarizing the application, reviewing it against the City's Codes, Ordinances, and policies, and providing a recommendation for the City Council. This report will be provided to the applicant when it is published.

City Council Public Hearing: A Minor Plat application requires the City Council to review the application in an open meeting at which the public is invited to comment on the proposal; this is the public hearing. Minnesota State Law requires a published notice in a City's legal newspaper a minimum of ten days prior to a public hearing. City policy further requires that notices be mailed directly to property owners within 500 feet of the affected property. Both of these notices are prepared and sent by the City of Roseville.

Applicants are encouraged to attend and participate in the public hearing in order to respond to questions from the City Council and/or members of the public. The public hearing will be held in the City Hall Council Chambers, which is equipped to display drawings, photographs, video, or other materials. Because the hearing will be televised and recorded, applicants should be prepared to speak into the microphone at the presentation table. Based on the public record and its own review of the proposal, the City Council will approve or deny the proposed plat.

Validation of Approval: If a Minor Plat is approved, the applicant must validate the approval by filing the approved plat at the office of the Ramsey County Recorder, adhering to Ramsey County's Manual of Guidelines for Subdivision Plats, within one year of the date of the approval.

Please keep this page for your reference after you have submitted the attached application.



COMMUNITY DEVELOPMENT

2660 Civic Center Drive ❖ Roseville, MN 55113
Phone: (651) 792-7005 ❖ planning@cityofroseville.com

MINOR PLAT: APPLICATION FOR APPROVAL

CITY CODE CHAPTER 1102
www.cityofroseville.com

[] APPLICATION FEE: \$675

[] ESCROW DEPOSIT: \$2,500

Application fee and escrow deposit should be made payable to City of Roseville upon submittal of completed application. Escrow funds will be drawn to cover project-related costs. Additional funds may be required; surplus funds will be returned.

Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner: If multiple property owners are involved, complete and submit additional application forms to identify each owner on separate forms.

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

2. Authorized Applicant: If different from above, identify the party designated by the owner(s) of all property subject to the proposed plat to facilitate the application for approval of the plat.

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

3. Subject Property Address(es): List the address(es) of all property owned by the Owner identified above and subject to the proposed plat.

4. Statement of Intent: Briefly describe the intended development of the lot or lots resulting from the proposed plat.

5. **Additional Required Information:** Please provide one full-size copy of all plans in both electronic format (preferably PDF) and printed format.
 - a. **Legal Description(s) and PIN(s):** complete legal description(s) and the existing Parcel Identification Number(s) of all property subject to the proposed plat
 - b. **Preliminary Plat Document:** pursuant to the standards of Minnesota Statutes Chapter 505, and where appropriate, including existing improvements, distance of existing improvements from proposed lot boundaries, and the footprint area of existing improvements
 - c. **Topographic Survey and Grading Plan:** including contours at vertical intervals of not more than two feet, except that contour lines shall be no more than 100 feet apart
 - d. **Storm Water Management Plan:** pursuant to the standards of the governing Watershed District(s) and City of Roseville Storm Water Management Standards
 - e. **Tree Preservation Plan:** pursuant to the requirements of City Code Section 1011.04
 - f. **Written Narrative:** detailed description of the intended development facilitated by the proposed plat
 - g. **Other Information:** In addition to the required documentation listed above, traffic analyses, exterior building elevation drawings, and other information may also be required, if deemed necessary by the Community Development Department.

6. **Escrow:** The escrow deposit will be used to cover the costs incurred in legal review of the proposed plat by the City Attorney and engineering review by City engineering staff and, if necessary, consulting engineers. In the event the amount of the escrow deposit is less than the actual costs incurred by the City in connection with this work, the applicant shall pay the City the amount of the deficiency within 10 days after being notified by the City of the deficit. Alternatively, in the event that the amount of the escrow deposit exceeds the actual costs incurred by the City after completing all of the work, any excess funds shall be returned to the applicant.

7. **Signature(s):** By signing below, you attest that the information above and attached is true and correct to the best of your knowledge, and that you understand and agree to the escrow requirement as described above.

Property Owner: _____

Date: _____

Authorized Applicant: _____

Date: _____

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