

Application Date:	
Fee: Lot-Block Subdivision	\$500.00+ recording fees
Planned Unit Development	\$1600.00 per lot + recording fees
Escrow: Lot-Block Subdivision	\$1,000.00
Planned Unit Development	\$1,000.00

FINAL PLAT

A final plat is a map or drawing indicating the proposed layout of a subdivision of land conforming to State statutes, which graphically delineates the boundaries and dimensions of land parcels for the purpose of identification and record or title. The final plat is recorded with the County after approval of the preliminary plat.

PARCEL IDENTIFICATION NO (PIN):		ZONING DISTRICT & COMP PLAN LAND USE:
LEGAL DESCRIPTION:		LOT SIZE:
PROJECT ADDRESS:	OWNER: Name: Address: City, State: Phone: Email:	APPLICANT (IF DIFFERENT THAN OWNER):
BRIEF DESCRIPTION OF REQUEST:		
EXISTING SITE CONDITIONS:		
APPLICABLE ZONING CODE SECTION(S): <i>Please review the referenced code section for a detailed description of required submittal documents, and subsequent process.</i> 1. Chapter 3 Lent Township Land Use Regulations, Section 3.07 Review of the Final Plat		

Submittal Materials

The following materials must be submitted with your application to be considered complete. If you have any questions or concerns regarding the necessary materials, please contact the Town Planner.

AP – Applicant check list, TS – Town Staff check list

Final Plats: All plans shall include:

AP	TS	Materials
<input type="checkbox"/>	<input type="checkbox"/>	Plat Map: All maps shall be drawn to scale not less than one (1) inch to one hundred (100) feet and include a north arrow <ul style="list-style-type: none"> Property dimensions and the outside boundary lines of the subdivision clearly shown Area of the subdivision and area of each lot in acres and in square feet Date of preparation Location of existing and proposed buildings (including footprint, and dimensions to lot lines), and identified buildable area Minimum front, side, and rear setback lines, including setback lines from bluffs, lake shores and river fronts. Numbers and dimensions of each lot and block Boundary lines of adjoining unsubdivided or subdivided land, within one hundred (100) feet, identified by name and ownership, but including all contiguous land owned or controlled by the subdivider. Location of right-of-way width and names of existing or platted streets

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		<ul style="list-style-type: none"> • Location of current and proposed curb cuts, driveways, access roads, alleys, sidewalks trails, pedestrian ways, and utility easements • Location of existing and proposed parking and Off-street loading areas (if applicable) • Location of well and septic systems on site
<input type="checkbox"/>	<input type="checkbox"/>	Statement from attorney with up-to-date abstract of title or a Certificate of Title and the opinion of title prepared by the subdivider's attorney and addressed to the Lent Township Board
<input type="checkbox"/>	<input type="checkbox"/>	Statement from an acceptable Registered Minnesota Land Surveyor stating the final plat was checked for mathematical accuracy, conforms with Minnesota State Statutes, Chapter 505, and conforms to the provisions of the Township Ordinance
<input type="checkbox"/>	<input type="checkbox"/>	Statement from an acceptable Registered Professional Engineer stating the final plat was checked and the proposed improvements conform to all engineering standards, including requirements of the Minnesota Department of Transportation, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	Proof of payment that the taxes on the parcels of land being platted must be paid in full in the year the plat is recorded
<input type="checkbox"/>	<input type="checkbox"/>	Paid Application Fee and Escrow

MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE TOWN PLANNER

<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Written Narrative Describing your request:</u> <i>A written description of your request for the Preliminary Plat will be required to be submitted as a part of your application.</i></p> <ul style="list-style-type: none"> • Description of subdivision • Type of business or industry to reveal the effect of the development on traffic • Provisions for sewage disposal, surface water, drainage, and flood control <p>Any proposed zoning changes for the area</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Survey of the property:</u> An official survey, by a licensed surveyor, may be requested with the application. The survey shall be scalable and in an 11" x 17" format.</p> <ul style="list-style-type: none"> • North point and graphic scale • Legal description of property • Name of owner on record • Subdivision name • Property name and address • Property lot line dimensions <p>Area in acres and square feet</p>
<input type="checkbox"/>	<input type="checkbox"/>	Additional information as may be requested by the Zoning Administrator.

Review and Recommendation by the Planning & Zoning Commission (P&Z). The P&Z shall consider oral or written statements from the applicant, the public, Staff, or its own members. It may question the applicant and recommend approval, disapproval, or table by motion the application. The Commission may impose necessary conditions and safeguards in conjunction with their recommendation.

Township staff have the authority to request additional information from the applicant beyond what is required for submittal materials or to retain expert testimony with the consent and at the expense of the applicant if said information is declared to be necessary by the Township to review the request or to establish performance conditions in relation to this Ordinance.

Review and Decision by the Town Board. The Board shall review the application after the P&Z has made its recommendation. The Board is the only body with the authority to make a final determination and either approve or deny the application. The Town Board shall act on the final plat within sixty (60) days of the date on which it was accepted by the Zoning Administrator, except that if the final plat is referred to the Planning Commission pursuant to Section 3.07C, final action must be taken within sixty (60) days after the date on which it was referred to the Planning Commission.

Recording by Chisago County. When the final plat is approved by the Town Board, the subdivider shall submit hard copies of the final plat for recording and plat data in an electronic format. In addition to one of the full-size reproducible copies, a transparent reproducible copy of a scale of one (1) inch to two hundred (200) feet shall be filed with the Zoning Administrator. The subdivider shall record the final plat in the office of the County Recorder within one hundred twenty (120) days of its approval by the Town Board. Any plat not recorded within the prescribed period shall be void.

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This application must be signed by ALL owners of the subject property, or an explanation given why this not the case.

We, the undersigned, have read and understand the above.

_____	_____
Signature of Applicant	Date
_____	_____
Signature of Owner (if different than applicant)	Date