



CITY OF MONTICELLO

Community Development
 505 Walnut Street, Suite 1
 Monticello, MN 55362
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Final Plat

Application Checklist

APPLICANT	APPLICATION SUBMITTAL REQUIREMENTS	CITY CHECK-IN
	Completed Land Use Application form and application fee and escrow per Land Use Application form.	
	Supporting title information establishing ownership interests in the property. A current (within last 3 months) title commitment is required.	
	Contents. The final plat prepared for recording purposes shall be prepared in accordance with provisions of state statutes and county regulations, and the final plat shall contain the following information:	
	Names of the subdivision, which shall not duplicate or too closely approximate the name of any existing subdivision.	
	Location by section, township, range, county and state, and including descriptive boundaries of the subdivision based on an accurate traverse, giving angular and linear dimensions which must mathematically close.	
	The location of monuments shall be shown and described on the final plat. Locations of such monuments shall be shown in reference to existing official monuments on the nearest established street lines, including true angles, and distances to such reference points or monuments. Permanent markers shall be placed at each corner of every block or portion of a block, points of curvature and points of tangency of street lines, and at each angle point on the boundary of the subdivision. A permanent marker shall be deemed to be a steel rod or pipe, one-half (½) inch or larger in diameter extending at least two (2) feet below the finished grade due to the difficulty faced with frozen ground in the winter. In situations where conditions prohibit the placing of markers in the locations prescribed above, offset markers will be permitted. The exact locations of all markers shall be shown on the final plat together with accurate interior angles, bearings, and distances. Permanent monuments shall be placed at all quarter section points within the subdivision or on its perimeter.	
	Location of lots, streets, public highways, alleys, parks, and other features, with accurate dimensions in feet and decimals of feet, with the length of radii and/or arcs of all curves, and with all other information necessary to reproduce the plat on the ground shall be shown. Dimensions shall be shown from all angle points of curve to lot lines.	

		Lots shall be numbered clearly. Blocks are to be numbered, with numbers shown clearly in the center of the block.	
		The exact locations, widths, and names of all streets to be dedicated.	
		Location and width and intended use of all easements to be dedicated.	
		Name of fee owner and surveyor preparing the plat.	
		Scale of plat (the scale to be shown graphically and in feet per inch), date, and north point	
		Statement dedicating all streets, alleys, and other public areas, utility and drainage easements not previously dedicated as follows: Streets, alleys, and other public areas shown on this plat and not heretofore dedicated to public use are hereby so dedicated.	
		An accompanying letter from the County Surveyor's office stating that the plat or land survey has been examined and approved.	
		One (1) large (24" x 36") final plat, with a grid overlaying the proposed plat, starting on the section line with 25 spaces per 1/2 of each 1/4 section. For further information in regard to this request, contact the Building Department.	
		Revised preliminary plat documents meeting all conditions of approval:	
		Formal site development estimates, including:	
		Engineer's estimates for all public improvements (streets, pathways, stormsewer and stormwater facilities, water and sanitary sewer).	
		Engineer's estimates for site grading, including all erosion	
		Formal landscaping estimates for all site landscaping.	
		Placement of Plat on City Council Agenda Requires:	
		Finance plan completed	
		Development agreement drafted	
		Final plat reviewed and revised to final	
		Preliminary plat and/or PUD review fees reconciled	
		Assessment search completed and assessment certification finalized	

Resources

[Monticello Subdivision Ordinance](#)

[Monticello Zoning Ordinance](#)

[Monticello Plan Requirements & Design Guidelines](#)

[Monticello General Specification and Plan Detail Plates](#)

Base Plan Set Requirements

One (1) Large Plan set – 24" x 36"

One (1) Reduced Plan set – 11" x 17"

Electronic copies of all Plan sets – **submit electronic sets via flash/jump drive or .ftp only**

***If application is incomplete, full set of revised submittals are required for re-submittal of application.**

Complete Application Required

The review and consideration of an application submitted shall only occur if such application includes all items that are required in support of the application and is deemed complete by the Community Development Department.

Application Submission Schedule

Application, required information, and payment must be submitted no later than 28 days prior to the regularly-scheduled Planning Commission meeting, per the submission schedule maintained by the Community Development Department.

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Applicants will be notified in writing when their application is considered complete. Applicants may be asked to supply additional information beyond required list above. A public hearing will be scheduled only when it has been verified that the application is complete.

A complete application will be scheduled for an Application Review Conference between staff and the applicant, which typically occurs one week prior to the Planning Commission meeting.

Planning Commission and City Council Consideration

Planning Commission and City Council consideration of the application shall be per the City of Monticello Subdivision Ordinance.