

# STEARNS COUNTY PLATTING PROCEDURES

## For Major Subdivisions

Plat approval involves considerable environmental review related to the suitability of the lot or lots that you are proposing. A pre-application meeting with the Stearns County Environmental Services Department is required for major subdivisions. This meeting will include a preliminary review of soils, potential wetland impacts, and other factors that might affect approval of the plat. **The applicant is also encouraged to meet with the Stearns County Assessor's Office to discuss the affect that platting property may have on payable taxes.**

Stearns County uses the following procedures for plat review and approval.

### A. PRELIMINARY PLAT

1. Applicant and surveyor attend a pre-application meeting with Environmental Services.
2. Applicant meets with personnel in the Assessor's Office to discuss the affect that platting may have on the valuation and/or classification of the property as well as taxes payable.
3. Preliminary plat prepared by a registered land surveyor.
4. Preliminary plat presented to Township for approval. Townships typically meet monthly or bimonthly. *The Township must sign a copy of the preliminary plat.*
5. Application for preliminary plat approval submitted to Stearns County Environmental Services together with all necessary documentation as noted on the Preliminary Plat Application Form (i.e. – septic system site evaluations, wetland delineation report, proof of ownership, stormwater management plan, fee(s), updated title commitment, etc.)
6. Preliminary plat reviewed by Platting Committee on the Wednesday before the 3<sup>rd</sup> Thursday of the month. Recommendations of the Platting Committee are made to the Planning Commission. Applicants are not required to attend this meeting. **Platting Committee Deadline:** 2 weeks prior to the meeting
7. Letters are sent to the applicant and surveyor requesting any additional information needed. Preliminary Plat is placed on Planning Commission agenda for the following month.
8. Stearns County Planning Commission conducts a public hearing and submits a recommendation to the County Board of Commissioners for approval, approval with conditions, or denial of the plat. Planning Commission meets the 3<sup>rd</sup> Thursday of the month. Applicants should plan to attend this meeting.

### B. FINAL PLAT

1. Final plat prepared by registered land surveyor according to *Minnesota Statutes, Chapter 505*.
2. Copy of final plat submitted to County Surveyor for review together with County plat checking fee.

3. Submit a copy of signature section of final plat to Environmental Services so the appropriate documents may be drafted.
4. All signatories must sign the final mylars and all required documents, with all signatures being notarized.
5. Final plat must be signed by appropriate Township officials.
6. Final plat must be submitted to and signed by Stearns County Surveyor.
8. Application for final plat approval submitted to County Environmental Services Department including the following:
  - a) Final plat.
  - b) 11 x 17 inch reproducible copy of plat.
  - c) 1 inch = 200 feet copy of the plat.
  - d) Water test results for nitrates (acceptable water test results for nitrates taken and completed by a laboratory certified by the Minnesota Department of Health; the water test results are required from within the plat or from a well within 300' of the plat boundary);
  - e) Final grading plan for streets located within the plat boundary, which shall be reviewed and approved by the Stearns County Soil and Water Conservation District.
  - f) All other documents that may have been required by the Planning Commission. (i.e. – Subdivision Agreement, Declaration of Restriction, etc.)

**Deadline:** The deadline for the County Board agenda is two Mondays prior to the County Board meeting. The County Board generally meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month, with the exception of July.
9. If all documents are in order, the Environmental Services Director signs the plat and places the plat on the County Board of Commissioners agenda for final action.

C. **AUDITOR REVIEWS PLAT**

1. County Board Chair and County Auditor/Treasurer sign final plat.
2. Auditor/Treasurer's Office certifies all property taxes are paid in full for every parcel being platted, both current and prior years.
3. Auditor/Treasurer's Office establishes parcels in tax system.
4. Addresses assigned by the Auditor/Surveyor's office.

D. **COUNTY RECORDER REVIEWS PLAT**

1. Recording fees must be paid
2. All required documents must accompany final plat for recording.
3. County Recorder signs and records plat.

**NOTE: PLATS IN THE TOWNSHIP OF LESAUKE ARE NOT SUBJECT TO COUNTY PLANNING COMMISSION REVIEW. RECOMMENDATIONS OF THE COUNTY PLATTING COMMITTEE ARE SUBMITTED TO THE TOWNSHIP FOR THEIR REVIEW. PLATS WITHIN THE ABOVE TOWNSHIP ARE STILL SUBJECT, HOWEVER, TO FINAL APPROVAL BY THE COUNTY BOARD OF COMMISSIONERS.**