



Minor Plat Application

Final Plat

Applicant/Contact Information

Applicant Name				
Applicant Address	<i>Street address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Home Phone Number ()	Work Phone Number ()			
Email Address	Fax Number ()			
Name of Plat: (required)				

I understand that all costs associated with the processing of this application are the responsibility of the applicant whether this application is approved or denied. Any excess of escrow account deposits over expenditures will be refunded at the time of account closure. I also understand that as the applicant, it is my responsibility to obtain all other permits or licenses required by any applicable regulatory agencies for this Land Use Application.

Applicant Signature	Co-Applicant Signature
Date	Date

I hereby certify that I am the fee title owner/contract for deed vendee of record for the above-mentioned property. Failure to prove ownership may void any agreements entered into by the City of Ramsey and I will be held liable for any and all costs incurred by the City.

Property Owner Signature	Co-Property Owner Signature
Date	Date

In the event the applicant's escrow account shows a negative balance, the applicant must deposit money into the escrow account to provide a positive balance. The City cannot accept the final plat application until the escrow account has a positive balance.

To be filled out by the City of Ramsey:

Application amount: _____ N/A

Escrow Amount: _____

Date Paid: _____

Cash Receipt: _____

Date Received: _____

Escrow Number: _____



Minor Plat Application Sketch Plan

Applicant/Contact Information

Applicant Name				
Applicant Address	<i>Street address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Home Phone Number ()	Work Phone Number ()			
Email Address	Fax Number ()			
Name of Business (if applicable)				
Business Address (if applicable)				
Business Phone Number		Business Fax Number		

Information pertaining to the Subject Property(s)

Address
PIN
Legal Description
<i>(circle one)</i>
Zoning R-1 / R-2 / R-3 / B-1 / B-2 / E-1 / E-2 / TC other _____

Property Owner Contact Information

(if different from applicant's information)

Name				
Address	<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Phone Number	Home phone number ()	Work phone number ()		

**Please provide a detailed description of your request
and attach a copy of your property layout (if applicable)**

Name of Proposed Plat (required):
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A “Land Use Sign” will be placed on the Subject Property to allow Ramsey Residents the opportunity to obtain information about your request.

I understand that the application fee is non-refundable. All costs associated with the processing of this application are the responsibility of the applicant whether this application is approved or denied. Any excess of escrow account deposits over expenditures will be refunded at the time of account closure. I also understand that as the applicant, it is my responsibility to obtain all other permits or licenses required by any applicable regulatory agencies for this Land Use Application.

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Applicant Signature

Date

Co-Applicant Signature

Date

I hereby certify that I am the fee title owner/contract for deed vendee of record for the above-mentioned property. Failure to prove ownership may void any agreements entered into by the City of Ramsey and I will be held liable for any and all costs incurred by the City.

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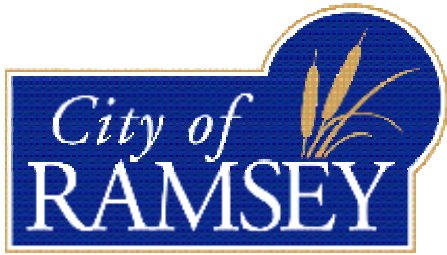
Property Owner Signature

Date

Co-Property Owner Signature

Date

To be filled out by the City of Ramsey: Application amount: _____ Escrow Amount: _____ Date Paid: _____ Cash Receipt: _____ Date Received: _____ Escrow Number: _____
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Minor Plat Application

Definition:

A minor plat is used when a subdivision or consolidation of unplatted parcels does not exceed three parcels and does not require the construction of public streets or utilities. A minor plat is also used for the subdivision or consolidation of platted tracts of land, in any number, that does not require construction of public streets or utilities.

Procedures for a minor subdivision:

1. Fill out the enclosed applicable application (sketch plan or final plat) and pay the applicable application and escrow fee. Applications ***cannot*** be processed until the application and escrow fees have been paid. The escrow fee and application fee is collected at time of sketch plan submittal. Additional deposits may be required during final plat submittal if the project escrow account shows a negative balance.
2. The sketch plan is submitted to the Planning Commission for their review. The applicant has the option to bring forward the proposed sketch plan to the City Council. The City Council will review and take final action on the final plat.

The Planning Commission meets the first Thursday of every month. The City Council meets the 2nd and 4th Tuesday of every month. The sketch plan and final plat application must be submitted to staff thirty (30) days prior to the Planning Commission and City Council meeting (see attached meeting date schedule).

3. The City has 15 days to determine if the application is complete. In the event that the application is incomplete staff will notify the applicant within the 15 days and provide direction on what information is still required.
4. A minimum of three full scale and one 11x17 reduction of each sheet must be submitted to Staff for the sketch plan, preliminary plat and final plat. The following additional copies will be required during preliminary plat submittal if the project area contains any wetlands or abuts a County or State road.

County Road	1 full size 1 11/x17
State Highway	3 full size 1 11x17
DNR	1 full size 1 11x17

Sketch Plan Requirements:

1. Name of subdivision, which name shall not duplicate any plat already recorded in Anoka County.
2. Full Legal description of the land involved in said plat.
3. Names and addresses of the owner and subdivider of the land, and the designer and surveyor of said plat.
4. Graphic scale of not more than one inch to 100 feet.
5. Date and north point.
6. Boundary line survey, including measured distances and angles, which shall be tied into the nearest quarter section or section line by traverse and certified by a registered land surveyor.

Updated: January 2004

7. Total acreage and square feet of project area.
8. Location and names of existing or platted streets and other public ways, parks and public open spaces, permanent buildings and structures, easements and section and municipal boundary lines within the plat and to a distance of 100 feet beyond.
9. Identify all wetlands on the property.
10. Locations and widths of public right-of-way, public and private streets and pedestrian trails and sidewalks.
11. Other areas intended to be dedicated or reserved for public use, including the size of such areas.
12. If residential, state type, number of dwelling units, and approximate net density (excluding major road right-of-ways and wetlands).
13. Additional information as requested by Staff.

Final Plat Requirements:

Final Plat Sheet:

1. Name of the Subdivision, which name shall not duplicate or too closely approximate the name of any existing subdivision.
2. Municipal, township, county or section lines accurately tied to the boundaries of the boundaries of the Subdivision by distances and angles.
3. Scale of plat, date and north arrow.
4. A numbering system for all lots and blocks shall be shown clearly.
5. Streets shall be named and all names shall be shown. A sequence of street naming shall conform with the Anoka County name grid or the pattern that has been established in the area.
6. In the event the final plat is a re-plat of earlier subdivision, the original platting of the subdivision shall be shown and identified by dotted lines.
7. Official monuments as designated and adopted by the county surveyor and approved by the District Court for use as judicial monuments shall be set at each corner or angle of the outside boundary of the final plat.
8. Judicial and county ditches shall be shown by dimensions and angles as determined from county record and encumbered with a 66 foot wide drainage and utility easement.
9. Delineated water courses, lakes, and wetlands shall be encumbered with a drainage and utility easement.
10. Statement dedicating all streets, alleys and other public areas.
11. Whenever a portion of a tract of land is proposed for subdividing and said tract is large enough or is intended for future enlargement, a tentative plan for the future Subdivision of the entire tract shall be submitted.
12. Name and address of developer and the surveyor preparing the plat.
13. An appropriate statement dedicating all easements.
14. Revised in accordance with sketch plan comments and staff review letter.
15. Additional information as requested by the City.

Final Grading Plan:

1. For plats inside the MUSA boundary, topographic data, including contours at vertical intervals of not more than two feet, except that where the horizontal contour interval is 100 feet or more, a one-foot vertical interval shall be shown. U.S.G.S datum survey shall be used for topographic mapping.
2. Watercourses, lakes wetlands, limits of flood plains and other significant physical features shall be delineated. The ordinary high water elevation and 100 year Flood Plain elevation shall be identified.
3. If the subdivision is to be serviced with on site systems, the soil types shall be identified. For each lot having less than 30,000 square feet of Class I soils, the location of a septic field and alternative field must be identified.
4. Locations and invert elevations of storm sewers and drainage ditches and culverts within the plat and to a distance of 100 feet beyond the plat.
5. Proposed method of conveying surface water drainage within and beyond the limits of the plat to publicly owned or controlled drainage facilities or storm sewers.
6. Lots with grades flatter than 2% must provide a certificate of grading prior to issuance of the certificate of occupancy. The lots subject to this requirement should also be noted on the final grading plan.
7. For plats within the MUSA boundary, lot corner elevations as well as drainage swale centerline grades at intersections of lot lines.
8. Drainage and utility easements.
9. Direction of flow arrows in and around house pads.
10. Revised in accordance with sketch plan comments and staff review letter.
11. Additional information as requested by the City.

Final Landscape Plan/Tree Preservation Plan:

(See the Ramsey Tree Book for preferred/prohibited species)

1. Survey of existing tree cover prepared by an International Society of Arboriculture (ISA) certified arborist that shall include the following information:
 - a. Location of proposed lots and building pads.
 - b. Tree species, diameter (dbh), condition (healthy, dead or diseased). Any development involving Oak trees on or adjacent to the development area must submit a plan in conjunction with the preliminary plat.
 - c. Soil conditions.
 - d. Existing contour data for the entire property with vertical contour data consistent with City standards for all areas to be distributed by proposed tree removal operations, extending for a distance of at least fifty (50) feet beyond the limits of the proposed plat. Elevations may be based on U.S. Geological Survey Data.
 - e. Proposed tree removal limits. Any clearing of Oak stands shall be performed prior to April 15 or after July 15 of each season.
 - f. Proposed number, species, and size of trees and shrubs to be planted.
2. All irrigation systems must have an approved backflow device installed in the irrigation enclosure. Irrigation enclosure location and construction materials are subject to the approval of the City Engineer. Further, all new or updated systems must install a Rain Sensor device to stop irrigation during rain events.
3. Additional information as requested by the City.