CITY OF MAPLE GROVE
12800 ARBOR LAKES PARKWAY
P. O. BOX 1180
MAPLE GROVE MN 55311-6180
763-494-6040

Office Use Only:

CASE #_____

PLANNER:

_____

FINAL PLAT APPLICATION

Application is hereby made for a Final Plat for _____
(Subdivision Name)

For Residential Projects: Number of Lots _____, Attached/Detached (circle), Number of Outlots _____,

Number of Affordable Units _____.

PID#'s _____

Preliminary approval by the Maple Grove City Council was on_____, 20____.

OWNER: _____

CONTACT NAME (PRINT): _____ PHONE:_____

ADDRESS: _____ FAX:_____

CITY/ZIP: _____ E-MAIL:_____

APPLICANT: _____

CONTACT NAME (PRINT): _____ PHONE:_____

ADDRESS: _____ FAX:_____

CITY/ZIP: _____ E-MAIL:_____

The following information is submitted in support of the application:

_____1) Completed Application for Final Plat (Submission Deadline Date FIRM)
_____2) Application Fee of $100
_____3) Acknowledgement of Responsibility form
_____4) Affirmation of Sufficient Interest form
_____5) Blue line copies of the following
  _____ a) 15 folded copies of the proposed Final Plat
  _____ b) 15 folded copies of the grading/drainage plans
_____6) One set (8½" × 11") paper copy of all maps listed in #5 above (not stapled)
_____7) **Two** USB Flash Drives with .DXF **AND** .PDF formats using the Hennepin County coordinate system for any final plat and all other maps listed in #5 above.
_____8) Information required on attached Hennepin County Preliminary Plat/Development Review Process pamphlet dated January 2010.

*** PLEASE NOTE: Prior to release of the final plat by the City, a registered property abstract (for Torrens property) or an updated certified abstract of title (for abstract property) must be submitted per State Statute, Title Commitments cannot be accepted to fulfill title submittal requirements.**

I fully understand that I must meet with the City Staff to review all submission requirements and conditions of preliminary approval prior to official submission and that all of the above required information must be submitted at least 14 days prior to a Planning Commission meeting to ensure review by the Planning Commission on that date.

_____ _____ _____
Applicant's Signature **Printed Name** **Date**

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application.

I have read and understand the instructions supplied for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I will keep myself informed of the deadlines for submission of material and of the progress of this application.

I understand that this application may be reviewed by City staff and consultants. I further understand that additional information, including, but not limited to, traffic analysis and expert testimony may be required for review of this application. I agree to pay to the City upon demand, expenses, determined by the City, that the City incurs in reviewing this application and shall provide an escrow deposit to the City in an amount to be determined by the City. Said expenses shall include, but are not limited to, staff time, engineering, legal expenses and other consultant expenses.

I agree to allow access by City personnel to the property for purposed of review of my application and to erect a temporary sign indicating the application proposed.

Signature of applicant _____ Date_____

Name of applicant _____ Phone_____
(Please Print)

Name and address of Contact (if other than applicant) _____

_____

_____

_____

_____

_____ _____
Phone Number **Date**

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that **I am the fee title owner** of the below described property or that I have written authorization from the owner to pursue the described action.

Name of applicant _____
(Please Print)

Street address/legal description of subject property _____

_____

_____

_____

_____

_____ _____
Signature **Date**

If you are not the fee owner, attach another copy of this form which has been completed by the fee owner or a copy of your authorization to pursue this action.

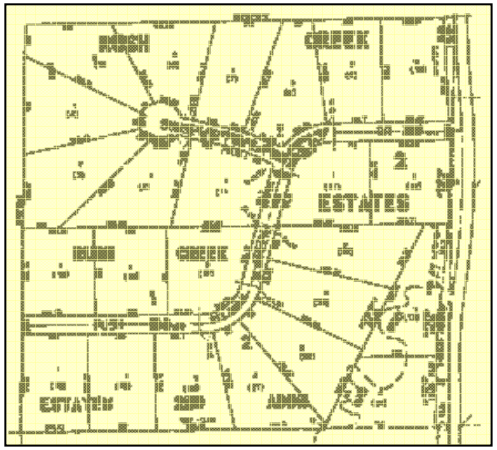
If a corporation is fee title holder, attach a copy of the resolution of the Board of Directors authorizing this action.

If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.

Key Steps in the County Plat Review Process

- Preliminary Plat is submitted to the county by the city
- County acknowledges receipt and notes any missing items via mail-back card
- Once the submittal is deemed complete – the 30-day review period begins.
- The county Plat Review Committee meets to discuss the plat. Follow-up meetings may occur if further information or analysis is needed.
- The county submits a comment letter to the city noting any issues, concerns or requirements.
- The city responds back to the county via letter regarding how the county comments will be addressed. If any unresolved issues remain – the city schedules a meeting with county staff to discuss.
- The city council approves the preliminary and final plats.
- The property owner / developer submits the plat to the county surveyor's office for registration. ***Submittal items must include:***
    - ***Evidence of the submission of the preliminary plat to the county.***
    - ***Copy of the county comment letter on the preliminary plat.***
    - ***Copy of the city response to the county comment letter and evidence of any follow-up meetings held with the county to resolve remaining issues.***

Information on the Hennepin County Preliminary Plat / Development Review Process



January 2010

Hennepin County

Transportation Planning

Purpose of this Brochure

This brochure was developed to clarify how the county plat review process works, who is responsible for submittals to the county, and what type of response schedule can be anticipated.

Minnesota State Statutes MS 505.02, 505.03 and 462.358 stipulate that cities need to submit plats to the county for review and comments. These statutes also specify what items of information must be submitted and what time schedules apply.

Who Should Submit Plats ?

For formal plat reviews, the county does not accept plat submissions from third parties – the submissions must come from the city directly. City submission is important to ensure completeness of the submission, provide consistency in the process, and to assure good communication.

Prior to a formal submittal, county staff is very willing to examine concept layouts, preliminary site plans, or sketch plans. Cities, developers, project consultants, or property owners can submit this type of draft information. The benefit of an early review is that many issues can be identified and possibly resolved prior to the formal plat review process (often speeding up all subsequent reviews).

Where to Submit Plats

Preliminary Plats should be submitted to:

Hennepin County
Transportation Planning Division
1600 Prairie Drive
Medina, MN 55340-5421

Questions or comments can be directed to:

Bob Byers, P.E., Senior Professional Engineer
(612) 596-0354

Plat Submittal Checklist

Plat submittals to the county should include a transmittal letter and a set of legible plans that include the following information:

- ❑ The transmittal letter should include the city contact person, the dates of upcoming city actions such as Planning Commission or City Council meetings, and when a response is needed from the county.
- ❑ A location map of the site relative to area roadways and local streets.
- ❑ A site plan map with scaled dimensions authenticated by a registered engineer or land surveyor showing:
  - Date, title, scale, and north arrow
  - All existing and proposed property lines
  - Lot dimensions, right-of-ways, & easements
  - Existing centerline and paved area of the county roadway (which is not always centered in the right-of-way)
  - Proposed development building footprints
  - Parking lot layouts, aisle configuration
  - Locations of ingress and egress to the proposed platted area including existing and proposed driveway locations.
  - Locations of other nearby driveways, street intersections and access points on the county roadway in the vicinity of the proposed plat. This would include driveways immediately adjacent to or across from the proposed plat.
  - The outlet for and means of disposal of surface waters from the proposed platted area
- ❑ A written description of the current and proposed use of the property including land use type (commercial, industrial, residential, etc.) and specific uses (discount store, convenience center, etc.) if known.
- ❑ If the plat is for non-residential uses, include an estimate of the amount of daily traffic the development is expected to generate.

How are Plats Evaluated ?

County staff evaluates proposed plats for a number of items that affect county roadways. Some examples of review items include;

Safety Issues
- Conformance with entering sight distance guidelines
- Unusual weaving & merging maneuver conflicts
- Turn lane / auxiliary lane needs

Access Management
- Proposed driveway and street entrance compliance with county access spacing guidelines
- Opportunities for access reorientation and / or consolidation
- Driveway design, throat lengths

Right-of-Way Needs
- Anticipated future roadway section
- Right-of-way needs for turn lanes / auxiliary lanes
- Other needs (pedestrian / bike accommodations)

Operational Elements
- Intersection capacity analysis
- Turn lane / auxiliary lane design configurations
- Traffic control needs
- Potential on-site circulation impacts ?

Pedestrian and Bicycle Accommodations
- Is roadway designated as part of a city bike plan or the County Bicycle System Plan ?

Miscellaneous Items
- Drainage needs (road and / or site ?). Any encroachments within roadway right-of-way ?
- Proposed grading impacts

Review Schedule

State Statutes provide the county up to ***30 calendar days*** for review after receipt of the plat. This review period only starts when the county receives a ***complete*** plat submittal.

As part of the plat review process, the county will confirm the receipt of the plat with the city and provide notification of any missing information.

The back page of this brochure illustrates the key time points for the county review process.

Sec. 30-19. Review, approval and recording of final plat.

(a) Application for review.

(1) Within one year after preliminary plat approval, an application for final plat review, application fee as established in chapter 16, article XI, and final plat with required content and submittals as specified in section 30-20 shall be delivered to the zoning administrator or else preliminary plat approval will expire.

(2) The application and required submittals shall be delivered at least 14 days prior to the regular city council meeting at which it will be scheduled.

(3) The application shall be considered as being officially delivered when all the information requirements are complied with.

(b) City council action. Upon receipt of a completed application for final plat, the zoning administrator shall schedule it for consideration in accordance with subsection (a)(2) of this section, distribute the final plat to appropriate staff and review agencies and arrange for the preparation of a report to assist in arriving at a recommendation to the city council.

(c) Approval by city council.

(1) After review of the final plat by staff such final plat, together with the recommendations of staff, shall be submitted to the city council for consideration.

(2) The final plat shall conform to the approved preliminary plat except for any adjustments deemed to be minor by the zoning administrator. The city council may also require revisions in the final plat as it deems necessary for the health, safety and general welfare or convenience of the city. If any revision results in a significant change to the approved preliminary plat, the revisions shall be subject to a public hearing as prescribed in subsection 30-15(b).

(3) If accepted, the final plat shall be approved by resolution, which resolution shall provide for the acceptance of all agreements for basic improvements, public dedication and other requirements as indicated by the city council.

(4) If disapproved, the grounds for any refusal to approve a plat shall be set forth in the proceedings of the council and reported to the applicant. A final plat shall be disapproved if a mound management plan has not been approved by the city.

(5) If the council fails to approve the final plat within 60 days of the date the applicant has complied with all conditions and requirements of applicable regulations and all conditions and requirements upon which preliminary approval was expressly conditioned, either through performance or the execution of appropriate agreements assuring performance, the final plat shall be deemed approved, and upon demand the city shall execute a certificate to that effect.

(6) Written notification of the city council action shall be sent to the applicant within one week of such action.

(d) Recording. If the final plat is approved by the city council, or by act of law, the applicant shall record it with the county recorder within two years after such approval or, subject to the provisions of Minn. Stats. § 462.358, subd. 3c, and subject to the following, approval of the plat shall be void. A final plat will not be released by the city for recording purposes until the applicant has satisfied the ministerial requirements of section 30-21.

(1) At any time within 30 days before such deadline, the subdivider may file with the zoning administrator a written request that the deadline be extended one year beyond the date the extension is granted.

(2) The zoning administrator shall place the subdivider's request on the agenda of a regularly scheduled council meeting to be held within 30 days of such filing if in his opinion no change has occurred in any land use restriction or the comprehensive plan, or any other official control affecting the use, development density, lot size, lot layout, or dedication or platting required or permitted by the approved preliminary plat. If good cause is shown, the council may grant the extension. The request may be approved by the council as an item on its consent agenda.

(3) Only one such extension request may be made.

(4) The change of any restriction or control referred to in subsection (d)(2) of this section will require the submission of a new application for subdivision approval.

(Code 1984, § 350:30; Ord. No. 04-09, § 2, 4-19-2004; Ord. No. 15-08, § 1, 5-4-2015)

Sec. 30-20. Data and certifications required for final plat.

(a) Format. The applicant shall submit 15 copies of the final plat, and 8½-inch by 11-inch photographically reduced transparencies thereof, together with any necessary supplementary information.

(b) Contents. The final plat, prepared for recording purposes, shall be prepared in accordance with provisions of state statutes and county regulations, and such final plat shall contain the following information:

(1) The name of the subdivision, which shall not duplicate or too closely approximate the name of any existing subdivision within the county.

(2) Location of section, township, range, county and state, including descriptive boundaries of the subdivision, based on an accurate traverse, giving angular and linear dimensions which must mathematically close. The allowable error for closure for any portion of a final plat shall be one foot in 7,500 feet.

(3) Locations of all monuments and surveyor's irons shown in reference to existing official monuments on the nearest established street lines, including true angles and distances to such reference points or monuments. See also subsection 30-22(a)(1)b.

(4) Location of lots, blocks, streets, public highways, alleys, parks and other features, with accurate dimensions in feet and decimals of feet, angles, length of radii and/or arcs of all curves, and all other information necessary to reproduce the plat on the ground. Dimensions shall be shown from all angle points of curve to lot lines, and no ditto marks will be permitted in indicating any dimension on the plat.

(5) Numbering of lots and blocks. Lots shall be numbered clearly. Blocks are to be numbered with numbers shown clearly in the center of the block.

(6) The exact locations, widths, and names of all streets to be dedicated.

(7) Location and width of all easements to be dedicated.

(8) The name of the surveyor making the plat.

(9) Scale of plat (the scale to be shown graphically on a bar scale), and north arrow.

(10) A statement substantially as follows dedicating all easements, streets, alleys and other public areas not previously dedicated: "_____ do(es) hereby donate and dedicate to the public for public use forever the Avenue(s), Lane(s), Road(s) and Easement(s) for utility and drainage purposes, as shown on the plat."

(c) Certifications. On the final plat shall appear the following:

(1) Certification by a registered surveyor in the form required by Minn. Stats. § 505.03.

(2) Execution, by all owners of any interest in the land and holders of a mortgage thereon, of the certificate required by Minn. Stats. § 505.03, which certificate shall include the dedication referred to in subsection (b)(10) of this section.

(3) Space for certificates of approval and review to be filled in by the mayor and city clerk. The form of approval of the city council is as follows:

> This plat of _____ was approved and accepted by the City Council of Maple Grove, Minnesota, at a regular meeting thereof held the _____ day of _____, 20_____. If applicable, the written comments and recommendations of the Commissioner of Transportation and the County Highway Engineer have been received by the City or the prescribed 30-day period has elapsed without receipt of such comments and recommendations, as provided by Minn. Stats. § 505.03, subd. 2.
>
> CITY COUNCIL OF MAPLE GROVE, MINNESOTA (seal)
>
> By _____ Mayor; and _____ City Clerk

(Code 1984, § 350:33)

Sec. 30-21. Ministerial procedures and supplemental documentation; payment of fees; sureties.

(a) Ministerial procedures. Prior to the city's signature and release of the final plat for filing, the requirements of the ministerial procedures described in this section and any others required by city ordinance must be satisfied. Ministerial procedures may be accomplished prior to final plat approval by the city council; however, any inconsistencies between the ministerial submittals and the approved final plat must be resolved prior to the release of the final plat for filing.

(b) Payment of fees. The applicant shall pay all applicable fees, such as, but not limited to, park dedication, signage, and attorneys' fees, set forth in chapter 16, article XI, or elsewhere in this Code.

(c) Developer's agreement. If required by the council, the applicant shall execute and submit to the city council a developer's agreement acceptable to the city, which shall be binding on the applicant and the applicant's heirs, personal representatives and assigns. A part of the agreement shall set forth that the applicant will cause no private construction or public improvements to be made on the lands within the plat, nor shall the applicant file or cause to be filed any application for building permits for such construction, except in accordance with subsection (j) of this section.

(d) Surety to guarantee payment of special assessments. The applicant shall cause to be deposited with the city treasurer a surety acceptable to the city in the amount of 60 percent of the city engineer's estimated cost of the public improvements for residential developments or 40 percent of the estimated cost of the public improvements for commercial and/or industrial developments to guarantee payment of special assessments for the public improvements. The surety shall guarantee payment by the applicant to the city of all expenses incurred by the city, which expenses shall include, but not be limited to, expenses for engineering, fiscal, legal, construction, and administration services.

(e) Surety to guarantee installation of improvements. The applicant shall also deposit with the city treasurer a surety acceptable to the city in the amount of 110 percent of the city engineer's estimated cost of the improvements if submitted in the form of a cash escrow or letter of credit, or 150 percent of the city engineer's estimated cost of the improvements if submitted in the form of a performance or indemnity bond. The surety shall guarantee:

(1) The making and installing within the time required by the city of all of the improvements required by the developer's agreement.

(2) Satisfactory completion of the work and payment therefor, which work was undertaken by the applicant in accordance with the developer's agreement.

(3) Completion of required lot improvements, including, but not limited to, boulevard sod, boulevard trees, monumentation, grading/erosion control, and street cleaning.

(f) Acceptable types of sureties.

(1) Acceptable sureties shall include cash, a savings bond or savings certificate, a letter of credit, and a performance or indemnity bond.

(2) A savings certificate or savings bond shall be payable to the city and the applicant and shall be endorsed by the applicant.

(3) A letter of credit shall be in a form satisfactory to the city.

(4) A performance or indemnity bond shall be in a form acceptable to the city and shall comply with all requirements as set forth in state statutes, which statutes relate to surety bonds.

(g) Additional submittal requirements. The following items are to be delivered to the city engineer:

(1) Two mylar copies of the final plat bearing the signatures required in section 30-20(c)(1) and (2).

(2) An executed waiver of public hearing for streetlights.

(3) Three executed copies of any required developer's agreement.

(4) Fifteen copies of an address map conforming to all city ordinances and policies and also showing the square footage of the entire plat and of all lots, outlots, streets, parks and trails shown or dedicated on the final plat.

(5) Three copies of a development plan, if required and approved by the city engineer, one of which copies must be reproducible. The plan shall contain the following information:

a. Elevations of lot corners, streets, house elevations (front and rear), and ponds (normal water level, high-water level, and emergency overflows).

b. Proposed house type.

c. House and lot drainage patterns.

d. Original contours at two-foot intervals.

e. Stormwater conveyance systems.

f. Such other information as deemed necessary by the city engineer.

(6) One photographically reduced 200 scale mylar drawing of the final plat and, at the discretion of the city engineer, one such 500 scale drawing.

(7) All required easement documents and appropriate deeds in recordable form.

(8) A computer file of any and all drawings and dimensions shown on the plat.

a. The file shall be in a standard digital transfer format compatible with the city's computerized mapping system.

b. The file shall not be required of any subdivision approved through the short plat procedure.

c. The applicant may appeal directly to the city council for a waiver of this filing requirement pursuant to the provisions of section 1-14. No waiver shall be granted under this subsection unless the council finds that the applicant and his surveyor do not have ready, economical access to the technology required to comply with the filing requirement.

(h) Payment of costs of preparation of special assessment roll. When any existing special assessments which have been levied against the property described are to be divided and allocated to the respective lots in the proposed plat, the city engineer shall estimate the clerical cost of preparing a revised assessment roll, filing the assessment roll with the county auditor, and making such division and allocation, and upon approval by the council of such estimated cost the cost shall be paid to the city treasurer by the applicant.

(i) Document number of recorded plat to be furnished to city engineer. The applicant shall, immediately upon recording, furnish the city engineer with the document number of the plat as assigned by the county recorder.

(j) Prerequisites for issuance of building permits. Except in accordance with chapter 36, article VIII, or unless the applicant for a building permit would otherwise be entitled to such a permit were the property not the subject of a plat yet to be recorded, no building permit shall be let for construction of any structure on any lot in a plat until the city has received evidence of the plat being recorded by the county and all improvements required under this Code have been made or arranged for in the manner and conforming to the requirements as set forth therein.

(Code 1984, § 350:36)

Sec. 30-22. Required improvements.

(a) All of the required improvements to be installed under the provisions of this chapter shall be done in accordance with any and all city standards, specifications and requirements, and shall be approved by and be subject to the inspection of the city engineer. All of the city's expenses incurred as the result of the required improvements shall be paid by the applicant either directly, indirectly or by reimbursement to the city. Required improvements are as follows:

(1) Monuments.

a. Official monuments, as designated and adopted by the county surveyor's office or approved by the county district court for use as judicial monuments, shall be set at corners or angle points on the outside boundary of the final plat or in accordance with a plan as approved by the city engineer.

b. Monuments shall also be placed at each point at which a lot line intersects a wetland boundary. These monuments shall be permanent and shall clearly state the purpose of the monument upon its face.

c. Pipes or steel rods shall be placed at each lot corner.

d. All United States, state, county or other official benchmarks, monuments or triangular stations in or adjacent to the property shall be preserved in precise position and shall be recorded on the plat.

(2) Street improvements.

a. The right-of-way, including the subgrade, shall be graded pursuant to plans approved by the city.

b. Pursuant to the standards and specifications for street construction as approved by the city council, the following shall be accomplished:

1. All streets shall be improved.

2. All streets to be surfaced shall be of an overall width in accordance with such standards and specifications.

3. Curb and gutter shall be installed.

c. The portion of the right-of-way outside the area surfaced shall be sodded or riprapped by the developer if deemed necessary by the city.

d. Street signs and traffic control devices of standard design and street lighting fixtures, all as approved by the city council, shall be installed at each intersection or such other location as the council requires.

(3) Sanitary sewers and water facilities. Sanitary sewers and water facilities shall be installed by the city in accordance with the standards and specifications as provided for in the Maple Grove Comprehensive Sewer Plan and Water Supply and Distribution Report, as may be amended, and shall be subject to the approval of the city engineer.

(4) Trees and boulevard sodding. Trees and boulevard sodding shall be planted in conformance with city council standards and specifications.

(5) Utility lines. Telephone, electric, gas service, and/or other public utility lines are to be placed underground in accordance with the provisions of all applicable city ordinances.

(6) Erosion and sediment control.

a. Erosion and siltation control measures shall be coordinated with the different stages of construction. Appropriate control measures shall be installed prior to and maintained during development.

b. Land shall be developed in increments of workable size such that adequate erosion and siltation controls can be provided as construction progresses. The smallest practical area of land shall be exposed at any one period of time.

c. When soil is exposed, the exposure shall be for the shortest feasible period of time.

d. Where the topsoil is removed, sufficient arable soil shall be set aside for re-spreading over the developed area. The soil shall be restored to a depth of four inches and shall be of a quality at least equal to the soil quality prior to development.

e. In addition, all erosion and sediment control shall be conducted in accordance with chapter 14, article IV.

(7) Cluster box units. Cluster box units, as recommended by the United States Postal Services and approved by the city engineer, shall be installed. All development plans shall include the requirements of the city engineer for cluster box units. The final plat will not be released until the city is provided with a maintenance declaration, subject to the review and approval of the city engineer, for the responsibility and cost to maintain the cluster box units and no certificate of occupancies shall be issued until the city is provide with recording information.

(b) The city reserves the right to install all or any part of the improvements required under the provisions of this chapter pursuant to Minn. Stats. ch. 429, and no applicant, developer, owner, or subdivider shall install any such improvement unless otherwise authorized to do so by the city.

(Code 1984, § 350:39; Ord. No. 13-19, § 1, 9-3-2013)

Sec. 30-23. Standards for granting variances.

(a) The planning commission may recommend a variance from the minimum standards of this chapter (not procedural provisions) when, in its opinion, undue hardship may result from strict compliance. In recommending any variance, the commission shall:

(1) Prescribe only conditions that it deems necessary to or desirable for the public interest; and

(2) Take into account the nature of the proposed use of land and the existing use of land in the vicinity, the number of persons to reside or work in the proposed subdivision, and the probable effect of the proposed subdivision upon traffic conditions in the vicinity.

(b) A variance shall only be recommended when the planning commission finds all of the following:

(1) There is a special circumstance or condition affecting the property such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of the land.

(2) The granting of the variance will not be detrimental to the public welfare or injurious to other property in the vicinity in which property is situated.

(3) The variance is to correct an inequity resulting from an extreme physical quality of the property, such as topography, which creates a hardship.

(c) After consideration of the planning commission recommendations, the city council may grant variances, subject to subsection (b) of this section.

(d) Any recommendations for variances to the city council in connection with the acceptance of the preliminary plat of a subdivision shall be made through the planning commission.

(e) Any variance request involving a variance of a requirement of chapter 36 shall be processed as an application for a variance under that chapter as to that requirement.

(Code 1984, § 350:42)

Sec. 30-24. Variance procedures.

Except as otherwise provided in section 30-8(c)(6), all appeals and requests for variances shall be processed according to the following provisions:

(1) Request for a variance or appeal shall be filed with the zoning administrator on an official application form.

a. Such application shall be accompanied by a nonrefundable fee as established by the city council as set forth in chapter 16, article XI.

b. Such application shall also be accompanied by 22 copies of detailed written and graphic materials necessary for the explanation of the request, and a list, obtained from and certified by the county, of property owners located within 350 feet of the boundary of the subject property.

c. The request shall be placed on the agenda of the first possible planning commission meeting occurring after 28 days from the date of submission. The request shall be considered as being officially submitted when all the information requirements are complied with.

(2) The zoning administrator, upon receipt of the application, shall set a public hearing date in accordance with subsection (1)c of this section.

a. The planning commission shall conduct the hearing, and report its findings and make recommendations to the city council.

b. Notice of the hearing shall consist of a legal property prescription, a description of the request and a map detailing the property location, and be published in the official newspaper at least ten days prior to the hearing, and written notification of the hearing shall be mailed at least ten days prior to the hearing to all owners of land within 350 feet of the boundary of the property in question.

(3) Failure of a property owner to receive the notice shall not invalidate any such proceedings as set forth within this chapter.

(4) After the public hearing has been set, the zoning administrator shall instruct the appropriate staff persons to prepare technical reports where appropriate, and provide general assistance in preparing a recommendation on the action to the city council.

(5) The planning commission and city staff shall have the authority to request additional information from the applicant pertinent to the request.

(6) The applicant or a representative thereof shall appear before the planning commission in order to answer questions concerning the proposed variance request.

(7) The planning commission shall make findings of fact and decide to recommend approval or denial of the request. The planning commission shall reach a decision within 30 days after the first regular meeting at which the variance or appeal request was considered by the commission unless an extension of the review period has been agreed to by the applicant. The commission's recommendation and the city staff's report shall be presented to the city council at its next regular meeting.

(8) Within 60 days after receiving the planning commission's and city staff's report and recommendation concerning a request for variance or an appeal, the city council shall make findings of fact and shall decide whether to approve or deny a request for a variance or an appeal within 30 days after the public hearing on the request.

(9) A variance of this chapter or grant of an appeal shall be by four-fifths vote of the full city council.

(10) The zoning administrator shall notify in writing the originator of the variance request or appeal of the city council's (serving as the board of adjustment and appeals) decision.

(Code 1984, § 350:45)

City of Maple Grove
Parks & Recreation Board
12951 Weaver Lake Rd • Maple Grove MN 55369-9409
Phone: (763) 494-6500 Fax: (763) 494-6454

Dear Owners and/or Developers:

Pursuant to Minnesota laws and City Comprehensive Park Plan, the City of Maple Grove requires all owners or developers to convey to the City, or dedicate to the public for park or playground purposes, a reasonable portion of the area being platted, subdivided or developed as specified in Section 30:18 of the Maple Grove Subdivision Ordinance as a prerequisite to approval of a plat, subdivision or development of any land.

In lieu of the aforementioned requirements, and with proper consideration of the City's Comprehensive Park Plan, the owners or developers are required to pay to the City an equivalent amount in cash based upon the undeveloped land value of that portion of said land that would have otherwise been required to be dedicated for use in the acquisition of public parks and playgrounds, development of existing public park and playground sites and for debt retirement in connection with land previously required for public parks and playgrounds.

The form of contribution (cash or land or any combination) shall be decided by the City based upon the requirements of this ordinance, need and conformance with approved City plans.

Correspondingly, as part of the City's plat, subdivision and development process, you are required to contact the Parks and Recreation Director to fully review your proposal and discuss in detail the requirements of the Subdivision Ordinance Section 30:18 pertaining to Parks and Recreation.

To meet this requirement, contact Chuck Stifter, Park Planner at 763-494-6503 to schedule a meeting. This requirement must be fulfilled at least 28 days prior to the Planning Commission meeting and before the preparation of plans for submission of the application for preliminary plat approval.

Thank you for your cooperation on this matter.

Sincerely,

Terry Just, Director
Parks and Recreation Board

"Serving Today, Shaping Tomorrow"

Timothy Phenow, Chairman
Douglas Anderson, Board Member
John M. Ferm, Board Member
Pat Hoffman, Board Member
Sally Mainquist, Board Member

CITY OF MAPLE GROVE 2016 PLANNING COMMISSION SUBMISSION DATES

Submission Deadline (DATE is FIRM)	Planning Commission Meeting Dates	City Council Meeting Dates	Osseo-MG Press PH Notice Deadline	Residential Mailing Deadline
December 14, 2015 December 28, 2015	January 11, 2016 January 25, 2016	*Tues., January 19, 2016 February 1, 2016	December 24, 2015 January 7, 2016	December 31, 2015 January 15, 2016
January 11, 2016 February 1, 2016	February 8, 2016 February 29, 2016	*****Tues., February 16, 2016 March 7, 2016	January 21, 2016 February 11, 2016	January 29, 2016 February 19, 2016
*Tues., February 16, 2016 February 29, 2016	March 14, 2016 March 28, 2016	March 21, 2016 April 4, 2016	February 25, 2016 March 10, 2016	March 4, 2016 March 18, 2016
March 14, 2016 March 28, 2016	April 11, 2016 April 25, 2016	April 18, 2016 May 2, 2016	March 24, 2016 April 7, 2016	April 1, 2016 April 15, 2016
April 11, 2016 May 2, 2016	May 9, 2016 *****Tues., May 31, 2016	May 16, 2016 June 6, 2016	April 21, 2016 May 12, 2016	April 29, 2016 May 20, 2016
May 16, 2016 *Tues., May 31, 2016	June 13, 2016 June 27, 2016	June 20, 2016 *Tues., July 5, 2016	May 26, 2016 June 9, 2016	June 3, 2016 June 17, 2016
June 13, 2016 June 27, 2016	July 11, 2016 July 25, 2016	July 18, 2016 August 1, 2016	June 23, 2016 July 7, 2016	July 1, 2016 July 15, 2016
July 11, 2016 August 1, 2016	August 8, 2016 August 29, 2016	August 15, 2016 *****Tues., Sept. 6, 2016	July 21, 2016 August 11, 2016	July 29, 2016 August 19, 2016
August 15, 2016 August 29, 2016	September 12, 2016 September 26, 2016	September 19, 2016 October 3, 2016	August 25, 2016 September 8, 2016	September 2, 2016 September 16, 2016
September 12, 2016 October 3, 2016	October 10, 2016 October 31, 2016	October 17, 2016 November 7, 2016	September 22, 2016 October 13, 2016	September 30, 2016 October 21, 2016
October 17, 2016 October 31, 2016	November 14, 2016 November 28, 2016	November 21, 2016 December 5, 2016	October 27, 2016 November 10, 2016	November 4, 2016 November 18, 2016
November 14, 2016	December 12, 2016	December 19, 2016	November 23, 2016	December 2, 2016

Planning Commission meetings are held on the 2nd and last Mondays of the month at **7:00 p.m.** unless a holiday falls on a Monday, then it would be held on the following Tuesday. After the Planning Commission makes its recommendation, (unless it is tabled) the item will be scheduled on the next available City Council meeting for their action.