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:

_____

SHORT PLAT

Name of Preliminary and Final Plat (Project Name) _____

For Residential Projects: Number of Lots _____, Attached/Detached (circle), Number of Outlots _____, Number of Affordable Units: _____.
PID#'s: _____
Legal Description: _____

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 as described on the attached "Final Plat Procedures":

_____1) Completed Application for Short Plat (Submission Deadline Date FIRM)
_____2) Application fee of **$200**
_____3) Legal description of the property to be divided
_____4) Narrative of Project (Optional)
_____5) Completed Acknowledgement of Responsibility form
_____6) Completed Affirmation of Sufficient Interest form
_____7) Names and addresses of property owners within 500' of short plat, certified by the Auditor of Hennepin County (mail letter to Hennepin County Government Center **OR** order by phone 612-348-5910)
_____8) Blue line copies of the following:
  ____a) 15 folded copies of a Preliminary Plat
  ____b) 15 folded copies of the proposed Final Plat
  ____c) 15 folded copies of the grading/drainage plans
_____9) One set (8½" × 11") paper copy of all documents listed in #8 above (not stapled)
____10) **Two** USB Flash Drives in .DXF **AND** .PDF format using the Hennepin County coordinate system for all maps listed in #8 above.
____11) 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.

APPLICANT - To receive names & addresses of property owners within 500' of the applicant address, please <u>mail a copy of this letter to the Hennepin County Government Center or you may order by phone by calling 612-348-5910</u>.

Date: _____

Property Id and Platting Unit
A-500 Government Center
300 South 6th Street
Minneapolis, MN 55478-0055

Dear Property ID/Platting:

Please prepare a certified list of the names and addresses of the owners of all properties located within **<u>500 feet</u>** of the following property:

Street Address _____

_____

Legal Description_____

_____

I understand the fee will be $1.25 per parcel/<u>$25.00 minimum/$250.00 maximum</u>. Please notify me when the list is complete and what the total fee is at:

_____

(Applicant's Name & Daytime Phone Number)

Hennepin County: After receiving payment for the list, please mail labels to:

_____

_____

_____

Sincerely,

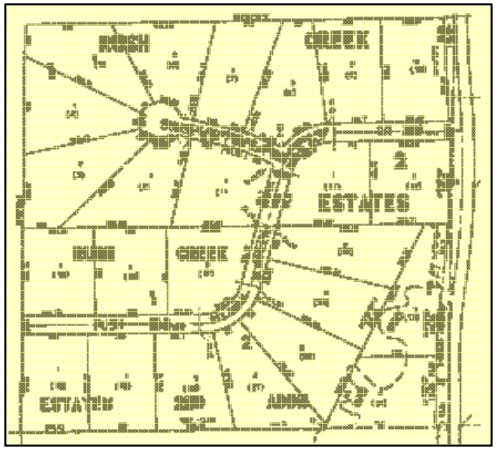
_____

(Name of Applicant)

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. 30-14. Short plat procedure.

The short plat review process shall require submission of the same information and shall follow the same procedures as are required for preliminary and final plats, except that the preliminary plat and final plat may be reviewed together in one meeting by the planning commission and then by the city council, thereby shortening the review process. The fee for the short plat review process shall be as established by the city council as set forth in chapter 16, article XI. Wherever any conflict between requirements for preliminary plats and final plats is created by such combined considerations, those provisions which require greater public notice and disclosure shall govern.

(Code 1984, § 350:15)

Sec. 30-15. Review and approval of preliminary plat.

(a) Required submittals.

(1) An application for preliminary plat review, application fee and preliminary plat with required content and submittals as specified in section 30-16 shall be delivered to the zoning administrator. The required filing fees, sureties, escrows and deposits are as established by the city council as set forth in chapter 16, article XI, and any necessary applications for variances from or amendment of the provisions of this Code shall be submitted with the required fees, sureties, escrows and deposits.

(2) The application and required submittals shall be delivered at least 28 days prior to the regular planning commission 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) Hearing.

(1) Upon delivery of the application, the zoning administrator shall set a public hearing date before the planning commission in accordance with subsection (a)(2) of this section, and distribute the preliminary plat and submittals to appropriate staff and referral agencies. The planning commission shall conduct the hearing, and report its findings and make recommendations to the city council.

(2) Notice of the hearing shall consist of a property identification number and street address or common description, a description of the request, and a map detailing the property location, and shall be published in the official newspaper at least ten days prior to the hearing.

(3) Written notification of the hearing shall be mailed at least ten days prior to the hearing date to all owners of land within 500 feet of the boundary of the property in question.

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

(d) Review by other agencies or jurisdictions. The zoning administrator shall refer copies of the preliminary plat to the park board and county, state or other public jurisdictions for their review and comment, where appropriate.

(e) Planning commission action. The planning commission shall make a recommendation to the city council within 30 days following the close of the public hearing unless an extension of the review period has been agreed to by the applicant. If the recommendation of the planning commission has not been received in time to meet the requirement, the council may act on the preliminary plat without such recommendation.

(f) City council action.

(1) If all requirements of this chapter and as additionally imposed by the planning commission are complied with, the council shall act upon the preliminary plat and may impose conditions and restrictions which are deemed necessary within 120 days following delivery of an application and written acknowledgment by the city that the application is in compliance with this Code, unless an extension of the review period has been agreed to by the applicant. If the council fails to approve or disapprove the preliminary plat within such period, the preliminary plat shall be deemed approved and upon demand the city shall execute a certificate to that effect.

(2) If the preliminary plat is approved by the city council or by act of law, the subdivider must submit the final plat within one year after such approval or, subject to the provisions of Minn. Stats. § 462.358, subd. 3c, and subject to the following, approval of the preliminary plat shall be void:

a. 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 deadline date of the preliminary plat approval.

b. 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.

c. Only one such extension request may be made.

d. Failure to file an extension request in a timely fashion, or the change of any restriction or control referred to in (f)(2)b of this section will require the submission of a new application for subdivision approval.

(3) If the preliminary plat is denied by the city council, the reasons for such action shall be recorded in the proceedings of the council and transmitted to the applicant.

a. Revisions to an approved preliminary plat may be necessary as a result of public improvement feasibility studies or other new information that renders any aspect of the approved plan questionable.

b. Any revision which, in the determination of the zoning administrator or planning commission, results in a significant change to the approved preliminary plat shall be subject to a public hearing as prescribed in subsection (b) of this section.

c. The city council may also require such revisions in the preliminary plat as it deems necessary for the health, safety, general welfare or convenience of the city.

d. A preliminary plat shall be denied if the applicant has failed to determine if a mound management plan is necessary.

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

(Code 1984, § 350:18; Ord. No. 04-09, § 1, 4-19-2004)

Sec. 30-16. Data required for preliminary plat.

(a) Required submittals. Fifteen sets of all preliminary plat drawings with any necessary supplementary information, one set of 8½-inch by 11-inch paper copy of all maps thereof, and a list of property owners located within 500 feet of the land proposed to be subdivided shall be submitted. The list shall be obtained from and certified by the county. The preliminary plat shall contain the following information:

(1) General requirements. The plan shall contain the following:

a. Proposed name of the subdivision. Names shall not duplicate or too closely resemble names of existing subdivisions within the county.

b. Location of boundary lines in relation to a known section, quarter section or quarter-quarter section line comprising a legal description of the property.

c. Names and addresses of all persons having an interest in the property, and the developer, designer and surveyor, together with their registration number.

d. Graphic scale of plat, not less than one inch to 100 feet.

e. Date and north arrow.

(2) Existing conditions. The plan shall contain the following:

a. Boundary line of the proposed subdivision, clearly indicated.

b. Existing zoning classifications for land within and abutting the subdivision.

c. A dimensional summary including area of the proposed subdivision, street rights-of-way, parks and trailways, wetlands, lots and outlots, and average lot area and width.

d. Location, dimensions, names and types of any and all existing or previously platted streets or other public ways, railroad and utility rights-of-way, parks and other public open spaces, permanent buildings and structures, easements, sections and district boundaries of taxing, fire, watershed, school, governmental and other such authorities having jurisdiction within the tract and to a distance of 200 feet beyond the tract.

e. Location and size of existing sewers, water mains, culverts or other underground facilities within the tract and to a distance of 200 feet beyond the tract. Such data as grades, invert elevations, and locations of catchbasins, manholes and hydrants shall also be shown.

f. Boundary lines of adjoining unsubdivided land, within 200 feet, identified by name and ownership, including all contiguous land owned or controlled by the applicant. Where the applicant owns property adjacent to that which is being proposed for the subdivision, the applicant shall submit a sketch plan of the remainder of the property as to show the possible relationships between the proposed subdivision and future adjacent subdivision.

g. Topographic data, including contours at vertical intervals of not more than two feet. Watercourses, marshes, rock outcrops, power transmission poles and lines, and other significant features shall also be shown. USGS datum shall be used for all topographic mapping where feasible.

h. Location, dimensions, and other identifying characteristics of any and all historical, archeological, cultural and human burial sites located within and to a distance of 200 feet beyond the applicant's tract, including, but not limited to, Native American burial sites that may be identified.

i. The information required pursuant to section 36-697.

(3) Proposed design features.

a. Layout of proposed streets showing right-of-way widths, centerline gradients, typical cross sections, and proposed names of streets in conformance with all applicable city ordinances and policies shall be shown. Street names shall be assigned in accordance with chapter 28, article III.

b. Locations and widths of proposed alleys and pedestrian ways shall be shown.

c. Locations of proposed sanitary and storm sewer lines and water mains shall be shown.

d. Provision for surface water disposal, drainage, and flood control that complies with applicable ordinances, statutes and governmental regulations shall be included.

e. A plan for soil erosion and sediment control both during construction and after development has been completed shall be included. The plan shall include gradients of waterways, design of velocity and erosion control measures, landscaping of the erosion and sediment control system and stabilization of disturbed areas, and the plan shall be in conformance with chapter 14, article IV.

f. Layout, numbers, lot areas, and preliminary dimensions of lots and blocks shall be shown.

g. Minimum building setback lines as required in chapter 36 shall be shown.

h. When lots are located on a curve, the width of the lot at the building setback line shall be shown.

i. Any area, other than streets, alleys, pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the acreage of each such area, shall be shown.

j. Water mains shall be provided to serve the subdivision by extension of an existing community system wherever feasible. Service connections shall be stubbed into the property line and all necessary fire hydrants shall also be provided. Extensions of the public water supply system shall be designed so as to provide public water in accordance with the standards of the city as contained in the Maple Grove Water Supply and Distribution Report, as amended.

k. Sanitary sewer mains and service connections shall be installed in accordance with the city's comprehensive sewer plan, as amended.

l. Where structures are to be placed on large or deep lots which are subject to potential replat, the applicant should consider the placement of structures so that lots could be further subdivided. A sketch plan that illustrates a way in which the lots could possibly be resubdivided may be submitted for review and non-binding comment by the city.

m. A vegetation preservation and protection plan that shows those trees proposed to be removed, those to remain, the types and locations of trees, and other vegetation that is to be planted shall be included.

(b) Supplementary information. When deemed necessary by the zoning administrator, any or all of the following supplementary information requirements shall be submitted:

(1) Proposed covenants.

(2) An accurate soil survey of the subdivision prepared by a qualified person.

(3) A survey prepared by a qualified person identifying tree coverage in the proposed subdivision in terms of type, weakness, maturity, potential hazard, infestation, vigor, density, and spacing.

(4) Such other information as may be requested by the zoning administrator, city engineer, planning commission, or city council.

(Code 1984, § 350:21; Ord. No. 04-04, § 1, 2-2-2004)

Sec. 30-17. Design standards for preliminary plats, final plats, and subdivisions.

Design standards for preliminary plats, final plats, and subdivisions are as follows:

(1) Blocks.

a. Block length.

1. In general, intersecting streets determining block lengths shall be provided at such intervals as to serve cross-traffic adequately and to meet existing streets.

2. Where no existing plats control, blocks shall not exceed 1,320 feet in length, except where topography or other conditions justify a departure from this maximum.

3. In blocks longer than 800 feet, pedestrian ways and/or easements through the block may be required near the center of the block.

b. Block width. The width of the block shall normally be sufficient to allow two tiers of lots having a depth appropriate to the applicable zoning district as suggested by the minimum lot requirements for that zoning district. Blocks intended for business or industrial use shall be of such width as to be considered most suitable for their anticipated use, including adequate space for off-street parking and deliveries.

(2) Lots.

a. Minimum area and width. The minimum lot area and width shall not be less than that established by the zoning regulations of chapter 36 in effect at the time of the most current completed application for preliminary plat of the affected property. This requirement shall not apply to property used or to be used for a public purpose such as, but not limited to, a well site or park.

b. Ratio of depth to width. No lot shall be more than four times as deep as it is wide. Those portions of a lot within any abutting wetland, public water, or steep slopes of the type described in subsection (7)c of this section shall be ignored when determining whether the lot complies with this ratio.

c. Corner lots. Corner lots for residential use shall have such dimensions as to permit building setback from both streets as required in chapter 36.

d. Side lot lines. Side lines of lots shall be approximately at right angles to street lines or radial to curved street lines.

e. Frontage. Every lot must have frontage on a public street.

f. Watercourses. Lots abutting a watercourse, drainageway, channel or stream shall have additional depth and width, as required under the provisions of chapter 36 for the floodplain, shoreland and wetland systems districts.

g. Preservation of special features. In the subdividing of any land, due regard shall be shown for all natural features, such as trees, wetlands, watercourses, historic sites or similar conditions which if preserved will add attractiveness and stability to the proposed development.

h. Lot remnants. All remnants of lots below minimum size left over after subdividing of a larger tract must be added to adjacent lots, rather than allowed to remain as separate parcels or platted as outlots.

i. Tax district boundaries. No lot shall extend over a tax district boundary without approval of the affected district tax authorities.

j. Through lots. Through lots shall not be permitted except where lots back on major streets, or where topographic or other conditions render subdividing otherwise unreasonable. To allow space for screen planting along the back lot line, such lots, where allowed, shall have an additional depth of at least 20 feet beyond the lot depth appropriate to the applicable zoning district as suggested by the minimum lot requirements for that zoning district.

k. Access restrictions. No residential lots shall receive direct access from a high volume collector or greater volume street, nor shall any commercial or industrial lot receive direct access from a minor arterial street or a street of greater volume.

(3) Streets, alleys and sidewalks.

a. Continuity and arrangement of streets. Except for culs-de-sac, streets shall connect with dedicated or existing streets on adjoining or adjacent lands, or provide for future connections to adjoining lands, or shall be a reasonable projection of streets on the nearest properties. The arrangement of streets shall be considered in their relation to the reasonable circulation of traffic, to topographic conditions, to runoff of stormwater, and to public convenience and safety, and in their appropriate relation to the proposed uses of the area to be served.

b. Local streets and dead-end streets.

1. Local streets should be so planned so as to discourage their use by non-local traffic. Permanent dead-end streets are prohibited, but culs-de-sac may be permitted if not contrary to public health, safety, welfare or convenience.

2. Culs-de-sac shall not be longer than 500 feet. The length shall be measured from the centerline of the adjoining street to the center of the turnaround.

3. The cul-de-sac shall have a minimum right-of-way radius of 60 feet. Where the street right-of-way intersects the cul-de-sac right-of-way, a 30-foot radius is required.

c. Width of right-of-way. Right-of-way shall be dedicated in the following minimum widths. The city engineer may require such additional right-of-way as he determines will be necessary as a result of approval of the subdivision either standing alone or as a part of a group of subdivisions over time.

1. Local street: 60 feet.

2. Minor collector street: 80 feet.

3. Major collector street: 100 feet.

4. Minor arterial street: 120 feet.

d. Railroad crossings. Dedication of sufficient land, as determined by the city council, to ensure a safe view will be required before the city will accept any street dedication requiring a crossing of a railroad. An indication in writing from the public utilities commission that a crossing permit may be granted shall also be submitted before the preliminary plat can be approved.

e. Street intersections. Under normal conditions, streets shall be laid out so as to intersect as nearly as possible at right angles, except where topography or other conditions justify variations. Under normal conditions, the minimum angle of intersection of streets shall be 80 degrees. Street intersections less than 125 feet apart, as measured from right-of-way to right-of-way, shall be avoided.

f. Subdivisions abutting major rights-of-way. Wherever the proposed subdivision contains or is adjacent to the right-of-way of a U.S. or state highway, or railroad, provision shall be made for a frontage road approximately parallel and adjacent to the boundary of such right-of-way, provided that due consideration is given to proper traffic circulation. Such frontage roads shall be located at a distance from the rights-of-way suitable for the appropriate use of the intervening land. Such distance shall be determined with due consideration of the minimum distance required for approach connections to future grade separations, or for lot depths.

g. Sidewalks. A paved sidewalk or pedestrian pathway not less than five feet in width is required on each side of the paved surface of any street to be constructed. See section 14-128 and the city's approved standard specifications adopted by the city council pursuant thereto. When a sidewalk parallels a street ending in a cul-de-sac, the sidewalk need not encircle the cul-de-sac but may continue upon its parallel course until it intersects with the pavement of the cul-de-sac and may there terminate.

h. Alleys.

1. Except where justified by special conditions related to the health, safety, welfare or convenience of the public, alleys will not be approved.

2. Alleys, where provided, shall not be less than 30 feet wide.

3. Dead-end alleys shall be avoided wherever possible, but, if unavoidable, such dead-end alleys may be approved if adequate turnaround facilities are provided at the closed end.

i. Half streets. Dedication of half streets shall not be approved, except where it is essential to the reasonable development of the subdivision and in conformity with the other requirements of this chapter, where it is found that it will be practical to require the dedication of the other half when the adjoining property is subdivided, or where it becomes necessary to acquire the remaining half by condemnation so that it may be improved in the public interest.

j. Compliance with city transportation plan. For all public ways hereafter dedicated and/or accepted, the minimum right-of-way, curve radius, curb radius, surfaced width and design standards for streets, alleys and pedestrian ways included in any subdivision shall be in accordance with the city's transportation plan, as amended, and subject to the approval of the city engineer.

k. Street grades. Except upon the recommendation of the city engineer that the topography warrants a greater maximum, the maximum grade for boulevards perpendicular to the right-of-way shall be four percent, the maximum grade for culs-de-sac shall be six percent, and the maximum grade for all other grades in all streets and alleys in any subdivision shall be eight percent. In addition, there shall be a minimum longitudinal grade on all streets, including culs-de-sac, of not less than 0.5 percent.

l. Reverse curves. Tangents of at least 100 feet in length shall be introduced between reverse curves on collector streets.

m. Reserve strips. Reserve strips controlling access to streets shall be prohibited.

n. Horizontal curves. Local street horizontal curves shall be at least 125 feet in centerline radius, for curves having internal angles of not more than 90 degrees. Where the internal angle exceeds 90 degrees, the minimum curve radius shall be 75 feet. The horizontal curves for collector or greater volume streets shall meet the minimum design criteria for the design speed of the street in accordance with municipal state aid standards.

(4) Easements.

a. Width and location. An easement for utilities and drainage at least ten feet wide along the front lot line and five feet wide along side and rear lot lines shall be provided. If necessary for the extension of main water or sewer lines or similar utilities, easements of greater width may be required along lot lines or across lots.

b. Continuity. Utility and drainage easements shall connect with easements established in adjoining properties. These easements, when approved, shall not thereafter be changed without the approval of the city council after a public hearing.

c. Easements along watercourses and drainage channels. Easements shall be provided along each side of the centerline of any watercourse or drainage channel, whether or not shown in the comprehensive plan, to a width sufficient in the judgment of the city council to provide proper maintenance and protection and to provide for stormwater runoff and installation and maintenance of storm sewers, and they shall be dedicated to the city by appropriate language in the owner's certificate.

(5) Erosion and sediment control. The development shall conform to the natural limitations presented by topography and soil so as to create the least potential for soil erosion. Also see subsection 30-22(a)(6).

(6) Drainage.

a. Where municipal storm sewer systems do not exist, or the introduction of such public system is deemed inappropriate by the city council, provisions for stormwater drainage shall be consistent with the city's storm drainage plan, as amended, and be subject to the review of the city engineer, who shall report to the city council on the feasibility of the plan presented.

b. No plat, subdivision or development on land subject to this section shall be approved before an adequate stormwater disposal plan is approved by the city engineer and council, and approval of grade and drainage requirements shall be at the applicant's expense. The use of dry wells for the purpose of stormwater disposal is prohibited.

c. No buildable portion of a subdivision shall be approved on land subject to flooding or containing poor drainage facilities, and on land which would make adequate drainage of the streets and lots impossible. However, if the applicant agrees to make improvements which will, in the opinion of the city engineer, make the area completely safe for residential occupancy or provide adequate street and lot drainage and conform to applicable regulations of other agencies such as the U.S. Corps of Engineers, or the state department of natural resources, the final plat of the subdivision may be approved. In addition, such plats may not be approved if the cost of providing municipal services to protect the floodplain area would impose an unreasonable economic burden upon the city.

(7) Protected areas.

a. Where land proposed for subdivision contains drainageways, watercourses, floodable areas, wetlands or steep slopes, and thus may be unsuitable for development, the platting and development of those areas shall be consistent with limitations presented by such conditions.

b. Subdivisions shall be designed so that at least 75 percent of the minimum lot area is free of wetland soil types, water bodies, watercourses, drainageways or floodway areas, or steep slopes (over 18 percent).

c. No construction or grading shall be allowed on slopes steeper than 18 percent in grade over a horizontal distance of 50 feet.

d. For land in the S shoreland district, steep slopes shall be defined as set forth in 36-3.

(Code 1984, § 350:24; Ord. No. 16-01, § 1, 1-4-2016)

Sec. 30-18. Provision of land for public use.

(a) Required. Pursuant to Minn. Stats. § 462.358, subd. 2b, except as otherwise provided in this section, the city requires all owners or developers, as a prerequisite to approval of a plat, subdivision or development of any land, to convey to the city, or dedicate to the public use, a reasonable portion of any such proposal for public use as streets, roads, sewers, electric, gas and water facilities, stormwater drainage and holding areas or ponds, similar utilities and improvements, or parks, playgrounds, trails or open space, such portions to be approved and acceptable to the city.

(b) Suitability of dedicated land. Any land to be dedicated as a requirement of this section shall be reasonably adaptable for its proposed use and shall be at a location convenient to the people to be served. Factors used in evaluating the adequacy of proposed park and recreation areas shall include size, shape, topography, geology, tree cover, access and location.

(c) Park dedication requirements. Except as otherwise provided in this subsection, subdividers and developers of land within the city shall be required to dedicate to the city for park, playground, trail and public open space purposes the following minimum amounts of land or cash, or both, whichever the city, at its option, shall require. The required dedication shall be made prior to the city's release of the final plat for filing. Subdividers and developers may, however, pay the park dedication fee at any time after the final plat has been approved by the city council. The amount of any required cash contribution shall be calculated based upon rates established by the city and in effect as of the date of the release of the final plat for filing. For purposes of this subsection (c), words such as, but not limited to, "total acreage," "subdivision area," "the property in the plat, subdivision or development," and "the property being platted," whenever such words appear in this subsection or any resolution or policy adopted pursuant thereto, shall mean the gross area of the plat, subdivision or development except any undeveloped outlot that will, by current standards, be required to make the dedication required in this subsection at such time as the outlot is developed, subdivided or platted in the future.

(1) Residential dedications.

a. Land shall be dedicated pursuant to the following schedule, wherein density is calculated by considering the total acreage of the entire plat, subdivision or development being considered:

Dwelling Units per Gross Acre	Dedication Requirement
Less than 9	10 percent of subdivision area
9 and more	11 percent of subdivision area plus an additional 1 percent for each additional dwelling unit per acre over 9

The following schedules shall apply in the specific situations listed below:

1. Developments that include affordable units (affordable as determined by the city) shall receive a 25 percent reduction from the single unit rate for each affordable unit.

2. Developments with multiple dwelling structures that have a density of 14 units per acre, a minimum of eight units per structure and has a common internal access corridor for all units shall receive a 20 percent reduction from the single unit rate for each unit that satisfies the above.

3. Developments that include memory care and assisted living units shall apply the commercial rate to the percentage of memory care and/or assisted living units that are in the project multiplied by the project net acres.

The above schedules shall not be utilized cumulatively.

b. A cash contribution in lieu of land dedication may be required at the discretion of the city. The cash contribution shall be calculated by the city estimating the fair market value per acre of residential property in the city, and such value shall then be multiplied by ten percent and the resulting figure divided by the average density of residential development existing in the city. The city shall establish the cash contribution by resolution, which shall not exceed the above calculation.

c. The city may require the subdivider or developer to make a combination cash and land dedication pursuant to the following formula:

1. The amount of land which could be required in accordance with this chapter shall be calculated.

2. From the total calculated under subsection c.1 of this subsection, the actual amount of land the city determines to be needed to fulfill the purposes of this subsection c shall be subtracted.

3. The balance arrived at under subsection c.2 of this subsection shall be converted into a cash contribution in lieu of land dedication pursuant to a standard formula established by the city, which formula takes into consideration such things as, but not necessarily limited to, the fair market value of the property in the plat, subdivision or development and the percentage of the total park dedication obligation represented by such balance.

(2) Commercial and industrial dedication requirements.

a. Land dedication, if required, shall be 7½ percent of the subdivision or development.

b. If the city requires payment of fees in lieu of land dedication, that fee shall be based upon the same percentage set forth in subsection a of this subsection, multiplied by the acreage of the proposed plat, development or subdivision, and by the council's estimate, as established at least annually by resolution, of the fair market value per acre of undeveloped commercial/industrial land in the community.

c. Where a combination land and cash dedication is made, the lands dedicated will be deducted from the total park dedication land requirement, and the balance of required dedication acreage will be multiplied by the current council estimate established pursuant to subsection b of this subsection to determine the amount of cash dedication.

(3) Miscellaneous requirements. The following requirements apply to all dedications or conveyances for park, playground, trail or public open space purposes:

a. Suitability of land. Land conveyed or dedicated pursuant to the provisions of this subsection (c) must be located outside of drainageways, floodplains and ponding areas after the site has been developed.

b. Installation of improvements. As part of their development contract or site plan approval responsibilities, owners and developers shall be responsible for making certain improvements to the developments for park, playground, trail and public open space purposes, including, but not limited to, finished grading and ground cover for all park, playground, trail and public open spaces within their developments.

c. Standards for location.

1. The park board shall develop and recommend to the city council for adoption standards and guidelines for determining what geographic location of each such development should reasonably be required to be so conveyed or dedicated.

2. Such standards and guidelines may take into consideration the zoning classification to be assigned to the land to be developed, the particular use proposed for such land, amenities to be provided and factors of density and site development as proposed by the owners or developers.

3. The park board shall further recommend changes and amendments from time to time to such standards and guidelines to reflect changes in the usage of land which may occur, changes in zoning classifications and concepts, and changes in planning and development concepts that relate to the development and usages to which land may be put.

d. Park board recommendations. The park board shall, in each case, recommend to the city council the total area and location of such land that the park board feels should be so conveyed or dedicated within the development for park or playground purposes.

e. Acquisition of sites proposed on official map or comprehensive plan. Where a proposed park, playground, trail, open space or other recreational area that has been indicated on the official map and/or comprehensive plan is located in whole or in part within a proposed subdivision, such proposed site shall be designated as such and be dedicated to the city. If the subdivider chooses not to dedicate an area in excess of the land

required under this section for such proposed site, the council shall not be required to act to approve or disapprove the plat of the subdivision for a period of 90 days after the subdivider meets all the provisions of this chapter, in order to permit the council to consider the proposed plat and to take the necessary steps to acquire, through purchase or condemnation, all or part of the public site proposed on the official map or comprehensive plan.

f. Density and open space requirements under zoning regulations. Land area so conveyed or dedicated for park, playground, trail and open space purposes may not be used by an owner or developer as an allowance for purposes of calculating the density requirements of the development as set out in chapter 36 and shall be in addition to and not in lieu of open space requirements for planned unit developments pursuant to chapter 36.

g. Private open space. Where private open space for park, playground, trail, open space or other recreation purposes is provided in a proposed subdivision and such space is to be privately owned and maintained by the future residents of the subdivision, such areas may be used for credit at the discretion of the city council against the requirement of dedication for purposes described in this subsection (c), provided the city council finds it is in the public interest to do so and that the following standards are met:

1. Yards, court areas, setbacks and other open space required to be maintained by the zoning and building regulations shall not be included in the computation of such private open space;

2. The private ownership and maintenance of the open space shall be adequately provided for by written agreement;

3. The private open space shall be restricted for park, playground, trail, open space or recreational purposes by recorded covenants which run with the land in favor of the future owners of property within the tract and which cannot be eliminated without the consent of the city council;

4. The proposed private open space must be reasonably adaptable for use for such purposes, taking into consideration such factors as size, shape, topography, geology, access and location of the private open space land;

5. Facilities proposed for such purposes must be in substantial accordance with the provisions of the recreational element of the comprehensive plan, and be approved by the city council; and

6. Where such credit is granted, the amount of credit shall not exceed 25 percent of the amount calculated in subsection (c)(1) or (2) of this section, whichever is applicable.

h. Disposition of cash contributions. The park board shall establish a separate fund into which all cash contributions received from owners and developers in lieu of conveyance or dedication of land for park, playground, trail and open space purposes shall be deposited. The park board shall establish separate budgeting and accounting procedures for such fund and shall make from time to time appropriations from such fund for acquisition of land for such purposes, for developing existing park, playground, trail and open space sites or for debt retirement in connection with land previously acquired for such purposes.

i. Administrative procedures. The park board shall establish such administrative procedures as it may deem necessary and required to implement the provisions of this subsection (c).

(4) Determination of land type. The determination of whether land is residential, commercial, or industrial shall be based upon the zoning of the particular land for which dedication is required. Zoning classifications shall be categorized as follows:

Zoning	Land Type
R-A, R-1, R-2, R-2b, R-3, R-4, R-5	Residential
B, FF	Commercial
I	Industrial
Planned unit development (PUD), FP, S, and W	See underlying zoning classification

PUD district	See major use approved when zoned PUD

(5) Waivers. The park dedication requirement may be waived by the city council in connection with lands described in subsections a and b of this subsection, subject to the requirements of subsections c and d of this subsection. Such lands include:

a. Land owned by a government or governmental subdivision, which land is or will be devoted to a public purpose; and

b. Privately owned land that is intended to be maintained or developed so as to contain on at least 90 percent of the gross subdivision area large park-like areas open to use by the public such as a golf course.

c. Prior to subdivision approval and any such waiver, the property owner (public or private) must present to the city in recordable form a covenant running with the land and satisfactory to the city wherein the owner agrees for himself, his heirs, successors, and assigns to make park dedication for the land according to prevailing requirements at the time dedication is required in any of the following circumstances:

1. Whenever public lands or uses or portions thereof which are otherwise exempt become privately owned and do not or will not meet the 90 percent requirement set forth in this subsection, as measured at the time of the covenant;

2. Whenever more than ten percent of the gross subdivision area of any privately owned property, as measured at the time of the covenant, becomes developed so as to prevent the public by design or implication from unrestricted access to the land; or

3. If the actual or intended use of the land changes so as to be inconsistent with the types of public activities and uses set forth in this subsection.

d. The covenant referred to in subsection c of this subsection shall be filed in the office of the county recorder at the owner's expense at or before the recording of the plat by which the subdivision is accomplished.

(Code 1984, § 350:27; Ord. No. 04-25, § 1, 12-6-2004; Ord. No. 08-14, § 1, 11-3-2008)

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.