

APPLICATION FOR A PLAT

Application Deadline & Completeness: All required application information and payment of the application fee must be received by the deadline identified on the attached schedule.

All applications are evaluated by Planning Department staff, including the application form, fee, site plan and other relevant supporting information. If the materials submitted are deemed to be incomplete, Planning Department staff can reject the application and not place the item on the Planning Commission agenda.

Application Fees:

Preliminary Plat Review:	Single-Family Residential	\$500 + \$5 per unit (Max. \$700)
	Multiple Family, Commercial & Industrial	\$500 + \$20 per UWFY (Max. \$700)
Final Plat Review:	Single-Family Residential	\$250 + \$5 per unit (Max. \$600)
	Multiple Family, Commercial & Industrial	\$250 + \$20 per UWFY (Max. \$600)

Application Information Required: Six full-size copies (24" x 36") of the plat, one full-size reproducible copy (scale of 1" = 100') and one 11" x 17" copy are required for preliminary and final plats.

- For plats requiring county and/or state review for roads, wetlands, etc.: Documentation shall be provided with the preliminary plat application indicating the plat has been provided to the county and/or state for review. The application will not be submitted to the City Council prior to receiving the county and/or state review comments.
- If the property being platted is residential and a park land dedication has not been previously provided or a park fee has not been previously paid, a park land dedication or cash in lieu of the park land dedication is required. Acceptance of either option is at the discretion of the City.
- Cash Payment in Lieu of Park and Open Space Land Dedication:

Single Family Development	\$1,196 per dwelling unit
Multiple Family Development	\$792 per dwelling unit

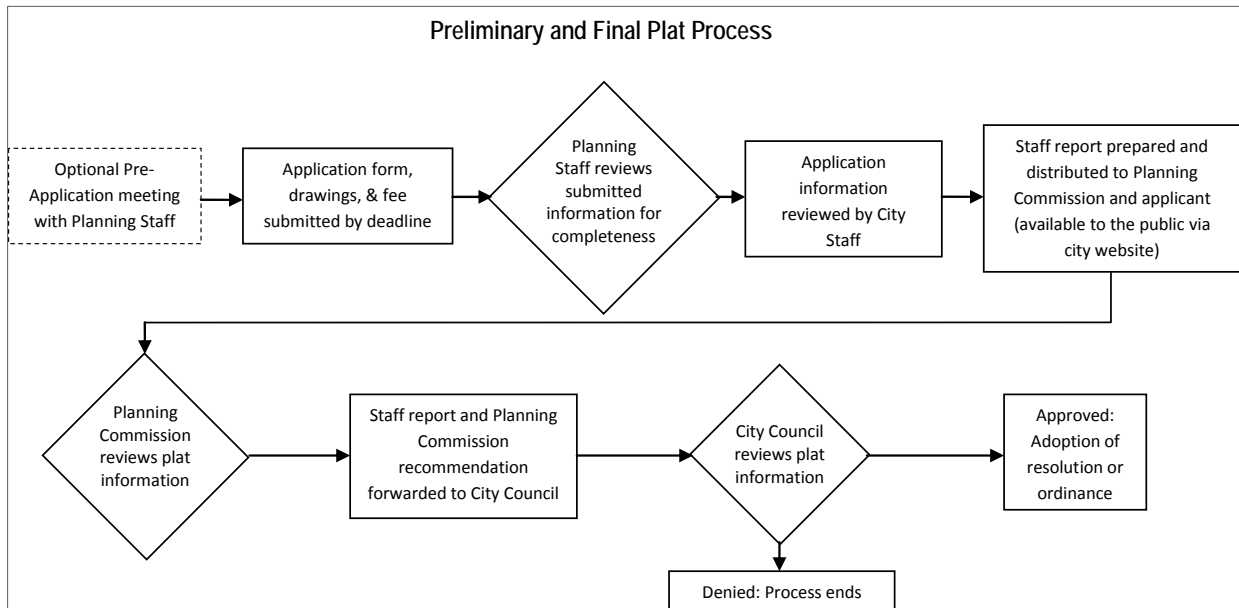
Staff Review: Staff will review all application materials and prepare a memorandum for the Planning Commission. The memo will contain City staff's recommendation to approve, approve with conditions, or deny. A copy of all application materials, including the staff memo, will be mailed to the applicant prior to the Planning Commission meeting. All materials will be available to the public through the City's website.

Planning Commission Meetings: Planning Commission meetings are held on the second Tuesday of each month, unless there is a conflict with an election or holiday.

- The Planning Commission receives a copy of all plat application materials and reports from the Planning Department.
- The Planning Commission does not hold a public hearing, but may ask the applicant to answer questions related to the proposed plat.
- The Planning Commission has the option of approving the request, approving the request with conditions, denying the request, or tabling a decision on the matter to their next meeting. The Planning Commission's decision is submitted to the City Council in the form of a recommendation, along with application materials, a copy of the staff report and recommendation and any other related information. All of the submitted information creates the 'public record'.

City Council Meetings: City Council meetings are usually held on Mondays twice a month. Planning Department staff will place the plat request on the next regularly scheduled City Council meeting.

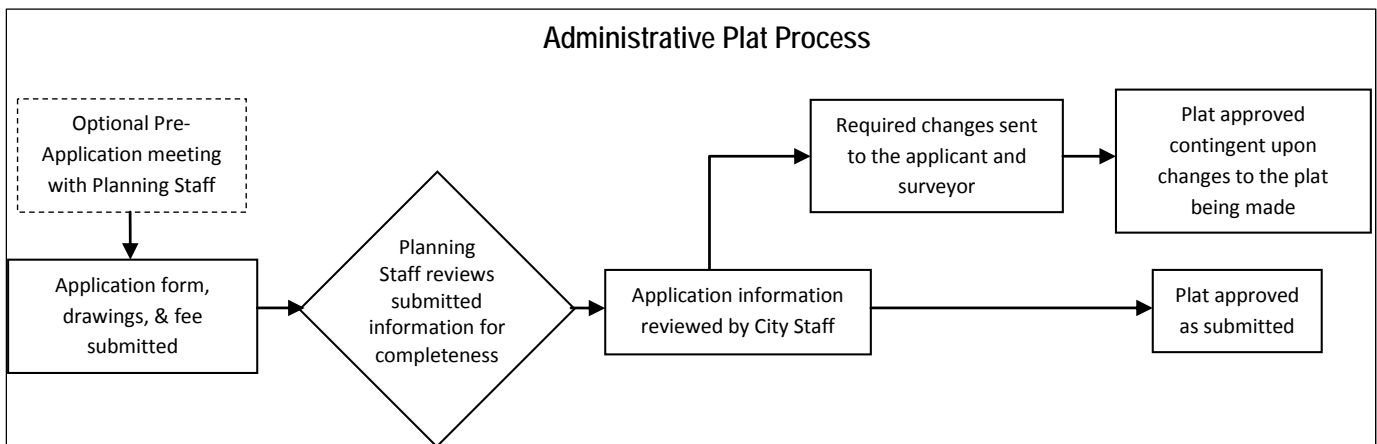
- The City Council does not hold a public hearing, but may ask the applicant to answer questions related to the proposed plat.
- The City Council has the option of approving the request, approving the request with conditions, denying the request, or tabling a decision on the matter to their next meeting.



Administrative Plat Process: The Administrative Plat process is limited to properties that have already been platted at least once and there is no proposed dedication of public right-of-way within the boundary of the plat. Administrative plats are not reviewed by the Planning Commission or City Council.

- The applicant or their representative submits a complete application, including fee and drawings, to the Planning Department. The Zoning Administrator has up to ten (10) working days to determine if the application is deemed to be satisfactory or incomplete. The Zoning Administrator then has up to twenty (20) working days to review the plat and either accept or reject the proposed Administrative Plat.
- Copies of the plat and any relevant information are sent to other City departments for review and comment. Planning Department staff will compile all comments and forward them to the applicant.

Additional information about the Administrative Plat process can be found in Article 5 – Subdivision Application and Approval, Section 8.5 – Administrative Plat.



Note to Applicant: Please be aware that any written information you provide with your application or at a public hearing, including pictures, becomes the property of the City. All comments made at all meetings of the Planning Commission, Zoning Board of Appeals and City Council becomes part of the public record.

Virtually all Planning Commission, Zoning Board of Appeals and City Council meetings are broadcast live on cable Channel 19 in St. Cloud and rebroadcast at later dates.

Questions / Submit Completed Application To:

Planning & Zoning Department
400 2nd Street South
St. Cloud, MN 56301

Phone: (320) 255-7218 Email: planner@ci.stcloud.mn.us
Fax: (320) 255-7258 Website: www.ci.stcloud.mn.us

The City of St. Cloud’s mission is to “provide high quality public services for our residents in a cost effective, responsive, innovative and professional manner given the changing needs and resources available.”

APPLICATION FOR A PLAT

Name of Proposed Plat: _____

- Preliminary Plat Gross Acreage _____
- Final Plat
- Administrative Plat Number of Lots _____

APPLICANT INFORMATION:

Name(s): _____

Address, City, State, and Zip Code: _____

Phone Number(s): _____ E-mail Address: _____

PROPERTY OWNER INFORMATION:

Name(s): _____

Address, City, State, and Zip Code: _____

Phone Number(s): _____ E-mail Address: _____

SURVEYOR INFORMATION:

Name(s): _____

Company Name: _____

Address, City, State, and Zip Code: _____

Phone Number(s): _____ E-mail Address: _____

RELATED INFORMATION:

Are there any possible wetlands within the boundary of the proposed plat? Yes No

Have the wetlands been delineated? Yes No

Has the County approved the delineation? Yes No

 If Yes, what date was the delineation approved on? _____

Is the plat adjacent to county, state, or federal right-of-way? Yes No

Does the plat include any of the following?

 Dedication of public right-of-way: Yes No

 Installation of public infrastructure (water, sanitary sewer, etc.): Yes No

 Dedication of property or cash payment in lieu of park and open space land dedication: Yes No

I HEREBY CERTIFY THAT I HAVE READ, EXAMINED AND UNDERSTAND THIS APPLICATION AND THAT THE INFORMATION SUBMITTED HEREIN AND ATTACHED HERETO IS TRUE, ACCURATE AND CORRECTLY STATES MY INTENTIONS.

Applicant Signature(s) _____ Print Name _____ Date _____

Property Owner Signature(s) _____ Print Name _____ Date _____

PLANNING COMMISSION

2019 Schedule of Meetings

Meeting Date (meetings begin at 6:00 p.m.)	Submittal Deadline (all materials must be submitted by 4:30 p.m. unless otherwise denoted)
Tuesday, January 8	Wednesday, December 26, 2018
Tuesday, February 12	Monday, January 28
Tuesday, March 12	Monday, February 25
Tuesday, April 9	Monday, March 25
Tuesday, May 14	Monday, April 29
Tuesday, June 11	Tuesday, May 28
Tuesday, July 9	Monday, June 24
Tuesday, August 13	Monday, July 29
Tuesday, September 10	Monday, August 26
Tuesday, October 8	Monday, September 23
Tuesday, November 12	Monday, October 28
Tuesday, December 10	Monday, November 25