



FINAL PLAT CHECKLIST

Instructions

All of the items listed on this checklist are required to be shown on the Final Plat drawing and on related attachments. The preparer of the Final Plat should compare this checklist to the Final Plat drawing and related attachments and determine if each item has been shown or provided. Any checklist items that are missing must be added to the Final Plat submittal. As each item is completed, check it off this checklist. Once all items are shown, the drawings and related attachments may be submitted electronically (along with a copy of this completed checklist) to the City Planner.

A copy of this completed checklist is required to be submitted along with all other required drawings and related items.

Park Land Dedication

The City Council, at the time of preliminary platting, will have determined if the City will accept land or the cash equivalent to meet the park and trail dedication requirements. If land is dedicated, a deed for transfer to the City is required. If cash, a check is required. The amount of the check will be determined by the City Council at the time of approval of the final plat and due at the time of the final plat signatures.

Application and Plat Review Information:

The Final Plat application shall be considered OFFICIALLY filed when the City Planner has received and examined the application and determined that the application is complete. A determination of completeness shall be made within fifteen (15) business days of application submittal. A written notice as to the status of the application shall be mailed to the applicant within fifteen (15) business days after the application has been delivered to the Watertown City Hall.

Following the determination of "completeness", the Plat shall be referred to the Planning Commission for review at an upcoming meeting at which time a public hearing on the Plat may be scheduled.

Applicants are reminded that Minnesota Statute Section 462 requires that **notice of the Public Hearing** is sent to all property owners living within **350 feet** of the proposed development and also requires **publication in the Carver County News** a minimum of ten (10) days prior to the Public Hearing. **The applicant is responsible for the provision of mailing labels for every property within the effected area.**

Submit one (1) set of completed plans to the city planner or city administrator.

Notice of Meeting Attendance

In order for the Planning Commission and City Council to consider any request, the applicant or a designated representative must be present at the scheduled meeting. If not, the matter may be tabled or denied.

The applicant should contact the City Planner for a copy of the staff report and agenda, which will be available two days prior to the meeting

Instructions (Continued)

Applicants are reminded that Minnesota Statute Section 462 requires that notice of the public hearing is sent to all property owners living within 350 feet of the proposed development and also requires publication in the Carver County News a minimum of ten (10) days prior to the public hearing. **As part of the application submittal, addresses labels shall be provided for every address within the 350-foot boundary.**

Notice of Additional Fees

In addition to the fees outlined in the City of Watertown Fee Schedule, all applicants are hereby advised that the City of Watertown retains engineering, legal, and building consultants who will be involved in the development review process. All costs resulting from the review of the development application by the City and its consultants, including but not limited to City staff, engineering, legal, and building will be paid by the applicant. These fees will be deducted from the escrow deposit provided until those funds are depleted.

General Information

Project

PROJECT NAME:					
Address:					
City:		State:		Zip:	
Property Tax ID Number (PID #):					
Legal Description:					

Applicant

Name:					
Address:					
City:		State:		Zip:	
Phone Number:		Fax Number:		Email:	

Owner (if different from applicant)

Name:					
Address:					
City:		State:		Zip:	
Phone Number:		Fax Number:		Email:	



Final Plat Checklist

Section 1 - Legal Documents		Provided:				
1. Title opinion	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
2. Consent to Plat by all owners, mortgagees, etc.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
3. Warranty deed(s) to all new dedicated streets and dedicated park land	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
4. School district comment	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
5. Watershed district comment	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
6. Declarations of covenants, conditions, and restrictions, including	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
a. Homeowners association legal documents (if applicable)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
7. Easement Documents (Each easement must include a legal description and a section which outlines any special conditions or restrictions related to the easement)						
a. Public drainage and utility easement	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
b. Public recreational trail easement	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
c. Conservation easement	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
d. Other easement (describe): _____	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
e. Other easement (describe): _____	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
8. Liens / encumbrances	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Section 2 - Final Plat Illustrations		Provided:				
9. Maximum drawing size (all sheets): 24" x 36"	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
10. North arrow	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
11. Scale of drawing	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
12. Plat name	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
13. Plat boundary shown with a heavy line	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
14. Total plat area	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
15. Names of all adjoining subdivisions and lot numbers shown	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
16. All lots numbered (streets and outlots, if any, designated with letters)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
17. All streets names shown	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
18. All lot lines shown with bearings and distances	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
19. Area in square feet and acres of all lots (attach in separate table)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
20. Minimum building setback lines	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
21. Areas to be dedicated to public (i.e. parks, streets) identified in parentheses	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A

Section 2 - Final Illustrations <i>(Continued)</i>		Provided:		
22. All easements identified, with dimensions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
23. All private easements labeled as "private"	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
24. Curve data <i>(may be in separate table)</i> including angle, arc, radii, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
25. Location of monuments set, including two ties to identifiable survey point <i>(i.e. section corner, etc.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
26. Location of all monuments found	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
27. Legal description, including area	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
28. Certification and seal of registered surveyor, signed and dated	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
29. Detailed soils information	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
30. General utility plans and profile	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
31. Regulatory flood protection elevation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Section 3 - Attached Information		Provided:		
32. Mailing labels of all property owners within 350 feet	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
33. Easement documents	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
34. Table of lot sizes, dimensions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
35. Drainage calculations	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
36. Legal description	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
<p>NOTE: Please note any items from this checklist that are not being provided (except those which do not apply to this project and are marked not applicable), with an explanation as to why they are not being provided. Attach a separate sheet if necessary.</p>				



Signatures

I, the undersigned, certify that the information on this application, to the best of my knowledge, is true and correct. I further certify that I have a legal interest in the property/properties in question, and/or that I am legally able to represent all other persons/entities (if any) with interest in this property. I am able to furnish proof of all such interest to the City of Watertown upon request. I acknowledge that all costs associated with this development will be my responsibility.

Applicant

Name:			
Signature:		Date:	

Owner *(or owner's agent)*

Name:			
Signature:		Date:	

Office Use Only

Fee:		Receipt Number:		Date Received:	
Date Plat is delivered to Watertown City Hall:					
Date Plat is deemed complete / officially filed:					