



CITY OF PARK RAPIDS
212 Second Street West
Park Rapids, MN 56470
(218) 237-2746

Application # _____
P.I.D. # _____

APPLICATION FOR FINAL PLAT APPROVAL

APPLICANT(S): _____ PHONE: (home) _____ (work) _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

ADDRESS OF PROPERTY REFERRED TO, IF DIFFERENT: _____

DESCRIPTION OF REQUEST: _____

LEGAL DESCRIPTION OF PROPERTY: _____

NUMBER OF LOTS: _____ ZONING DISTRICT: _____

NAME(S) OF PROPOSED NEW STREET(S): _____

SIZE OF PROPOSED NEW LOTS:

(1): _____ X _____	Total Sq. Ft: _____	(5): _____ X _____	Total Sq. Ft: _____
(2): _____ X _____	Total Sq. Ft: _____	(6): _____ X _____	Total Sq. Ft: _____
(3): _____ X _____	Total Sq. Ft: _____	(7): _____ X _____	Total Sq. Ft: _____
(4): _____ X _____	Total Sq. Ft: _____	(8): _____ X _____	Total Sq. Ft: _____

(attach sheet of paper for additional lots)

NECESSARY DATA FOR FINAL PLAT.

(A) *General.* The final plat shall be prepared by a land surveyor who is registered in the State of Minnesota and shall conform to all state and county requirements and the requirements of this section. For the final plat to be considered it must be accompanied by a letter from a Minnesota registered land surveyor, other than the surveyor drafting the plat, stating that the proposed plat is in conformance with existing laws and that all mathematical computations are correct. In any event, the data shown on the final plat shall comply with provisions of law.

(B) *Forms of approval.*

(1) Form for approval by Council is as follows:

Approved by the City Council of the City of Park Rapids, Minnesota, this ____ day of ____, 20__.

Signed: _____

Mayor

Attest: _____

City Clerk

(2) Form for approval by Planning Commission is as follows:

Approved by the Planning Commission of the City of Park Rapids, Minnesota, this ____ day of _____, 20__.

Signed: _____

Chair

Attest: _____

Secretary

REQUIRED IMPROVEMENTS ON THE SITE.

Prior to the approval of a final plat by the Council, the subdivider shall have agreed, in the manner set forth in this section, to install or pay for the installation in conformity with all applicable standards and provisions of this code, the following improvements on the site.

(A) *Monuments.* Monuments of a permanent character shall be placed in locations on the boundary of the subdivision and within it as required.

(B) *Street and alley improvement.*

(1) *Grading.* The full width of the right-of-way of each street and alley dedicated in the plat shall be graded.

(2) *Pavement.* All streets and alleys shall have an adequate sub-base and shall be improved with an all-weather, permanent surface. If the streets and alleys are not paved, Class V gravel must be applied as approved by the City Engineer.

(C) *Water supply and sewage disposal.* Water service and sanitary sewer mains and service connections stubbed into the property line shall be provided to serve all the lots in residential subdivisions and shall be connected to the existing city water and sewer system.

(D) *Drainage.* A system that will adequately take care of the water runoff within the subdivision shall be provided. If the City Council, upon the recommendation of the City Engineer, determines that it is feasible for the subdivider to install storm sewers connected to the existing storm sewer system of the city within or adjacent to the subdivision, or an extension of the city system which will be extended to the boundary of the subdivision within 18 months of the filing of the final plat, the city shall install a storm sewer system to provide drainage. If a storm sewer system is installed and connections to the city system are not immediately available, the storm sewers shall be capped and temporary provisions made for drainage by other means. The cost of storm sewers shall be assessed against the benefiting properties including those which may lie outside the boundaries of the proposed subdivision.

(E) *Street signs.* Street signs shall be installed in all new subdivisions by the city.

(F) *Underground electric service and phone service.* The City Council may require that all electric service and phone service installations be put underground except where extreme conditions prohibit and a variance from this requirement is recommended by the Planning Commission upon the advice of the utility companies.

DEVELOPMENT AGREEMENT FOR IMPROVEMENTS.

(A) *Plans and specifications.* Prior to installation of any required improvements and prior to approval of the final plat, the subdivider shall enter into a contract in writing with the city requiring the subdivider to furnish and construct the improvements at his or her sole cost and in accordance with plans and specifications and usual contract conditions all approved by the Council, which shall include provisions for supervision of details of construction by the City Engineer and grant to the City Engineer authority to coordinate the work to be done under the contract by any subcontractors authorized to proceed thereunder and with any other work being done or contracted by the city in the vicinity. The agreement shall require the subdivider to make an escrow deposit or, in lieu thereof, to furnish a performance bond as specified in division (B) below, the amount of the deposit and the penal amount of the bond to be equal to the city engineer's estimate of the total cost of the improvements to be furnished under the contract, including the cost of inspection by the city. On request of the subdivider, the contract may provide for completion of part or all of the improvements covered thereby, prior to acceptance of the plat, and in the event, the amount of the deposit or bond shall be reduced in an amount equal to the estimated cost of the improvements to be furnished after the acceptance of the plat only. The time for completion of the work and the several parts thereof shall be determined by the Council upon recommendation of the City Engineer after consultation with the subdivider and shall be reasonable in relation to the work to be done, the season of the year and proper coordination with construction activities in the subdivision. The provisions of this section shall be waived or amended as deemed appropriate by the City Council upon advice of the City Engineer on those improvements which the city has agreed to install under the provisions of § 151.217.

(B) *Financial guarantee.* The contract required by this section shall require the subdivider to make an escrow deposit or in lieu thereof, furnish a performance bond as follows.

(1) *Escrow deposit.* An escrow deposit shall be made with the City Clerk in an amount equal to the total cost, as estimated by the City Engineer including the cost of inspection by the city, of all the improvements to be furnished and installed by the subdivider pursuant to the contract and which have not been completed prior to approval of the final plat. The city shall be entitled to reimburse itself out of the deposit for any cost and expense incurred by the city for completion of the work in case of default of the subdivider under the contract, and for any damages sustained by the city on account of any breach thereof. Upon completion of the work and termination of any liability to the city of the subdivider under this contract, the balance remaining in the deposit shall be refunded to the subdivider.

(2) *Performance bond.* In lieu of making the escrow deposit above described, the subdivider may furnish the city with a public contractor's performance bond in the form prescribed by statute, with corporate surety, in a penal sum equal to the total cost, as estimated by the City Engineer including the cost of inspection by the city, of all of the improvements to be furnished and installed by the subdivider pursuant to the contract and which have not been completed prior to approval of the final plat. The bond shall be approved by the City Attorney and filed with the City Clerk.

(3) *Construction plans.* Construction plans for the required improvements, conforming to all respects with the standards of the City Engineer and this code, shall be prepared at the subdivider's expense by a professional engineer who is registered in the State of Minnesota and shall contain his or her seal. The plans, together with the quantities of construction items, shall be submitted to the City Engineer for his or her estimate of the total cost of the required improvements. Upon approval they shall become a part of the contract required in division (A) above. The tracings of the plans approved by the City Engineer plus 2 prints shall be furnished to the city to be filed by the City Engineer as a record in the Engineering Department.

(4) *Inspection.* All required improvements on the site that are to be installed under the provisions of this section shall be inspected during the course of construction by the City Engineer at the subdivider's expense, and acceptance shall be subject to the City Engineer's certificate of compliance with the contract.

(C) *Improvements completed prior to approval of final plat.* Improvements within the subdivision which have been completed prior to application for approval of the final plat or execution of the contract for installation of the required improvements shall be accepted and equivalent improvements in compliance with the requirements of this section if the City Engineer certifies that he or she has determined that the existing improvements conform to applicable city standards.

ALL MATERIALS MUST BE SUBMITTED AS STATED ABOVE AND SUITABLE FOR PHOTOCOPYING OR AS AN ELECTRONIC FILE.

Acknowledgment and Signature:

The undersigned applicant hereby represents upon all of the penalties of the law, for the purpose of inducing the City of Park Rapids to take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinance of the City of Park Rapids, and the laws of the State of Minnesota, and that the undersigned applicant will pay all fees and charges incurred by the City for the examination and review of this application.

Signature of Applicant(s)

Signature of Property Owner

Date

Date

An application shall only be considered complete if it includes all necessary information regarding applicant's request, application fee, an escrow payment, and an executed agreement to pay city professional fees.

<p><i>For Office Use Only:</i></p> <p>Approval _____ Denial _____ <i>recommended by the Planning Commission on _____ by _____</i> (date)</p> <p>_____ (Chair, Planning Commission)</p> <p>Approval _____ Denial _____ <i>by the City Council on _____ by _____</i> (date) (Mayor)</p> <p>Complete Application accepted on : _____ (date)</p>
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