

## CITY OF ROCKVILLE

### SECTION 6: FINAL PLAT CHECKLIST

This checklist must be completed by the applicant and submitted with the "Application for Final Plat". The following items should be included as part of the application. Please contact the city offices with questions.

#### **SUBMISSION REQUIREMENTS**

The applicant must submit at least thirty (30) working days before the next regularly scheduled Planning Commission meeting the following:

1. One full-size (24" x 36") copy and one 11" x 17" copy of the final plat.
2. Final plat review fee and subdivision agreement fee as established by the City Council.

#### **ACTION ON FINAL PLAT**

1. **Submission within one (1) year.** Final Plats shall be submitted to the City within one (1) year of the approval of the Preliminary Plat unless the time has been extended by written agreement with the City.
2. **Review by Planning Commission.** Final Plats shall be reviewed by the Planning Commission which will make a recommendation to the City Council.
3. **Review and approval by City Council.** After receiving the recommendation of the Planning Commission, the City Council will review and make a decision as to the approval or disapproval of a Final Plat.
4. **Recording.** If the City Council approves the Final Plat and duly certifies, signs and acknowledges the Final Plat, ***the applicant shall record the Final Plat with the Stearns County recorder's office at the applicant's sole cost within thirty (30) days after the approval date or the City Council's approval of the Final Plat will be considered null and void.*** Upon recording the Final Plat, the applicant shall provide the Administrative Official with a print of the Final Plat showing evidence of recording.

#### **DATA REQUIRED FOR FINAL PLAT**

A final plat shall contain the following:

- The graphic scale of the plat shall be one (1) inch equals one hundred (100) feet.
- Square footage per lot, lot dimensions, delineation of wetlands, dedicated streets and public sites and open spaces, and total platted land area shall be calculated and submitted with the final plat.
- The name of the subdivision shall be lettered in prominent print at the top of the plat. The City of Rockville and Stearns County, Minnesota, shall be clearly printed on the plat. The name of the subdivision shall be simple in nature, easy to pronounce, shall not duplicate an exact name of any plat of record in the City of Rockville or in Stearns County, and it shall not exceed thirty (30) characters in length, including spaces.
- Notarized certification by owner, and by any mortgage holder of record, of the adoption of the plat and the dedication of public streets, sites and open spaces, and other public areas.
- Certifications showing that all taxes and special assessments due on the property have been paid in full.
- Form of approval by the City Council.
- Form of approval of the Planning Commission.
- Form of approval by county authorities as required by their standards.
- Other information and requirements in accordance with Minnesota Statutes 505.00.