

3.3 Checklist

Subdivision Plat Approval or Amendment

A subdivision application is needed to subdivide unplatted land, or to replat previously platted land.

Applications to divide land into 4 or fewer parcels, or applications to combine previously platted lots into a smaller number of lots, can follow the Minor Subdivision Process described in Section 3.4. All other subdivisions follow the Preliminary Plat Process and Final Plat Process described here.

See Sections 50-33 and 50-37.4 of the UDC for more information.

Concept Plan

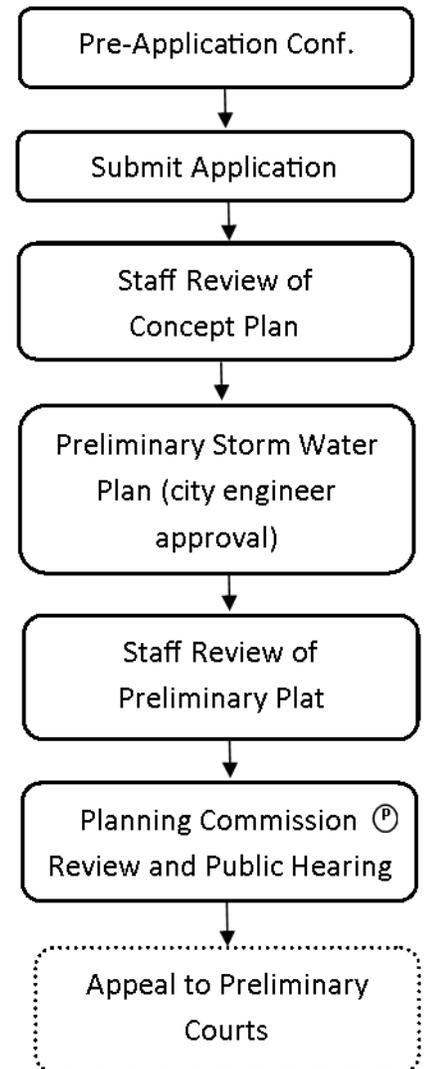
- You must discuss your proposed application with Planning Staff prior to submitting an application. Call 218-730-5580 to schedule a pre-application meeting.
 - After the pre-application meeting, you will submit a concept plan to planning staff. See UDC Section 50-37.5.B for more information on concept plans.
 - Make sure to get a Pre-App Verification at this meeting; you will need to submit this with your application.
 - The concept plan may suggest potential street names, but the has the final authority in assigning new street names.
 - Read and review the requirements of 50-23 Connectivity and Circulation, and 50-33 Plats, before submitting a concept plan.
 - The concept plan should contain three exhibits: one exhibit showing the current property/lot line configuration, one exhibit showing the proposed property/lot configuration (including proposed public right of way or utility/pedestrian easements), and one exhibit that shows site characteristics such as water features including wetlands, dense tree stands, rock outcroppings, etc.

- Planning Staff, in conjunction with staff from Engineering and Fire (and any other appropriate City or public agency) will review the concept plan. An action letter with a list of comments and changes will be sent to the project applicant.

Preliminary Storm Water Plan

- Submit a Preliminary Storm Water Plan to City Engineer (see UDC Section 50-33.2.B); this is required before a preliminary plat is submitted for Planning Commission review. The Engineering office will issue a letter with any comments on this preliminary plan.

Subdivision Plat Approval or Amendment



^(P) Indicates Public Hearing Required

Preliminary Plat Process

- Submit your preliminary plat application materials to the One Stop Shop, Room 100 City Hall, by the Planning Commission application deadline. Your application must include the following:
 - Application Cover Sheet and Applicable Fee
 - Pre-App Verification
 - Legal description in recordable form, printed clearly on an 8.5" x 11" sheet (consult a surveyor or attorney if needed)
 - A written statement describing the proposal and any requested subdivision variances
 - Property boundary survey – three copies
 - A vicinity map (8.5" x 11") indicating the site and names of adjacent streets
 - A utility plan showing the location of proposed water, sewer, and storm water drainage facilities necessary to serve the platted area and connections to the surrounding area– two 22"x34" (folded to 8.5"x11") copies and one 11"x17" copy.
 - A preliminary plat, prepared at a scale of no less than 1"=100', and at a scale sufficient to clearly show the following details (submit one 22"x34" copy, folded to 8.5"x11", and two 11"x17" copies):
 - The proposed name of the subdivision
 - The location and boundaries of the subdivision, names of all abutting subdivisions with lines indicating abutting lots, or, if the abutting land is unplatted, a notation to that effect, and names of all abutting streets
 - Contours at two-foot intervals
 - The date of preparation, scale, and north sign
 - The location of structures on the property and approximate location of structures off the property within ten feet of the proposed plat boundary
 - The name, address, and telephone number of the licensed surveyor, licensed engineer, or designer of the plat
 - Total acreage, total linear feet at the subdivision perimeter, and, if the subdivision is in an R-C, RR-1, or RR-2 district, the total linear feet around building lot clusters
 - The location and dimensions of all proposed public improvements, public easements, lot lines, parks, and other areas to be dedicated for public use and identification of areas reserved for future public acquisition
 - Zoning on and adjacent to the proposed subdivision, including shoreland areas, Skyline Parkway Overlay areas, and shore and bluff impact zones
 - Areas subject to the one-hundred year flood, base flood elevation data, and the source used in determining that elevation
 - A designation of all wetlands by type
 - Location of wildlife areas, rock outcrops, tree stands and areas in their natural state that are unsuitable for development
 - The number of lots and each lot size
 - Proposed uses of each lot
 - Proposed ownership and use of outlots
 - Names of all proposed and existing streets
 - Radii on all street curves

Important Dates

Application Deadline:

Sign Notice Placed:

Planning Commission:

Effective*:

**Please note that these dates are approximate guidelines and may change*

- The location and size of existing utilities within or adjacent to the proposed subdivision including water, sewer, storm sewers and drainage facilities, fire hydrants within three hundred fifty feet of the property, electricity, and gas
- Wetland delineation report – two copies
- Statement as to how commonly owned land is to be owned and managed, including restrictive covenants proposed
- Schedule for making improvements
- Tree Preservation Report and Tree Replacement Plan, if required (see [Appendix](#))

After Submitting Your Application

1. *Determination of Completeness.* Within 15 business days of your application, you should expect to:

- Receive an “Applicant Letter,” which acknowledges a complete application, shares the date of the Planning Commission meeting and the assigned staff person, and notifies you of State-mandated deadlines for the City to make a decision, **OR**
- Receive notification that your application is incomplete, with details on further information to submit.

2. *Public Notice.*

- You are required to post a sign notice on the property at least two weeks before the date of the public hearing. See UDC Section 50-37.1.H for information on size, placement, and content of each sign; you may want to contact a sign company or printing company to have the sign made. You must provide evidence that the signs were in place; *submit photo(s) of the signs to the Planning Division at least two weeks before the date of the public hearing.***

3. *Staff Review.* Planning staff will evaluate your application and prepare a staff report. When considering a recommendation for a subdivision plat approval or amendment, Planning Staff generally review the zoning of the site (including overlay zones), the Comprehensive Plan (including the Future Land Use Map, Governing Principles, and Policies), surrounding land uses and zoning, consistency with any approved district plan, adequacy of infrastructure and public safety capacity to service the proposed plat, individual factors that are unique or special to the proposal, any additional criteria listed in the UDC, and other related factors.

- You will receive an email with the Planning Commission agenda and a link to this staff report about 5 days prior to the meeting.

4. *Planning Commission Hearing.* Planning Commission meetings are scheduled at 5:00 pm on the second Tuesday of each month. **We ask that applicants or an agent attend this meeting.**

The Planning Commission will review the application, conduct a public hearing, and make a decision to adopt, adopt with modifications, or deny the application.

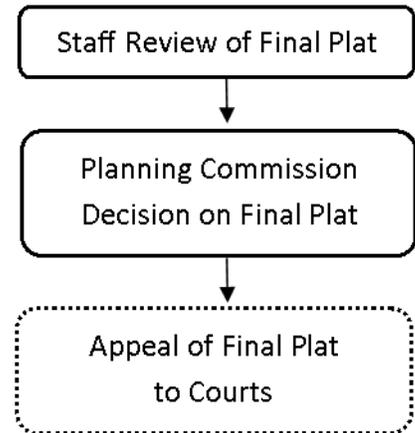
You will receive an Action Letter documenting the decision.

Final Plat

Final Plat Process

- Submit your final plat application materials to the One Stop Shop, Room 100 City Hall, by the Planning Commission deadline. Your application must include the following:

- Application Cover Sheet and Applicable Fee
- Pre-App Verification
- A list of any conditions that were part of the preliminary plat approval, and an explanation of how these conditions will be met.
- Legal description in recordable form, printed clearly on an 8.5"x 11" sheet (consult a surveyor or attorney if needed)
- A vicinity map (8.5" x 11") indicating the site and names of adjacent streets
- Final plat (submit two 22"x34" copies, folded to 8.5"x11", and one 11"x17" copy), at a scale no less than 1"=100', and at a scale sufficient to clearly show the following details. Note that MS 505.021 is included in the appendix for your reference.
 - The subdivision title (must meet [MS 505.021 Subd. 5](#))
 - Accurate dimensions (meeting [MS 505.021 Subd. 5](#)) for all lines, angles, and curves used to describe boundaries, public improvements, easements, areas to be reserved for public use, and other important features. All curves shall be circular arcs and shall be defined by the radius, central angle tangent, arc and cord distances. All dimensions, both linear and angular, are to be determined by an accurate survey.
 - The names of all abutting subdivisions, or if the abutting land is unplatted, a notation to that effect.
 - An identification system for all lots and blocks (must meet [MS 505.021 Subd. 4](#)) and names of streets (must meet [MS 505.021 Subd. 6](#))
 - The location and dimensions of all proposed public improvements, public easements, lot lines, parks, and other areas to be dedicated for public use and identification of areas reserved for future public acquisition
 - Total acreage, total linear feet at the subdivision perimeter, and, if the subdivision is in an R-C, RR-1, or RR-2 district, the total linear feet around building lot clusters
 - The number of lots and each lot size
 - Ownership and use of outlots
 - Areas subject to the one-hundred year flood, base flood elevation data, and the source used in determining that elevation
- Certifications by the land surveyor, local government official, county surveyor, county tax official, and county recorder, as specified in [MS 505.021 Subd. 9](#).
- A survey as specified in [MS 505.021 Subd. 10](#).
- Tree Preservation Report and Tree Replacement Plan, if required (see [Appendix](#))
- Two copies of documents granting any easements required as part of plat approval (if applicable). The county clerk and recorder's recording number and proof of ownership of the property underlying the easement must be satisfactory to the city attorney.



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Important Dates

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- If wetlands are being impacted, a copy of the approved Notice of Decision for the wetland replacement plan.

After Submitting Your Application

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- Receive notification that your application is incomplete, with details on further information to submit.

2. *Staff Review.* Planning staff will evaluate your application and prepare a staff report. When considering a recommendation for a subdivision plat approval or amendment, Planning Staff generally review the Comprehensive Plan (including the Future Land Use Map, Governing Principles, and Policies), criteria listed in the UDC, surrounding land uses and zoning, consistency with any approved district plan, adequacy of infrastructure and public safety capacity to service the proposed plat, individual factors that are unique or special to the proposal, and other related factors.

- You will receive an email with the Planning Commission agenda and a link to this staff report about 5 days prior to the meeting.

3. *Planning Commission Decision.* Planning Commission meetings are scheduled at 5:00 pm on the second Tuesday of each month. **We ask that applicants or an agent attend this meeting.**

The Planning Commission will review the application and make a decision to adopt, adopt with modifications, or deny the application.

You will receive an Action Letter documenting the decision.

4. *Recording (if approved).*

- Record the final plat in the office of the county recorder within two years after approval.**
 - The plat will need signatures from the President and Secretary of the Planning Commission prior to recording; contact your assigned staff person to coordinate these signatures.
 - Submit a receipt or other documentation that it has been recorded to the City’s One Stop Shop.
 - After the final plat has been recorded, lots may be sold and building permits may be issued. Building permits cannot be issued until the City has received documentation of the subdivision being recorded with the county recorder.
- If applicable, file a recorded copy of applicable Home Owner’ Association (HOA) bylaws and regulations to the One Stop Shop.
- The City of Duluth **will require two mylar copies** of the final plat.