

Final Plat

Supplemental Information

City of Dayton

Planning Department

PROCEDURES:

- A. After the preliminary plat has been approved, the final plat shall be submitted for review as set forth in the subsections, which follow. The City may agree to review the preliminary and final plats simultaneously.
- B. Ten (10) pre-sorted and pre-folded copies of the final plat shall be submitted to the City Administrator for distribution to the Planning Commission, City Council and appropriate City staff. The City staff shall examine the final plat and prepare a recommendation to the Planning Commission. Nature of approval, disapproval or any delay in decision of the final plat will be conveyed to the subdivider within ten (10) days after the meeting of the City Planning Commission at which such plat was considered.
- C. Approval of the City Council: After review of the final plat by the Planning Commission, such final plat, together with the recommendations of the Planning Commission and the City staff shall be submitted to the City Council for approval. If accepted, the final plat shall be approved by resolution providing for the acceptance of all agreements for basic improvements, public dedication and other requirements as indicated by the City Council. If disapproved, the grounds for any refusal to approve a plat shall be set forth in the proceedings of the Council and reported to the person or persons applying for such approval.
- D. Recording Final Plat: If the final plat is approved by the City Council, the subdivider shall record it with the County Recorder within one hundred (100) days after said approval or approval of the final plat shall be considered void, unless a request for time extension is submitted in writing and approved by the City Council. The subdivider shall, immediately upon recording, furnish the City Clerk with a print and reproducible tracing of the final plat showing evidence of the recording. No building permits shall be let for construction of any structure on any lot in said plat until the City has received evidence of the plat being recorded by the County.
- E. Recording Final Plats Of Multi-Phased Plats: If a preliminary plat is final platted in stages unless otherwise provided in the development contract, all stages must be final platted into lots and blocks, not outlots, within two (2) years after the preliminary plat has been approved by the City Council or the preliminary plat of all phases not so final platted within the two (2) year period shall be void.

SUBMITTAL REQUIREMENTS:

- A. The owner or subdivider shall submit a final plat, final grading, development, and erosion control plan, final utility plan, and final tree preservation plan, together with any necessary supplementary information. The final plat, prepared for recording purposes, shall be prepared in accordance with the provisions of State Statutes and Hennepin County Surveyor's plat review regulations, and such final plat shall contain the following information:

- _____ 1. Name of the subdivision, which shall not duplicate or too closely approximate the name of any existing platted subdivisions within Hennepin County. Proposed Names must be verified with the Hennepin County Recorder.
- _____ 2. Location by section, township, range, County and State, and including descriptive boundaries of the subdivision, based on an accurate traverse, giving angular and linear dimensions which must mathematically close. The allowable error closure of any portion of a final plat shall be one (1) foot in seven thousand five hundred (7,500) feet.
- _____ 3. The location of monuments shall be shown and described on the final plat. Locations of such monuments shall be shown in reference to existing official monuments on the nearest established street lines, including true angles and distances to such reference points or monuments.
- _____ 4. Location of lots, streets, public highways, alleys, parks and other features, with accurate dimensions in feet and decimals of feet, with the length of radii and/or arcs of all curves, and with all other information necessary to reproduce the plat on the ground shall be shown. Dimensions shall be shown from all angle points of curve to lot lines.
- _____ 5. Lots and outlots shall be numbered clearly. Blocks are to be numbered, with numbers shown clearly in the center of the block.
- _____ 6. The exact locations, widths and names of all streets to be dedicated.
- _____ 7. Location and width of all easements to be dedicated.
- _____ 8. Name and address of land surveyor making the plat.
- _____ 9. Scale of the plat shall be 10, 20, 30, 40, 50, 60 or 100 scale with the scale shown graphically on a bar scale along with the date and north arrow.
- _____ 10. Statement dedicating all easements as follows: Easements for installation and maintenance of utilities and drainage facilities are reserved over, under and along the strips marked "drainage and utility easements".
- _____ 11. Statement dedicating all streets, alleys and other public areas not previously dedicated as follows: Streets, alleys, and other public areas shown on this plat and not heretofore dedicated to public use are hereby so dedicated.
- _____ 12. The final grading, development and erosion control plan must be prepared in accordance with the current City specifications.
- _____ 13. A title report prepared by a title company indicating owners and encumbrances on the property and a statement as to which parts of the property are registered (torrens).
- _____ 14. Construction cost estimates for all required basic improvements.
- _____ 15. Certification by registered surveyor in the form required by Minnesota Statutes, section 505.03, as amended.
- _____ 16. Execution of all owners of any interest in the land, any holders of a mortgage thereon, of the certificates required by Minnesota Statutes, section 505.03, as amended, and which certificate shall include a dedication of the utility easements and other public areas in such form as approved by the City Council.

_____ 17. Space for certificates of approval and review to be filled in by the signatures of the chair of the City Planning Commission and the Mayor and City Clerk.

B. Final grading, development and erosion control plan shall contain the following information and comply with the following standards:

- _____ 1. The current certificate of survey must be used as a base for the preparation of the final grading, development and erosion control plan.
- _____ 2. North arrow and date of preparation.
- _____ 3. Graphic Scale of drawing (engineering scale only, not less than one (1) inch equals fifty (50) feet).
- _____ 4. Key with all line types, symbols, shading and cross-hatching denoted.
- _____ 5. Illustration key showing symbols for all information pertaining to lot and house design, including grades, easements, lot and block, setbacks, etc.
- _____ 6. The benchmark provided must be based upon the City/County benchmark system established in 1990. Copies of level loops for newly established benchmarks must be provided with the initial submittal of the grading plan.
- _____ 7. Subject property's boundary lines, lot lines and right-of-way lines.
- _____ 8. All adjacent plats, parcels, right of ways, section lines and existing topography extended a minimum of one hundred fifty (150) feet beyond the subject parcel in all directions.
- _____ 9. Topography in two (2) foot contour intervals with existing contours shown as dashed lines and proposed contours shown as solid lines. All existing and proposed contours labeled at each edge of the plan and at appropriate locations within the plan.
- _____ 10. Locations of all existing natural features must be clearly shown. Natural features are considered to include, but are not limited to, the following: tree lines, wetlands, ponds, lakes, streams, drainage channels, bluffs, steep slopes, etc.
- _____ 11. Location of existing storm sewer facilities within one hundred fifty (150) feet of the subject parcel.
- _____ 12. If the property is within or adjacent to a 100-year flood plain, flood elevations and locations must be clearly shown on the plan.
- _____ 13. Total area of plat, all lots, outlots and ponding areas denoted on plan (tabulation permitted).
- _____ 14. Direction arrows indicating sites, swale and lot drainage patterns. Spot elevations must be provided at drainage break points.
- _____ 15. Maximum 3:1 slopes.
- _____ 16. Lot and block numbers.
- _____ 17. Proposed lot corner elevations.
- _____ 18. Street names.

- _____ 19. Emergency overflow swales located, labeled and spot elevations. Rear or side lot line swales minimum one (1.0) percent grade sandy soils, and one and five-tenths (1.5) percent grade clay soils.
- _____ 20. All ponds, swales and channels must be constructed on public easements or land owned by the City.
- _____ 21. Percent grades indicated along major drainage swales (more than twelve (12) lots).
- _____ 22. Proposed elevations at garage floor and lowest floor elevation. Proposed finished ground elevations around home for final grading. The top of the foundation and garage floor of all structures shall be a minimum of eighteen (18) inches or three (3) percent above the grade of the crown (center) of the street.
- _____ 23. Style of home indicated for each lot; e.g., rambler, split level, walkout, full basement, etc.
- _____ 24. Finished spot elevations at all high and low points.
- _____ 25. Locations of all temporary cul-de-sacs.
- _____ 26. Locations of permanent street barricades.
- _____ 27. Locations of all proposed storm sewer facilities.
- _____ 28. Maximum of four hundred (400) lineal feet of drainage from rear yard areas permitted. Rear yard catch basins must be installed at the four hundred (400) foot mark, or as determined by the City Engineer.
- _____ 29. Location of proposed draintile including cleanout locations and inverts of services to each lot (five (5) feet from the lot line on the downstream side of the lot). Invert information is required only if depth of tile is other than thirty six (36) inches City standard depth.
- _____ 30. Location of all oversized drainage and utility easements.
- _____ 31. All existing and proposed storm water basins must have outlet elevation (OE) and 100-year high water level (HWL) shown and total volume (acre feet) of storm water retention indicated above the OE.
- _____ 32. Invert elevation of inlets and outlets into ponds.
- _____ 33. Location of tree preservation fencing, and limits of clearing and grading clearly shown on plans.
- _____ 34. Designation of lots to be mass graded and custom graded.
- _____ 35. Location of all structural erosion control measures including but not limited to the following: temporary gravel construction entrances, temporary and permanent sediment basins, silt fence, staked bales, storm sewer inlet filters, rock filter dikes, storm sewer outlet protection, erosion control mats, fiber blankets and nettings.
- _____ 36. Locations of soil stockpile areas with temporary stabilization measures indicated.

- _____ 37. Seeding specifications, including:
- _____ a. Type of seeding (permanent, temporary, and dormant);
 - _____ b. Type of seed and application rate;
 - _____ c. Fertilizer type and application rate;
 - _____ d. Mulch type, application rate, and method of anchoring;
 - _____ e. Specifications for the installation and maintenance of erosion control mats, blankets or netting;
 - _____ f. Note requiring seeding to be completed within forty eight (48) hours of rough grading with revegetation to occur within forty eight (48) hours of fine grading.
- _____ 38. Standard lot benching detail must be provided.
- _____ 39. Standard detail plates and maintenance information for each of the above measures used must also be included.
- _____ 40. Requirements for certified grading plan:
- _____ a. A certified plan must be submitted within thirty (30) days of grading completion.
 - _____ b. The “as constructed” grading plan must include certification by a registered land surveyor or engineer that all ponds, swales and drainageways have been constructed on public easements or land owned by the City.
 - _____ c. The “as constructed” grading plan shall include field-verified elevations of the following:
 - i) Cross sections of ponds.
 - ii) Location and elevations of swales, drainageways and emergency overflows.
 - iii) All lot corners and center of house pads.
 - iv) Tops of castings of rear yard catch basins.
 - v) All slopes steeper than four to one (4:1).
 - vi) The location and elevation of any retaining walls.
 - vii) The location, restored elevation and bottom elevation of any borrow areas, temporary sediment basin/trap, or temporary drainage ditch/culvert that were located within a proposed lot or outlot building pad, or that had a bottom elevation more than three feet (3') below final grade.
 - viii) All permanent drain tile installed.
 - ix) Elevation of all flared ends and outlet structures for sediment basins and storm water basins.
 - x) The location and elevation of all landscape berms.
 - _____ d. After construction, one set of mylar/sepia drawings is to be prepared and submitted to the City.