



APPLICATION CHECKLIST

Final Plat

THIS CHECKLIST MUST BE COMPLETED & SUBMITTED WITH LAND USE APPLICATION

Project Name: _____

Please indicate in the column labeled “*Applicant to Complete*” on what plan sheet or in what document the required information can be found.

FINAL PLAT REQUIREMENTS		<i>Applicant to Complete</i>	<i>City to Complete</i>		
		Plan Sheet # or Document	Yes	No	NA
1.	Signed Land Use Application Form				
2.	Application Fees: An application fee and escrow deposit are required per the City of Lino Lakes Fee Schedule.				
3.	Three (3) sets of large scale plans. (We do not need printed copies of specifications, reports or other written materials.)				
4.	Electronic PDF copies via email, FTP site or flash drive of all plans, specifications and other written materials.				
5.	One (1) electronic copy of plan in CAD format compatible with the City’s computer system.				
6.	If the preliminary plat approval included required changes to the preliminary plat, the final plat application shall include the revised preliminary plat.				
7.	One (1) up-to-date (within 3 months) title insurance commitment for the property being subdivided.				
8.	One (1) copy of any title declaration, conservation easements, deed restrictions, restrictive covenants, homeowner’s association documents, or common interest community documents.				
9.	Documents and information necessary to fulfill the conditions of approval of the preliminary plat.				

FINAL PLAT REQUIREMENTS		Applicant to Complete	City to Complete		
		Plan Sheet # or Document	Yes	No	NA
10.	FINAL PLAT GENERAL INFORMATION:				
11.	Name of the subdivision.				
12.	Location by section, township, range, county, and state as well as descriptive boundaries of the subdivision based upon an accurate traverse, giving angular and linear dimensions.				
13.	Scale (engineering only) not larger than 1 inch equals 100 feet.				
14.	North point indication.				
15.	The location of monuments shall be shown and described. Monuments shall be at all property corners.				
16.	Location and accurate dimensions of all lots, outlots, streets, and other features. Lots and blocks shall be numbered.				
17.	A listing of the total area of each lot measured in gross square feet per lot, net square feet per lot, area per block and total area of the plat.				
18.	The exact location, widths and proposed names of all proposed streets.				
19.	The location and width of all easements to be dedicated.				
20.	Land dedicated as park or trail shall be labeled park on the final plat and dedicated with the final plat.				
21.	Statement dedicating all streets or other public rights-of-way to the public.				
22.	For all land abutting a county road, right of access shall be dedicated to the county on the final plat. A pre-existing access may be an exception if there is no alternative, practical means of providing access to the property.				
23.	Final grading, construction plans and landscaping plans shall be prepared and submitted in accordance with city standards.				
24.	Copies of permits from Department of Natural Resources (DNR), Rice Creek Watershed District or Vadnais Lake Area Watershed Management Organization, as applicable, Corp of Engineers, Minnesota Pollution Control Agency (MPCA) (Storm Water District Permit) and others, if applicable. The permits shall be obtained prior to city approval of the final plat.				
25.	Cost estimates for all improvements.				
26.	ADDITIONAL FINAL PLAT INFORMATION:				

FINAL PLAT REQUIREMENTS		Applicant to Complete	City to Complete		
		Plan Sheet # or Document	Yes	No	NA
27.	Accurate angular and lineal dimensions for all lines, angles, and curvatures used to describe boundaries, streets, easements, areas to be reserved for public use, and other important features. Lot lines to show dimensions in feet and hundredths.				
28.	An identification system for all lots and blocks.				
29.	True angles and distances to the nearest established street lines or official monuments (not less than 2), which shall be accurately described in the plat.				
30.	Municipal, township, county or section lines accurately tied to the lines of the subdivision by distances and angles.				
31.	Radii, internal angles, points and curvatures, and lengths of all areas.				
32.	Accurate location of all monuments: pipes or steel rods shall be placed at the corners of each lot.				
33.	Accurate outlines, legal descriptions of any areas to be dedicated or reserved for public use, or for the exclusive use of property owners within the subdivision with the purposes indicated therein.				
34.	Approval by signature of city and county officials concerned with the approval of the plat.				
35.	Form for approval of the Council as follows:				
36.	Approved by the Council of the City of Lino Lakes, this _____ day of _____, 20____. Signed _____ (Mayor) _____ (City Clerk)				
37.	OTHER:				
38.	Written response to all previous City staff comments (City Engineer, Environmental Coordinator, City Planner etc.).				
39.	Word document of legal description.				