

Development Schedule

Revision Date:

This schedule serves as a general guide to the Subdivision Process and may be modified as actual tasks are completed.

Responsibility	Item(s) to be completed	Target Date	Completed
Developer	<input type="checkbox"/> Concept Plan Submitted to City Planner		
Developer/City Staff	<input type="checkbox"/> Pre-application meeting (with Planner, Administrator, PUC Representatives, PW Director, Public Safety, and others as requested)		
Developer	<input type="checkbox"/> Submit Pre-Development Agreement to City		
Developer/City Staff	<input type="checkbox"/> Present Conceptual Plan(s) to Park Board and/or Planning Commission for preliminary review if requested		
Developer	<input type="checkbox"/> Submit Preliminary Plat Application, and Supplemental Materials along with any requests for rezoning and variances (pay \$300 fee) <input type="checkbox"/> File 12 full size copies and one 11" x 17" reproducible copy with Planner		
City Staff	<input type="checkbox"/> Planner determines whether or not the application is complete <input type="checkbox"/> Applicant is notified whether or not the application is complete with omitted items defined within 15 days or less (<i>03 Session Law 41</i>)		
	<input type="checkbox"/> Complete application and Preliminary Plat information Received		
City Staff	Copy of Plat sent to: * Note: Agencies have 30 days to review/respond <input type="checkbox"/> City Engineer <input type="checkbox"/> MnDOT (if adjacent to a State Highway – separate application may be required) <input type="checkbox"/> Stearns County Engineer (if adjacent to a County Road – separate application may be required) <input type="checkbox"/> Sauk River Watershed District (separate application may be required) <input type="checkbox"/> DNR (if included in a shoreland or floodplain overlay district or if a public waters or wetlands are included within the plat) <input type="checkbox"/> SHPO (if involves Historic District or properties) <input type="checkbox"/> Stearns County Environmental Services for wetland(s) determination and review <input type="checkbox"/> Public Works Director <input type="checkbox"/> Public Utilities Superintendent <input type="checkbox"/> Public Safety Director <input type="checkbox"/> Fire Chief <input type="checkbox"/> ISD #743 Transportation Director <input type="checkbox"/> Local telephone, gas, cable and other private		

	utility companies having jurisdiction		
City Staff Developer	<input type="checkbox"/> Present to Park Board for recommendation on Park Dedication requirements		
City Staff	<input type="checkbox"/> Forward Public Hearing Notice to Herald at least 10 days prior to public hearing (include rezoning or variance requests)		
	<input type="checkbox"/> Preliminary Plat Public Hearing Notice Publication Date		
City Staff	<input type="checkbox"/> Mail notice of hearing to property owners within 350' of plat		
City Staff	<input type="checkbox"/> Staff Reports Mailed out w/ P&Z Packets		
City Staff Developer	<input type="checkbox"/> Preliminary Plat Public Hearing held w/ Planning Commission (Planning Commission formulates recommendation to approve, approve conditionally or deny)		
City Staff	<input type="checkbox"/> Forward Planning Commission Recommendation and Findings to Council for action * Note: Action must be within 120 days of receipt of completed preliminary plat application. If a 60 day extension is deemed necessary, an action may be delayed provided written notice is provided to the applicant before the initial 60 day period expires. (MS § 462.358 Sub.3b)		
Developer	Submit Final Plat Application, and Supplemental Materials as follows: <ul style="list-style-type: none"> <input type="checkbox"/> 12 full size copies and one 11" x 17" reproducible copy <input type="checkbox"/> One up-to-date (within 30 days) title insurance or opinion, as the City Attorney may require <input type="checkbox"/> Certification to the City that there are no delinquent property taxes, current special assessments, interest and City utility fees due upon the parcel of land for platting <input type="checkbox"/> Any financial arrangements (Signed Developer's Agreement) <input type="checkbox"/> Pay Park Dedication Fee or initiate transfer property to city by deed prior to Final Plat Review (Dedication instrument to be reviewed by City Attorney) <input type="checkbox"/> Submit all deed restrictions, easements, declarations etc. to City (Attorney) for review 		
Developer/Surveyor	<input type="checkbox"/> Send copy of Final Plat along with any declaration of covenants, association agreements, etc. to Stearns County Director of Land Management/County Surveyor for comment		
Developer/City Staff/PC	<input type="checkbox"/> Final Plat is reviewed by Planning Commission (Planning Commission formulates recommendation to approve, approve conditionally or deny)		
City Staff	<input type="checkbox"/> Planning Commission recommendation forwarded to Council for action on Final Plat * Note: Action must occur within 60 days of		

	receipt of completed Final Plat application. If a 60 day extension is deemed necessary, an action may be delayed provided written notice is provided to the applicant before the initial 60 day period expires. <i>(MS § 462.358 Sub.3b)</i>		
Developer	<ul style="list-style-type: none"> ❑ Obtain signatures on Final Plat copies and file in Stearn's County Recorder's Office within 90 days of Final Plat approval with Highway Engineer Certification Coversheet attached as exhibit ❑ Pay current year and delinquent taxes and at Stearns County Auditor's Office ❑ Make payment of any outstanding costs associated with Final Plat verification ❑ A disk of the recorded plat in AutoCadd or other approved format for inclusion in the City's base map ❑ Complete land transfer for any park dedication requirements following City Attorney approval ❑ Furnish one Mylar and three blue-line prints of recorded Final Plat to City 		
City Staff	<ul style="list-style-type: none"> ❑ Once plat is recorded with County, send Development Agreement, easements, etc. to County for recording 		

*** Note: Items in bold denote publication dates and deadlines**