

**Section 340.04 Administration.** Before dividing any tract of land into two or more lots or parcels within the City, the following procedures should be followed:

Subd.1. Pre-Application Meeting. Prior to the preparation of a Preliminary Plat, the sub-dividers or owners may meet with the Zoning Administrator, and other appropriate officials in order to be made fully aware of all applicable City Code provisions, regulations and plans in the area to be subdivided. At this time or at subsequent informal meetings, the sub-divider may submit a general sketch plan of the proposed subdivision and preliminary proposals for the provision of water supply and waste disposal. The sketch plan can be presented in simple form but should show that consideration has been given to the relationship of the proposed subdivision to existing City facilities that would serve it, to neighboring subdivisions and developments, and to the topography of the site.

Subd. 2. Preliminary Plat.

- a. After the pre-application meeting, the sub-dividers or owners shall file with the Zoning Administrator five copies of a Preliminary Plat and a cash fee as established by the City Council. This fee will be used for the expenses of the City in connection with the review of said Plat.
- b. The Zoning Administrator shall provide copies of the Preliminary Plat to the Planning Commission for its review and report.
- c. Within forty-five days after the Plat was filed and after reports and certifications have been received as requested, the Planning Commission shall hold a public hearing on the Preliminary Plat after notice of the time and place thereof has been published once in the official newspaper at least ten days before the day of the hearing. Within fifteen days of the date of the public hearing, the Planning Commission shall make its report to the Council.
- d. The Planning Commission and the Zoning Administrator may forward to the Council a favorable, conditional or unfavorable report and said reports shall contain a statement of findings and recommendations.
- e. The Council shall act to approve or disapprove. If the Council disapproves the Preliminary Plat, the grounds for any such disapproval shall be set forth in the minutes of the Council meeting and reported to the owners or sub-dividers.
- f. The approval of a Preliminary Plat is an acceptance of the general layout as submitted, and indicates to the sub-divider that he may proceed toward Final Plat in accordance with the terms of approval and provisions of this Ordinance.
- g. During the intervening time between approval of the Preliminary Plat and the signing of the Final Plat, the sub-divider must submit acceptable engineering plans for all required improvements.
- h. In the case of all subdivisions, the Planning Commission shall recommend denial of, and the Council shall deny, approval of a Preliminary or Final Plat if it makes any of the following findings:
  1. That the proposed subdivision is in conflict with adopted applicable general and specific plans of the City.
  2. That the design or improvement of the proposed subdivision is in conflict with any adopted component of the Comprehensive Plan of the City.
  3. That the physical characteristics of this site, including but not limited to topography, vegetation, susceptibility to erosion and siltation, susceptibility to flooding, water storage, drainage and retention, are such that the site is not suitable for the type of development or use contemplated.
  4. That the site is not physically suitable for the proposed density of development.
  5. The design of the subdivision or the proposed improvements are likely to cause substantial environmental damage.
  6. That the design of the subdivision or the type of improvements is likely to cause serious public health problems.

7. That the design of the subdivision or the type of improvements will conflict with easements of record or with easements established by judgment of a court.

Subd. 3. Final Plat.

- a. The owners or sub-dividers shall file five copies of the Final Plat with the zoning Administrator. If this is not done within 180 days of approval of the Preliminary Plat, said Preliminary Plat will be considered void. The owners or sub-dividers shall also submit to the Zoning Administrator, at the time of filing said Final Plat, an up-to-date certified abstract of title or registered property report.
- b. The Final Plat shall have incorporated all changes recommended by the Zoning Administrator and other agents of the City, but in all other respects it shall conform to the Preliminary Plat as approved.
- c. The Zoning Administrator shall provide copies of the Final Plat to the Planning Commission, City Engineer, and other agents of the City as appropriate for review and report. The report of these agencies and persons shall be submitted to the Council within thirty days of the date of submission of the Plat. The Council shall act on the Final Plat within sixty days of submission of the Plat.
- d. Upon approval of the Final Plat by the Council the sub-divider shall record such Final Plat with the County Recorder, as provided for by that office, within 120 days after the approval. Otherwise the approval of the Final Plat shall be considered void. The sub-divider shall, within thirty days of recording, furnish the City with three black line prints and a reproducible copy of the Final Plat showing evidence of the recording.