

PLAT/PUD APPLICATION
POLK COUNTY ENVIRONMENTAL SERVICES
P.O. Box 375 ! Crookston, MN 56716
218-281-5700 ! 800-482-6804 ! Fax 218-281-6471

DEVELOPER/APPLICANT: _____

Address: _____

City, State, Zip: _____

Phone #: _____

NAME OF PLAT: _____

TOWNSHIP; SECTION: _____

SURVEYOR: _____

PARCEL NO: _____

AG, SHORELAND:
OR FLOODPLAIN _____

PLAT APPLICATION FEE: Flat fee _____
 Fee per unit/lot _____
 Total Due _____

DATE APPLICATION RECEIVED: _____

DATE PERMIT SENT: _____

Date of Pre-App Meeting: _____

Date of Hearing: _____

Date Final Plat Approved: _____

Form A: Plat / PUD Checklist

PLAT/PUD CHECK

NAME OF PLAT /PUD _____

DATE _____

Complete Incomplete

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Vicinity Map (Township, Range, Section, Gov't lot). |
| _____ | _____ | 2. Drawing of plat including north arrow. |
| _____ | _____ | 3. Scale of survey. |
| _____ | _____ | 4. Dimensions - lots, plat, thoroughfares. |
| _____ | _____ | 5. In-lots numbered progressively in blocks. |
| _____ | _____ | 6. Blocks numbered progressively in plat. |
| _____ | _____ | 7. Outlots numbered progressively in plat. |
| _____ | _____ | 8. Outside boundary lines designated by bearing or angles & distances, curves by radii, central angle and arc length. |
| _____ | _____ | 9. All curve lines & individual lots to include radii, central angle, and arc length. |
| _____ | _____ | 10. Bench mark location and elevation shown. |
| _____ | _____ | 11. Line or contour showing Ordinary High Water Level, and the "toe" and "top" of bluff (if necessary). |
| _____ | _____ | 12. Rivers, streams, creeks, lakes, and wetland boundaries must have a survey line showing bearings & distances between angle points. |
| _____ | _____ | 13. Water elevation must be shown and dated. |
| _____ | _____ | 14. Location of floodplain areas (if found in plat area). |
| _____ | _____ | 15. Plat indications, monuments have been set; monuments (iron) set at all angle and curve points. |
| _____ | _____ | 16. Minimum building setback distances from the top of bluff, roads, lakes, streams, rivers, and adjacent property lines. |
| _____ | _____ | 17. Public grounds shown - dedications and purpose (easements). Easements shown must be approved prior to recording. |
| _____ | _____ | 18. Methods for controlling stormwater runoff and erosion (before and after construction). |
| _____ | _____ | 19. Extent of anticipated vegetation and topographic alteration |

Form B: Notifications

Agencies that may need to be contacted. We need comments and recommendations from those agencies. Please contact our office for those agencies involved with your project.

___ 1. MINNESOTA STATE HIGHWAY DEPARTMENT

COMMENTS: _____

___ 2. MINNESOTA DEPARTMENT OF NATURAL RESOURCES

COMMENTS: _____

___ 3. POLK COUNTY HIGHWAY DEPARTMENT

COMMENTS: _____

___ 4. SOIL AND WATER CONSERVATION DISTRICT

COMMENTS: _____

___ 5. TOWNSHIP BOARD CHAIRMAN IN WHICH PLAT IS LOCATED

COMMENTS: _____

Telephone numbers of agencies.

Mn D.O.T.	(218) 281-6051
Mn DNR	(218) 219-8580
Polk County Hwy Dept.	(218) 281-3952
Soil & Water Cons. District	
East Polk County	(218) 563-2777
West Polk County	(218) 281-6070

FORM C : ORDINANCE SECTIONS FOR SHORELAND PLATS

22.0000 Any proposed subdivision that creates five or more lots shall be processed as a plat in accordance with the provisions of this ordinance.
Lot size requirements will be determined by the zoning district or type of water body.

* 18.2211 Structure and On-site Sewage System Setbacks from Ordinary High Water Level.

1. Structures must be 75' from Ordinary High Water Mark (OHW) on Spring, Mitchell, and Cameron Lakes. Septic systems must be 50' from OHW.
2. Structures must be 100' from OHW on Sand Hill, Union, Cable, Sarah, and Maple Lakes. Septic systems must be 75' from OHW.
3. Structures must be 150' from OHW on all other lakes. Septic systems must be 150' from OHW.
4. Structures must be 100' from OHW on Agricultural and Tributary rivers. Septic systems must be 75' from OHW.

** 18.2800 Water Supply and Sewage Treatment

18.2810 Any public or private supply of water for domestic purposes must meet or exceed standards for water quality of the Minnesota Department of Health and the Minnesota Pollution Control Agency.

18.2822 All private sewage treatment systems must meet or exceed the Minnesota Pollution Control Agency standards for individual sewage treatment systems contained in the document titled, "Individual Sewage Treatment Systems Standards, Chapter 7080", a copy of which is adopted by reference and declared to be a part of Polk County Ordinance. See Section 21 - Sewage and Wastewater Treatment Systems - of the Polk County Zoning Ordinance.

*** 18.2100 Lot Area and Width Standards.

A. Natural Environment:

	Riparian Lots		Nonriparian Lots	
	Area	Width	Area	Width
Single	80,000	200	80,000	200
Duplex	120,000	300	160,000	400

B. Recreational Development:

	Riparian Lots		Nonriparian Lots	
	Area	Width	Area	Width
Single	40,000	150	40,000	150
Duplex	80,000	225	80,000	265

C. General Development:

	Riparian Lots		Nonriparian Lots	
	Area	Width	Area	Width
Single	20,000	100	40,000	150
Duplex	40,000	180	80,000	265

D. River/Stream Lot Width District.

The minimum lot size requirements for rivers and streams are as regulated in the underlying zoning district.

	Agricultural	Tributary	
		No sewer	Sewer
Single	150	100	75
Duplex	225	150	115

IF YOU HAVE ANY OTHER QUESTIONS THAT WERE NOT ADDRESSED ON THESE PAGES, PLEASE CONTACT THE POLK COUNTY ZONING OFFICE.

Form D: Ordinance Sections for Agricultural Plats

- 13.8000 LOT, YARD, ACCESS AND HEIGHT REQUIREMENTS.
- 13.8010 Lot requirements. All lots created shall conform to the following requirements, unless modified by Section 17 or Section 18.
- 13.8100 All new lots except those created for conditional uses. Minimum of one and one half acres.
- 13.8200 Conditional uses. Minimum lot size shall be as stipulated in the criteria for each Conditional Use Permit. If no minimum is stipulated, the minimum shall be one and one half acres.
- 13.8300 Lot configuration for new lots.
- 13.8310 Minimum width - 125 feet with 125 feet of frontage on an existing public road. The minimum width must be maintained for the entire depth of the lot except where the lot is located on a cul de sac.
- 13.8320 Minimum lot depth - 125 feet.
- 13.8330 Width to depth ratio. Depth of lot shall not exceed 5 times the width. Lots of more than 10 acres shall meet this requirement or have a minimum road frontage of at least 500 feet, whichever is less restrictive.
- 13.8400 Yard requirements. All yard requirements shall be measured from the lot line except as modified in 13.8630 below. All yards abutting a public road shall be considered front yards.
- 13.8410 Side yard requirement - 15 feet.
- 13.8420 Rear yard requirement - 30 feet.
- 13.8430 Front yard requirement -
- 13.8431 Public right-of-way lines shall be the lot line for measuring front yard requirements.
- 13.8432 The right-of-way line shall be 2 of the right-of-way distance specified in 13.8500 and shall be measured from the center line of the road built.

- 13.8433 If an actual right-of-way is wider than shown in 13.8500, the yard shall be measured from the actual right-of-way line.
- 13.8434 There shall be a front yard setback of 100 feet on all State, Federal, County, and County State Aid Highways.
- 13.8435 There shall be a front yard setback of 35 feet on all other public right-of-ways.
- 13.8500 Assumed right-of-way widths for measuring front yards. For the purpose of measuring front yards, the right-of-way widths listed in Table 1 below shall be assumed. The road classification shall be that classification assigned on the Thoroughfare Plan Map. The assumed right-of-way width may be reduced to the values in Table 2 below by the Zoning Administrator provided:
 - 13.8510 The applicant demonstrates need.
 - 13.8520 The responsible road authority submits a statement certifying that the reduction will not impair any planned widening, relocation, repair, upgrading, construction or similar activity.

TABLE 1 - ASSUMED R-O-W WIDTHS

Road Classification	R-O-W Width
Principle & Intermediate Arterial	200'
Minor Arterial	150'
Collectors	100'
Local Roads	66'

TABLE 2 - REDUCED R-O-W WIDTHS

Road Classification	R-O-W Width
Principle & Intermediate Arterial	150'
Minor Arterial	150'
Collectors	80'
Local Roads	66'

- 13.8600 Access requirements. All access to a public road shall meet the following standards:
- 13.8610 Field access drives. Not regulated by this Ordinance and not to be considered in applying the provisions of this Ordinance.
 - 13.8620 For permitted uses and residential conditional uses. Access shall be combined if possible or meet the minimum requirements stated in the Comprehensive Plan.
 - 13.8630 For conditional uses other than residential. Access shall conform to the standards in the Comprehensive Plan.
- 13.8700 Height regulations. All structures shall have a maximum height of 35 feet except those structures specifically excepted by 12.3010 and subject to the provisions thereof.

Form E: Section 22 – Subdivision regulations

- 22.0000 Procedures. Any proposed subdivision that creates five or more lots shall be processed as a plat in accordance with the provisions of this ordinance.
- 22.0400 Subdivision of land in Polk County.
- a. Surveyors. Any Certificate of Survey provided to Polk County as part of a subdivision application shall be made by a registered land surveyor licensed in the State of Minnesota, in compliance with the laws of Minnesota and the requirements of this Ordinance, and bearing the surveyor's registration number.
 - b. Conformance. No minor subdivision or platted subdivision shall be recorded in the Polk County Records Office, or have any validity, until the proposed subdivision has been prepared, reviewed and approved in the manner prescribed in this Ordinance.
 - c. Building Permits. No building permits shall be issued by Polk County for the construction of any building, structure or improvement to the land or to any lot in an unrecorded or unauthorized subdivision until all requirements of this Ordinance have been complied with.
 - d. Platted lots must conform to all of the official controls adopted by this ordinance. The Planning Commission/ Board of Commissioners must not approve plats that are designed so variances from one or more standards in the official controls would be needed to use the lots for their intended purpose. Lot areas shall meet sizing standards within the land use district as defined by this ordinance and shall have adequate room for two standard subsurface sewage treatment systems. Lots that would require use of only holding tanks must not be approved. Lots shall be evaluated for limiting factors including but not limited to depth of groundwater or impervious layer, slope, flooding potential, and other limiting factors.
- 22.1000 Pre-application meeting. Before preparing sketch plans of any development, the developer is requested to discuss with the Planning Office the procedure for authorization of the development.
- 22.1100 Conformance. No plat of any subdivision shall be recorded in the Polk County Records Office, or have any validity, until the plat has been prepared and approved in the manner prescribed in this Ordinance.

- 22.1200 Building Permits. No building permits shall be issued by Polk County for the construction of any building, structure or improvement to the land or to any lot in an unrecorded or unauthorized subdivision until all requirements of this Ordinance have been complied with.
- 22.2000 The developer shall submit to the Planning Office a sketch plan of the development, together with an application for a subdivision permit. Upon receiving the sketch plan and application for the subdivision permit, the Planning Office shall review the plat for conformance with the regulations and site characteristics for development suitability.
- 22.2200 Sketch plan approval. Upon sketch plan review and a possible visit to the site, the Polk County Planning Office shall approve, conditionally approve with the conditions stated, or disapprove the sketch plan in writing. If approved, the developer shall certify in writing that they agree to all requirements of these regulations together with any additional requirements or conditions as stipulated in the Planning Office=s approval.
- 22.2300 Where any city has adopted extra-territorial subdivision platting regulations as provided by State law, any proposed plat lying within two miles of said city shall be submitted to, and approved by, said city. Where any township in Polk County has adopted platting regulations or does their own permitting; any proposed plat lying within said township shall be submitted to, and approved by said township.
- 22.3000 Approval from the Planning Commission.
- 22.3100 The preliminary plat shall be submitted to the County Planning Commission at least thirty (30) days prior to a Planning Commission meeting at which consideration is requested. The County Planning Commission shall hold a public hearing on the preliminary plat. Notice of public hearing shall be in a paper of general circulation and sent to the ten (10) closest property owners to the proposed land to be subdivided. The subdivider may attend the Planning Commission meeting that addresses the said preliminary plat.
- 22.3200 The Planning Commission shall act on each plat submitted within sixty (60) days of the date of submission. In case the plat is disapproved, the subdivider shall be notified of the reason for such action and what requirements will be necessary to meet the approval of the Planning Commission.

- 22.4000 Approval from County Board of Commissioners.
- 22.4100 After the public hearing and review of the preliminary plat by the Planning Commission, such preliminary plat, together with the recommendations of the Planning commission, shall be submitted to the County Board for consideration. The subdivider may attend the County board meeting that addresses the said preliminary plat.
- 22.4200 The County Board shall act on each plat forwarded by the Planning Commission with sixty (60) days after submission to the County Board. Approval or disapproval of the preliminary plat shall be conveyed to the subdivider in writing within ten (10) days after the meeting of the County Board at which such plat was considered. In case the plat is disapproved, the subdivider shall be notified of the reason for such action and what requirements will be necessary to meet the approval of the County Board.
- 22.4300 The approval of the preliminary plat shall authorize the developer to prepare a final plat in conformance with the layout of the preliminary plat. (In order to speed the process of approval of the final plat, the Planning Commission may waiver its authority to review the final plat. If the final plat is substantially different from the preliminary plat authorized by the Planning Commission, the Planning Commission shall review the final plat.)
- 22.5000 Review of final plat. Within six (6) months of preliminary plat approval, the developer shall submit a final plat. The plat may contain only that portion of the approved preliminary plat which he/she proposed to record. Failure to meet with this provision shall void the preliminary plat, and the developer must submit a new preliminary plat for approval from the Planning Commission and the County Board.
- 22.5100 The final plat and application for review shall be submitted to the Planning Office thirty (30) days prior to the Planning Commission meeting at which it is to be considered.
- 22.5200 Upon approval by the Planning Commission, the Planning Office shall forward the plat to the County Board of Commissioners for issuance of the final development approval and signatures.
- 22.5300 The developer shall file with the Planning Office a sufficient number of copies, as determined by the Planning Office, for distribution to the appropriate County departments.

22.6000 The developer application approval shall become final upon receipt of a certified copy of the plat and the filing of the plat and any additional agreement or issuances with the County Recorder.

22.7000 Presentation Requirements.

22.7100 The preliminary and final plat application requirements include, but are not limited to:

1. Scale : 1 inch equals 100 feet (minimum).
2. Location by section, township, range or by other legal description.
3. Names and addresses of the owner, subdivider, surveyor, and designer of the plat.
4. The size (in sq.ft.) and dimensions of lots, plat, and thoroughfares.
5. North-point and Date of preparation
6. Outside boundary lines designated by bearing or angles and distances, curves by radii, central angle and arc length.
7. All curve line and individual lots to include radii, central angle, and arc length.
8. The location of monuments, where monuments are set at all angle and curve points.
9. Public grounds shown - dedications and purpose (easements). Utilities easements at least ten (10) feet wide shall be provided for utilities where necessary. Where a subdivision is transverse by a water course or drainage way, there shall be provided a storm water easement or drainage right-of-way.
10. Methods for controlling stormwater runoff and erosion (before and after construction).
11. Location of lots, street, roads, highways, alley, parks and other features, with accurate dimensions in feet with the length of radii and/or arcs of all curves.
12. Plans for the provisions of drinking water, conforming septic systems, drainage and flood control.

13. Extent of anticipated vegetation and topographic alterations.
 14. Minimum building setback distances from the top of bluffs, roads, lakes, streams, rivers, and adjacent property lines.
 15. Certification by a registered land surveyor to the effect that the plan represents a survey made by him and that monuments and markers shown thereon exist as located and that all dimensional and geodetic details are correct.
 16. Bench mark location and elevation shown.
- 22.7110 Setbacks, dimensions, and frontage for the proposed plat shall not be less than those required by the applicable section in the Polk County Zoning Ordinance.
- 22.7120 In Floodplain areas, you must include:
17. All lots within the floodplain districts shall contain a building site at or above the Regulatory Flood Protection Elevation in accordance with Parts 17.0000 to 17.9034 of this Ordinance. All subdivisions shall have road access both to the subdivision and to the individual building sites no lower than two feet below the Regulatory Flood Protection Elevation.
- 22.7130 In Shoreland areas, you must include:
18. Notification to the Department of Natural Resources.
 19. Rivers, streams, creeks, lakes, ponds, swamps boundaries must have a survey line showing bearings and distances between angle points.
 20. Line or contour showing Ordinary High Water Level, and the toe and top of bluff.
 21. Water elevation must be shown and dated.
- 22.7200 Roads, Highways, and Alleys.
22. 7210 The proposed plat must have frontage on a public road, and must meet the following requirements:
- A. The access meets the access requirements of the affected road authority.

B. The road authority will grant an access permit.

22.7310 Street or road design features:

22.7311 Street or road layout; including width, length, and surfacing submitted by the developer shall be approved by the County Highway Engineer.

22.7312 If practical, streets shall intersect at right angles.

22.7313 Where the plat submitted includes only part of the tract owned or intended for development, a tentative plan of a proposed future street and road system for the portion shall be prepared and submitted by the subdivider.

Form F: Notice to Dept. of Commerce

Notice:

If you intend to offer for sale **eleven or more** parcels shown on the attached plat, you should contact:

Minnesota Department of Commerce
Securities Division
5th Floor Metro Square Building
St. Paul, Minnesota 55101

This is in regards to compliance with the Minnesota Subdivided Land Sales Practices Act, or you may call (651) 296-6332 to speak with Chet Jorgenson for this information.