

## § 151.04 PROCEDURES FOR FILING AND REVIEW.

(A) *Sketch plan.* In order to insure that all applicants are informed of the procedure requirements and minimum standards of this chapter and the requirements or limitations imposed by other city ordinances or plans, prior to the development of a preliminary plat, all applicants shall present a sketch plan to the City Administrator-Clerk prior to filing a preliminary plat.

(B) *Preliminary plat.*

(1) *Filing.* Five copies of the preliminary plat and a list of property owners located within 350 feet of the subject property obtained from and certified by LeSueur County, shall be submitted to the City Administrator-Clerk. The required filing fee as established by the City Council resolution shall be paid and any necessary applications for variances from the provisions of this chapter shall be submitted with the required fee. The proposed plat shall be placed on the agenda of the first possible Planning Commission meeting occurring after ten days from the date of submission. The plan shall be considered as being officially submitted when all the information requirements are complied with.

(2) *Hearing.* The Planning Commission upon receipt of the application shall instruct the City Administrator-Clerk to set a public hearing for public review of the preliminary plat. The hearing shall be established once adequate time has been allowed for staff and advisory body review of the plat. The Planning Commission shall conduct the hearing, and report its findings and make recommendations to the City Council. Notice of the hearing shall consist of a legal property description, description of request and map detailing property location, and be published in the official newspaper at least ten days prior to the hearing and written notification of said hearing shall be mailed at least ten days prior to all owners of land within 350 feet of the boundary of the property in question.

(3) *Technical assistance reports.* After the public hearing has been set, the City Administrator-Clerk shall instruct the appropriate staff persons to prepare technical reports where appropriate, and provide general assistance in preparing a recommendation on the action to the City Council.

(4) *Review by other commissions or jurisdictions.* The City Administrator-Clerk shall refer copies of the preliminary plat to the Park and Recreation Committee, county, state or other public jurisdictions for their review and comment, where appropriate and when required.

(5) *Planning commission action.* The Planning Commission shall make a recommendation to the City Council immediately following the close of the public hearing. If the Planning Commission has not acted upon the preliminary plat within 60 days from the opening of the public hearing, the Council may act on the preliminary plat without the Planning Commission's recommendation.

(6) *City Council action.*

(a) If all requirements of this chapter and those additionally imposed by the Planning Commission are complied with, the Council shall act upon the preliminary plat and may impose conditions and restrictions which are deemed necessary within 60 days of the date of the close of the Planning Commission's public hearing.

(b) If the preliminary plat is not approved by the City Council, the reasons for that action shall be recorded in the proceedings of the Council and transmitted to the applicant. If the preliminary plat, is approved, that approval shall not constitute final acceptance of the layout. Subsequent approval will be required of the engineering proposals and other features and requirements as specified by this chapter to be indicated on the final plat. The City Council may require such revisions in the preliminary

plat and final plat as it deems necessary for the health, safety, general welfare and convenience of the city.

(c) If the preliminary plat is approved by the City Council, the subdivider must submit the final plat within six months after the approval or approval of the preliminary plat shall be considered void, unless a request for time extension is submitted in writing and approved by the City Council. The subdivider may file a final plat limited to that portion of the preliminary plat which he or she proposes to record and develop at this time, provided that the portion must conform to all requirements of this chapter.

(C) *Final plat.*

(1) *Filing.* After the preliminary plat has been approved, final plat shall be submitted for review as set forth in the subdivisions which follow.

(2) *Approval of the Planning Commission.* Ten copies of the final plat shall be submitted to the City Administrator-Clerk for distribution to the Planning Commission, City Council and appropriate city staff ten days prior to a Commission meeting at which consideration is requested. During the ten days,



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 plot will be conveyed to the subdivider within ten days after the meeting of the City Planning Commission at which the plat was considered. In case the plat is disapproved, the subdivider shall be notified in writing of the requests for such action and what requirements shall be necessary to meet the approval of the Commission.

(3) *Approval of the Council.* After review of the final plat by the Planning Commission, the final plat, together with the recommendations of the Planning Commission shall be submitted to the City Council for approval. If accepted, the final plat shall be approved by resolution, which resolution shall provide 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.

(4) *Special assessments.* When any existing special assessments which have levied against the property described to be divided and allocated to the respective lots in the proposed plat, the City Administrator-Clerk shall estimate the clerical cost of preparing a revised assessment roll, filing the same with the County Auditor, and making such division and allocation, and upon approval by the Council of such cost the same shall be paid to the City Clerk before the final plat approval.

(5) *Street addresses.* With submission of the final plat, ten copies of the plat map showing all addresses correctly labeled in conformance with all applicable LeSueur County and city ordinances and policies shall be supplied to the City Administrator-Clerk for subsequent distribution to the utility companies and local school districts.

(6) *Recording final plat.* If the final plat is approved by the City Council, the subdivider shall record it with the LeSueur County Recorder within 100 days after the 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 the plat until the city has received evidence of the plat being recorded by LeSueur County.

(Ord. passed - -)