



Final Plat Application

Hubbard County Environmental Services

301 Court Ave., Park Rapids, MN 56470

Phone: 218.732.3890

www.co.hubbard.mn.us/environmental.htm

Conditions

- The final plat must be in substantial compliance with the preliminary plat.
- The final plat must incorporate all conditions of the County Board approval of the preliminary plat.
- The subdivider shall submit the final plat application no later than one (1) year from the date of approval of the preliminary plat by the County Board or the preliminary plat shall become void unless a request for a time extension is submitted by the applicant at least 30 days before the end of the one year period and approved by the County Board.
- You must file the final plat with the County Recorder's Office within thirty (30) days of County Board approval of the final plat unless an application for extension has been made to the County Board, and such extension is granted.

Procedure

1. Fill out this application form and attach the additional required information as directed.
2. Submit the application and all other required information to the Environmental Services Department along with seventeen (17) 20 x 30 inch folded paper copies and five (5) 11 x 17 inch folded paper copies of the final plat.
3. Two mylar copies of the final plat at a minimum scale of two hundred (200) feet to the inch must also be created for obtaining the necessary signatures on it and filing the plat with the County Recorder.
4. You will be notified of additional information or corrections that must be submitted if the application or information is incomplete or incorrect.
5. Planning Commission Review:
 - a. You will be notified of the date and time of the meeting where the Planning Commission will review the final plat and make a recommendation to the County Board.
 - b. The Environmental Services Officer shall submit the application, final plat and requirements and comments of the County staff to the Planning Commission.
 - c. The Planning Commission shall review the final plat and all supporting documentation for compliance with the preliminary plat approval by the County Board.
 - d. Following the recommendation of approval or disapproval of the final plat by the Planning Commission, the Environmental Services Officer shall notify the subdivider of the recommendation made by the Planning Commission. If approval of the final plat is recommended, such plat shall be considered by the County Board of Commissioners. If disapproval is recommended, the subdivider may opt to withdraw the plat from consideration by the County Board and resubmit said plat to the Planning Commission after appropriate changes have been made.
 - e. A report of the Planning Commission recommendation shall be provided to the County Board.
6. County Board Action.
 - a. The County Board shall act on the Final Plat after the Planning Commission makes a recommendation on it.
 - b. The County Board shall consider conformance of the final plat to the preliminary plat approval, the design standards of this Ordinance, the comments and recommendations of the County staff, the Planning Commission recommendation, and Minnesota State Statutes. The County Board may either approve or disapprove the final plat based upon the Planning Commission recommendation and any other information the Board deems appropriate.
7. Final Plat Recording
 - a. Plat approval shall be null and void if the plat is not filed with the County Recorder within thirty (30) days after the date of approval, unless an application for extension has been made to the County Board, and such extension is granted.



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Filing Requirements

You must submit the following items with this application. An application will not be considered complete until all of the information listed below is submitted to the Environmental Services Department. The information shall be provided in graphic or written formats, as appropriate.

- _____ Seventeen (17) 20 x 30 inch paper copies and five (5) 11 x 17 inch paper copies of the final plat. These copies shall conform substantially to the preliminary plat, as approved by the County Board. Two mylar copies of the final plat at a minimum scale of two hundred (200) feet to the inch must also be created and all necessary signatures on them obtained prior to filing the plat with the County Recorder.
- _____ The form and content of the final plat shall conform to the *Minnesota Land Surveyors Association Plat Manual of Minnesota Guidelines* and Chapter 505 of Minnesota State Statutes and meet all requirements and laws of the State of Minnesota.
- _____ Other data, certificates, affidavits, and endorsements that may be required by the County Board.
- _____ Any financial guarantees required in lieu of road construction prior to final plat application as approved by the County Board shall be submitted to the Environmental Services Office in a form satisfactory to the County Board. The time period required for the completion of the road construction shall be specified in the resolution approving the final plat and shall be incorporated into the financial guarantee.
- _____ Be approved in writing by a licensed land surveyor, other than the land surveyor who prepared said plat, as to the mathematical correctness and its conformity to Minnesota platting regulation.
- _____ Be approved in writing by the County Engineer if the property access enters upon a county highway or by a state highway engineer if the property access enters upon a state highway.
- _____ A signed written letter shall be submitted by the subdivider certifying that the constructed public road(s) meet all the requirements of this Ordinance. Written approval of the constructed public road(s) from the Environmental Services Office is also required.
- _____ A current title opinion by a practicing Minnesota attorney to the description of the property being platted showing the title to be in the name of the owner or subdivider shall be submitted. "Current" shall mean that the title opinion or title commitment shall have originated within 30 days or less at the date of submission of the final plat application. The owner or subdivider shown in the title opinion shall be the owner of record of the platted lands on the date of recording of the plat with the County Recorder.



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Please type or print in ink:

Property Information

Address _____

Section _____ Township _____ Range _____ Tax Parcel Number(s) _____

Existing Parcel Acreage _____ Shoreland ___ Non-Shoreland ___ (Check box if parcel is in shoreland, non-shoreland, or both)

Complete Legal Description _____

Proposed Subdivision Name _____ No. of lots _____

Applicant

Name _____

Address _____ City _____ State _____ Zip _____

Work Phone _____ Fax _____

Cell _____ Email address _____

Owner Information (if different from above)

Property Owner _____

Address _____ City _____ State _____ Zip _____

Work Phone _____ Fax _____

Cell _____ Email address _____

Surveyor of Preliminary Plat

Name _____

Address _____ City _____ State _____ Zip _____

Work Phone _____ Fax _____ Cell _____

Email address _____ License Number _____

Applicant and Owners Statement

I hereby certify that the information contained in this application is to my knowledge a true, accurate and complete representation of facts and conditions concerning the proposed subdivision. I hereby authorize the County Environmental Services Officer, authorized staff, and the Planning Commission to enter upon this property to perform such inspections as necessary for the review of this application.

Signature of applicant _____ Date _____

I am the fee title owner of the above described property, and I agree to this application.

Signature of owner: _____ Date _____

(owner must sign)