

## When is a plat required?

1. To transfer ownership of part of an existing lot or parcel.
2. To change or rearrange any property or lot line.
3. To obtain a building permit on land not described by lot and block. No building permit may be granted on unplatted land unless specifically approved by the City Council with the approval of a site plan or a waiver of platting requirements. There is an exception for single family lots per *Section 16.03(d)* of the *City Code*.

## Types of plats

**Administrative preliminary plat:** Any non-residential plat with six or fewer lots, where all lots meet minimum zoning and subdivision ordinance requirements, or a plat of any land being developed under the Planned Development Ordinance.

**Standard preliminary plat:** All other preliminary plats. When in the public interest, the City may determine any proposed subdivision plat be processed as a standard plat.

**Final plat:** After City Council's approval of the preliminary plat, the final plat is prepared to conform with the approved preliminary plat and any conditions of approval.

## Pre-application procedures

1. Meet with Planning and Engineering staff. Appointments are appreciated. *See contact information on page 4.*
2. Schedule informal review with the Development Review Committee (DRC). Call 952-563-8920 to be placed on the DRC agenda. Committee meets each Tuesday at 9 a.m. in the McLeod Conference Room at Civic Plaza.
3. Preparation of preliminary plat drawings by a Registered Land Surveyor. The City does not provide surveying services.
4. Obtain Development application from the Planning Division or visit [www.ci.bloomington.mn.us](http://www.ci.bloomington.mn.us), keywords: Development application.

## Application procedures

1. Submit 5 - 6 complete sets of required drawings and data, completed application form, and fees to the Planning Division. If the submission is complete and acceptable, Planning will provide a scheduling sheet.
2. Plat will be scheduled for formal review by DRC (if determined necessary by staff at the informal DRC) and a public hearing by the Planning Commission (standard plats) and/or the City Council (administrative plats).
3. City staff will advertise the public hearing and mail notices to property owners within 200 feet of the site.

## Bloomington application fees

See *City of Bloomington Planning Fee Schedule* for a current listing of fees or contact the Engineering Division at 952-563-4870.

### Preliminary plat

#### Single and two-family lots

- Basic fee.
- Additional per lot.

#### Multiple-family, commercial, industrial

- Basic fee.
- Additional per acre.

### Final plat

- Basic fee.
- Additional per lot, outlot, excepted parcel.

### Lot line adjustment

- Basic fee.
- Replat for lot line adjustment (no change in number of lots).

## Additional fees

### Park dedication fee

- Based on the development's proportional share minus credits, but in no event more than 10 percent of undeveloped land value at time of final plat approval, as determined by the City Assessor. Contact the Assessing Division for more information (952-563-8724).
- Dedication due at the time of Final Plat approval.
- Required in land or cash at the City's option.

### Certified plat copy fee

- A fee is paid to the City of Bloomington to procure a certified copy of the plat.

**Off-site improvements deposit may be required.**

## Required drawings and data

1. 4 - 6 full-size preliminary plat drawings (number of copies depends on proximity to County and State roads and highways).
2. One set reduced to 11 by 17 inches.
3. Completed application form signed by the property owner(s) and the applicant(s).
4. All required fees paid.
5. Completed park dedication worksheet.
6. Letter of narrative.

*Include the following with the preliminary plat. Information may be on one or several sheets.*

### General requirements

- Elevation and contours in feet above mean sea level, Bloomington Data.
- Scale: must be readable, minimum 1"=100'
- Proposed public street names must conform to the standard street naming system of the City.
- North arrow and key map showing location of site and properties within 600 feet of site.

### Existing conditions

- All contiguous land owned by the subdivider must be included in the plat drawing, whether it is to be platted or not.
- Existing structures: basement, first floor and garage floor elevations.
- Building setbacks to property lines.
- Public streets and rights-of-way on and adjacent to property: curbs, sidewalks, driveways and curb cuts.
- Ground elevations in two-foot contour intervals on the property and on adjacent land within 100 feet of the property.
- Easements of record, indicating location, width and purpose.
- Utilities on and adjacent to the property.

- Vegetation: wooded areas, grasslands and marshes, isolated trees one foot or more in diameter.
- Other physical conditions: water courses, ponds, streams, retaining walls, rock outcroppings, Indian mounds and historic features.

### Lot and block plan

- Proposed lot lines with dimensions, lot numbers, block numbers, outlot designations.
- Areas reserved for parks, playgrounds or other public uses.
- Standard easements: 10 foot sidewalk and bikeway along public streets, 10 foot drainage and utility along public streets, 5 foot drainage and utility along side and rear property lines.
- Special easements: planting, common driveway and/or parking, scenic, floodage, transportation facility, walkway, private.
- Buildable area of lots, minimum building setbacks.
- Proposed public streets (if applicable).
- Street names and proposed right-of-way widths.
- Site data summary: lot areas, land area dedicated for public streets, total number of lots and outlots proposed.

### Utility plan

- Existing/proposed: water mains, fire hydrants, valves, storm sewers, sanitary sewers, catch basins and sediment traps, gas lines, electric lines, telephone line.
- All existing/proposed utility lines must show, as appropriate: pipe size and type, invert elevations, top of casting elevation, manhole elevation, catch basin elevation.

### Other

All plat applications that would create one or more new parcels in the R-1, R-1A, and RS-1 Zoning Districts must include both a tree survey and a tree preservation plan, see *Section 19.53*.

## Administrative preliminary plat process – Applies to plats with six or fewer lots that meet all requirements.

Processing time	Review and procedure
<ul style="list-style-type: none"> <li>• A minimum of four weeks from submission of complete application.</li> <li>• Requires public hearing by the City Council.</li> <li>• City Council must act on proposed preliminary plat within 120 days of date of application.</li> </ul>	<ol style="list-style-type: none"> <li>1. Schedule meeting with informal Development Review Committee (DRC).</li> <li>2. Submit plat application.</li> <li>3. A formal DRC meeting may be scheduled if recommended at the informal DRC meeting.</li> <li>4. Staff will make its recommendation for denial, approval or approval with conditions for consideration by the City Council.</li> <li>5. The City Council will hold a public hearing on the proposed plat. The applicant and other persons will be permitted to speak for or against the proposal.</li> <li>6. The Council may:               <ul style="list-style-type: none"> <li>• Approve the preliminary plat.</li> <li>• Deny the preliminary plat.</li> <li>• Continue consideration of the proposal within statutory time limits.</li> <li>• Refer the proposal to the Planning Commission.</li> </ul> </li> <li>7. Proceed to "Final Plat" if approved by the City Council.</li> </ol>

## Standard preliminary plat process

### Processing time

- A minimum of six weeks from submission of complete application.
- Requires public hearing by Planning Commission.
- Planning Commission must act on proposal within 35 days of original public hearing.
- May require a public hearing by the City Council.
- City Council must act on proposed preliminary plat within 120 days of date of application.

### Review and procedure

1. Schedule a meeting with the informal Development Review Committee (DRC).
2. Submit plat application.
3. Final review and recommendation by DRC.  
The committee will make its recommendation for denial, approval or approval with conditions for consideration by the Planning Commission. The applicant or their representative should attend this meeting.
4. The Planning Commission will hold a public hearing on the proposed plat. The applicant and other persons will be permitted to speak for or against the proposal.
5. The Planning Commission may:
  - Recommend approval of the preliminary plat.
  - Recommend denial of the preliminary plat.
  - Continue consideration of the proposal within statutory time limits.
6. If applicant or other individual does not agree with final recommendation for approval or denial of preliminary plat, that person may request a public hearing before the City Council.
7. The City Council will consider recommendation of the Planning Commission on proposed plat. If a public hearing was requested, the hearing will be advertised and notices mailed. The applicant or other persons will be permitted to speak for or against the proposal.
8. City Council action. The City Council may:
  - Approve the preliminary plat.
  - Deny the preliminary plat.
  - Continue consideration of the proposal within statutory time limits.
9. If approved, proceed to final plat.

## Final plat process – See page 4 for drawings and data required with final plat submission.

### Processing time

- Submit application within 12 months of preliminary plat approval. Upon written request, the Public Works Director may extend approval for an additional 12 months. (Maximum one extension, no fee required).
- Approximately four weeks from submission of complete application.
- A public hearing is not required. Can be approved concurrently with the preliminary plat.
- City Council must act on final plat within 60 days of application.
- Applicant must file plat with Hennepin County within 12 months of City Council approval.

### Review and procedure

- Following approval of the preliminary plat by the City Council, the final plat shall be prepared by a Registered Land Surveyor. The final plat is to be submitted to the Public Works Department.
1. The final plat is reviewed by Public Works staff to ensure conformance with approved preliminary plats, and compliance with any conditions of approval attached to the preliminary plat.
  2. A request for approval of the final plat will be placed on the next available City Council agenda.
  3. Submit 2 signed mylar copies of the final plat. One is the official plat copy and the other is for City files.
  4. Upon completion of all City Council conditions, receipt of an updated title commitment, required fees, and easements, the mylar copies will be signed by City officials.
  5. When final plat documents have been signed, the applicant files signed plat and records any easements or other documents with the appropriate offices in Hennepin County.
  6. Proof of filing the plat must be submitted to the Engineering Division before any building permit can be issued.
  7. Monuments or property irons are placed at all lot corners and other locations within one year of recording the final plat as required by *Minnesota State Statute 505.021, Subdivision 10.*

## Final plat required drawings and data

1. Applicant must submit two paper copies of the final plat to the Engineering Division for review. (Mylar copies are submitted to the Engineering Division upon final approval.)
2. Drawn at a scale of up to 1" = 200' on 22" x 34" paper.

*The following must be submitted with the final plat:*

### General requirements

- Primary control points approved by the County Surveyor or descriptions to such control points, to which all dimensions, angles, bearings and similar data on the plat shall be referred.
- Boundaries, street rights-of-way, easements and other rights-of-way, and property lines with accurate dimensions, bearings or deflection angles, radii arcs and central angles of all curves.
- Name and right-of-way width of each street or other right-of-way.
- Location, dimension and purpose of easements permitted by law to appear on a final plat.
- Number to identify each lot and/or block, or letter to identify each tract or outlot.
- Location and description of monuments.
- Certification by Surveyor as to accuracy of survey and plat.
- Statement by owner dedicating any streets, rights-of-way, easements and parks.
- Title, scale, north arrow and date.
- Deeds for easements not shown on final plat.
- Protected covenant documents.
- Title opinion.
- All fees must be paid by the time of filing in order to process the final plat.

### Public improvements

- All public improvements must be made in accordance with the plans and specifications of the City Engineer. All concrete and bituminous construction, all storm sewers, water mains and sanitary sewers must be constructed by the City of Bloomington or by contracts let by the City of Bloomington.
- All utilities serving individual building sites must be underground.
- It is the responsibility of the subdivider/re-platter to grade public streets to an elevation within four inches of final grade. If park lands dedicated in the plat are not to be graded, any areas excavated, filled or otherwise disturbed must be covered by a minimum of four inches of topsoil and seeded or sodded, depending on slope.
- No trees, brush, demolished buildings or other debris shall be buried.
- Prior to issuance of any grading permits, approval of a grading plan by the appropriate Watershed District is required except for individual single-family lots.

## Watershed districts

*Approval may also be required by the applicable watershed district.*

### Lower Minnesota River Watershed District

- Permit needed if one acre or more is disturbed.

Terry Schwalbe, Administrator, 952-856-5880  
Joan Ellis, Assistant Administrator, 952-856-5875  
112 E. 5th Street, Suite 102  
Chaska, MN 55318

### Nine Mile Creek Watershed District

- Permit needed if: a) 50 cubic yards or more of earth is disturbed, b) 5,000 sq. ft. or more of vegetation is disturbed, or c) subdivision of one parcel into three or more residential lots.

Kevin Bigalke, District Administrator, 952-835-2078  
7710 Computer Avenue, Suite 135  
Edina, MN 55435

### Richfield-Bloomington Watershed Management Organization

- City review only. No additional review or permits needed.

Scott Anderson, PE, 952-563-4870  
1700 W. 98th Street  
Bloomington, MN 55431

### Riley-Purgatory-Bluff Creek Watershed District

- City review only. No additional review or permits needed.

Paul Haik, Coordinator, 612-333-7400  
Krebsbach and Haik, Ltd.  
225 S. Sixth Street #4320  
Minneapolis, MN 55402

## For more information

### Bloomington Civic Plaza

1800 W. Old Shakopee Road  
Bloomington, MN 55431

Planning Division, 952-563-8920  
Bob Hawbaker, Manager, 952-563-8922

### Public Works

1700 W. 98th Street  
Bloomington, MN 55431

Engineering Division, 952-563-4870  
Jen Desrude, Civil Engineer, 952-563-4862  
Steve Jorschumb, Senior Engineering Technician,  
952-563-4864