



# Preliminary and Final Plat Process

## *City of Lakeville*

### Community Development Department

The following are the key steps in platting property within the City of Lakeville. Detailed preliminary and final plat submittal requirements and other development related applications can be obtained from the Lakeville Community Development Department at 20195 Holyoke Avenue, found on the City's website at [www.lakevillemn.gov](http://www.lakevillemn.gov).

#### **PRESUBMITTAL INFORMATIONAL MEETING:**

This is an informal meeting between the developer and City staff. This gives the developer an opportunity to present the project to staff and to discuss the general Zoning and Subdivision Ordinance requirements and any possible development applications or issues that may pertain to the project prior to the developer making further investments into the project. The developer is not required to meet with staff prior to submitting the required plans and applications, however, developers often do meet with staff and assess if there are any major issues that could affect the project and to review options to address these issues.

#### **SKETCH PLAN:**

1. A sketch plan application, supportive information, one electronic copy, and two copies of a wetland delineation report (if applicable) is submitted to the City for review by staff to determine any major issues or design factors that need to be addressed prior to full detailed plans being prepared.
2. The sketch plan is then revised according to planning and engineering staff review comments as discussed with the applicant.
  - Depending on the size and technical aspects of the project the sketch plan may need to be reviewed by the Planning Commission and City Council before the preliminary plat is prepared.
  - In addition, a neighborhood meeting may be recommended to present the sketch plan to the adjacent property owners within 500 feet of the project, prior to the preliminary plat being submitted for Planning Commission and City Council consideration.

#### **\*\*PRELIMINARY PLAT: (60 - 120 DAYS)**

1. A preliminary plat application, supportive information and one electronic copy of the plans are submitted to the City for review by staff. This step may include additional meetings with the applicant and the revision and resubmittal of plans to work through the review comments.
2. Once the plans are revised to fully meet the Zoning and Subdivision Ordinance requirements as outlined by City staff, the required legal notice is prepared by staff and sent to the City's official newspapers and property owners within 500 feet of the property being platted. Planning and engineering staff reports are prepared and the item is placed on the next available Parks, Recreation and Natural Resources Committee and Planning Commission agendas for review and recommendation to the City Council. One electronic copy of the revised plans must be submitted for inclusion with the Planning Commission meeting packet materials.
3. If needed, the preliminary plat is revised to address the Planning Commission's recommendation and any outstanding staff review comments prior to City Council consideration.

4. Once the plans are finalized and ready for the City Council's consideration, staff reports are prepared and the preliminary plat is placed on the next available City Council meeting agenda. One electronic copy of the revised plans must be submitted for placement in the City's files and inclusion in City Council meeting packet materials.

**\*\*FINAL PLAT: (30 - 60 DAYS)**

1. A final plat application, supportive information and one electronic copy of the plans are submitted to the City for review by staff. This step may include additional meetings or discussions with the applicant if the final plat is not consistent with the preliminary plat.
2. Planning and engineering staff reports are prepared according to the submitted final plat.
3. The City Attorney prepares a development contract for the final plat.
4. The applicant reviews the draft development contract and contacts staff with any questions.
5. The final development contract is prepared by the City Attorney and sent to the applicant for signatures.
6. The signed development contract is submitted back to the City with signed mortgage releases, warranty deed conveying outlots to the City for public purposes (stormwater treatment, wetlands, etc.) and public easements documents and any other items as outlined in the development contract.
7. The planning and engineering staff reports, the final plat plans, development contract and associated materials are reviewed by the City Council and final action is taken.
8. A check for the cash fees, letter of credit or other form of security, and insurance certificate are submitted to the City by the developer as outlined in the development contract.
9. Final plat mylars are prepared by the developer and submitted to the City for signature. After the mylars are signed and all securities, cash fees and insurance documents are submitted to the City the mylars are released to the developer for recording at Dakota County.

**\*\*In some cases the preliminary and final plat review process can be combined and considered by the Planning Commission and City Council concurrently.**

**PRECONSTRUCTION MEETING:**

After City Council approval of the final plat a preconstruction meeting must be scheduled with the Engineering Division. City staff, the developer and the developer's contractor and engineer as well as utility companies involved with the development of the property typically attend the meeting. Preconstruction meetings provide an opportunity for all parties to review the project, the construction schedule and ask questions.