

City of Paynesville Subdivision Process

- **Concept Plan** - Meeting with the City Staff for information discussion of the proposed plat (see Chapter 12, Section 12.06)
 - Submit to City Administrator
 - Determine if Conditional Use Permit is needed – apply for at Preliminary Plat stage (see Chapter 11, Section 11.80)
 - Planning Commission
 - ✓ Public Hearing
 - City Council
 - Determine if Planned Unit Development (PUD) is needed – apply for at Preliminary Plat stage (see Chapter 11, Section 11.70)
 - Planning Commission
 - ✓ Public Hearing
 - City Council
 - Determine if Variance is needed – apply for at Preliminary Plat stage (see Chapter 11, Section 11.82)
 - Planning Commission
 - City Council
 - ✓ Public Hearing
 - To Planning Commission
 - To City Council

- **Preliminary Plat** (see Chapter 12, Section 12.07)
 - Submit to City Administrator – preliminary plat submissions and the required fee are followed by a public hearing before the Planning Commission which then forwards its recommendations to the City Council for action.
 - To Planning Commission
 - Public Hearing
 - To City Council

- **Plat To Be Reviewed By The County** – this is the developer’s responsibility and the City is not involved in this process.
 - Wetland determination - The City must receive written approval from the Stearns County Environmental Office at 1-800-450-0852 prior to the Final Plat being approved.

 - All newly proposed street names must be approved by the Stearns County Environmental Office at 320-656-6302. They request an 8 ½”x11’ copy of the plat and a list of the street names used in the plat. The City must receive written approval from her before the Final Plat is approved.

 - The Stearns County Auditors/Surveyors Office at 320-656-6397 must review the plat and any comments/suggestions/changes needed are the responsibility of the Developer and his or her engineer/surveyor. This City is not responsible for any changes or costs incurred for the plat to meet County/State Statute requirements.

- **Between Preliminary Plat and Final Plat**
 - Plat reviewed by Public Works Director
 - Plat reviewed by City Engineer
 - NPDES Permits – through MPCA, if applicable (development disturbs 1 or more acres of land) – Water Retention Plan

- **Development Agreement** (see Chapter 12, Section 12.10, Subd. 1a)
 - Discussion Between Developer and City Administrator
 - Address Park Land Dedication Fees
 - Address Street Lighting
 - Address Trunk Charges
 - Address Water Retention
 - Drafted by City Attorney
 - To Planning Commission
 - To City Council

- **Prior to Final Plat Approval - Reviewed By MnDOT – They have 30 days to review this (per State Statute)**
 - Road Certificate Comments needed from MnDOT in writing
 - City prepares a Certificate to go with MnDOT's comments and is recorded with the Final Plat

- **Prior to Final Plat Approval**
 - Development Agreement must be approved and signed

- **Final Plat** (see Chapter 12, Sections 12.08 and 12.09)
 - Must be applied for within one year of Preliminary Plat or Preliminary Plat becomes void
 - Submit to City Administrator
 - To Planning Commission
 - Public Hearing - before the Planning Commission which then forwards its recommendations to the City Council for action.
 - To City Council

- **Prior to the Final Plat Being Signed**
 - Development Agreement must be signed and any required fees to be paid:
 - Park Land Dedication Fees
 - Street Lighting
 - Trunk Charges
 - Water Retention
 - City Attorney
 - City Engineer

- **Recording of Documents by City at Stearns County**
 - Approval of Final Plat
 - Conditional Use – if needed
 - Planned Unit Development – if needed
 - Variance – if needed

- **Recording of Documents by Developer at Stearns County**
 - Mylars - Must record plat within 60 days of City approval or the approval shall become null and void
 - Road Certificate – if needed
 - Development Agreement

- **Final Documents to City For Filing**
 - 11 x 17 mylar of plat
 - Full large certified copy of plat
 - Electronic version of plat

□ **Recording Of Plat Check List**

- Final Plat Document – with all attachments, legal descriptions, City seal, etc.
- Development Agreement – with all attachments, legal descriptions, City seal, etc.
- Written Comments From MnDOT – Road Certificate
- City Road Certificate – Signed by the City Administrator and Mayor and City seal.
- Mylars – three large mylars signed by City Administrator, Mayor, City Attorney, Planning Commission Chair, Planning Commission Secretary and notarized.
- Mylars – all dates filled in.
- Developer must have paid all pertinent fees including, but not limited to, City Attorney fees, City Engineer fees, Park Land Dedication, etc.
- City will pay for Final Plat document recording fee.
- Developer will pay for all other Final Plat document recording fees.