

Case File No. \_\_\_\_\_

Property Identification No. \_\_\_\_\_



**City of Prior Lake  
APPLICATION FOR CIC PLAT**

<b>Requested Action</b>	<b>Brief description of proposed project</b> (Please describe the proposed amendment, project, or variance request. Attach additional sheets if necessary).

**Applicant:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (fax)

**Property Owners** (if different than applicant): \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (fax)  
**Type of Ownership:**  Fee  Contract for Deed  Purchase Agreement

**Engineer/Surveyor:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ (office) \_\_\_\_\_ (fax)

**Legal Description of Property** (Attach additional pages if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

**To the best of my knowledge the information provided in this application and other material submitted is correct. In addition, I have read the relevant sections of the Prior Lake Ordinance and procedural guidelines, and understand that applications will not be processed until deemed complete by City Staff.**

\_\_\_\_\_  
**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
**Applicant's Printed Name**

\_\_\_\_\_  
**Fee Owner's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
**Fee Owner's Printed Name**

**ADDITIONAL PROJECT INFORMATION**  
**Will the developers request financial assistance from the City?**  Yes  No  
If yes, please describe the amount and type of assistance requested (attach additional pages if necessary).

## **PROCEDURE FOR APPROVAL OF A COMMON INTEREST COMMUNITY (CIC) PLAT**

A CIC plat shall be considered a final plat and shall be processed in the same manner as a final plat.

- **Submittal:** The CIC Plat application shall be submitted to the Community and Economic Development (C.E.D.) Department. The C.E.D. Department will schedule the CIC Plat for City Council review, once a complete application is received.
- **Recording:** Once the City Council has approved a CIC Plat and development contract, the subdivider has sixty (60) days from the date of final City Council approval to record the Final Plat and relevant documents with Scott County, or the Final Plat approval shall become null and void. The City Council may extend the recording time for sixty (60) days upon written request by the subdivider. The developer shall provide evidence of recording with Scott County of the Final Plat and all other pertinent documents. Evidence of recording shall constitute the return of one signed mylar sheet and one certified copy of all other pertinent documents to the C.E.D. Department.

### **APPLICATION INSTRUCTIONS:**

*No application will be scheduled for a City Council Review until all of the required information is submitted.*

- **Application Fee:** Check payable to the “City of Prior Lake”. The non-refundable filing fee for a Final Plat is \$250.00.
- **Signed Application:** Include authorization from the property owner on the application form or by attached letter of authorization if an agent signs the application.
- **Final Plat with Checklist:** The following information is required to be submitted as a part of the application. Please indicate where you have provided the required information (such as Sheet #, narrative, or attached report, etc.) and check the box verifying it as being provided to the City with the application. *Any item not provided will constitute an incomplete application.*
- In cases in which a final plat and development contract have been previously approved for the site, the CIC plat will not require an additional development contract. In these cases, the application may not require all of the information required on the attached checklist. Please indicate whether this information has been provided as part of an earlier final plat application.
- The Application Checklist will expedite the review of your application. **Attach the checklist with the application materials.**

# CIC PLAT APPLICATION CHECKLIST

**SUBDIVISION NAME:** \_\_\_\_\_  
**DEVELOPER:** \_\_\_\_\_  
 \_\_\_\_\_

<b>FILE NUMBER</b>
<b>DATE SUBMITTED</b>
<b>REVIEWED BY</b>

For City Use Only

<b>REQUIRED INFORMATION</b>	<b>LOCATION</b>	<b>VERIFIED (for City use only)</b>
The following data is required as part of a final plat application according to the City of Prior Lake Subdivision Regulations	Indicate where this information is provided in the application materials such as sheet #, narrative, or other attached report.	Reviewed by city staff to ensure required materials were submitted.
<b>Application (Subdivision Ordinance Section 1002.300)</b>		
1. A complete Application Form, signed by the applicant and the fee owner of the property.		
2. The required filing fee of \$250.00.		
3. Five (5) full-scale copies and one 11" X 17" reduction of each sheet and one digital copy; may be submitted by email (if under 10MB) otherwise to Dropbox, Weblink to FTP site, or disk drive of: <ul style="list-style-type: none"> <li>• the final plat and supporting data,</li> <li>• including full size construction plans and specifications for all public improvements streets, utilities, etc.</li> <li>• and construction cost estimates for the public improvements.</li> </ul>		
4. One (1) digital copy submitted by email (if under 10MB); otherwise to Dropbox, Weblink to FTP site, or disk drive of: <ul style="list-style-type: none"> <li>• the final plat and supporting data,</li> <li>• including full size construction plans and specifications for all public improvements streets, utilities, etc.</li> <li>• and construction cost estimates for the public improvements.</li> </ul>		

5. A complete set of final construction plans and specifications for all public works facilities for subdivision.		
6. A printout indicating calculations of lot area and lot width at the required front yard setback line.		
7. A Subdivision Planting Plan at the same scale as the final plat and in accordance with Section 1005.1000 of the Subdivision Ordinance.		
8. If the Final Plat is limited to stages of the development, a Staging Plan must also be submitted for City Council approval.		
<b>Final Plat Requirements (Section 1003.300)</b>		
The subdivider shall submit a final plat, final grading, development, and erosion control plans, and final street and utility plans, together with any necessary supplementary information. The final construction plans shall be prepared by a professional engineer registered in the State of Minnesota. The final plat, prepared for recording purposes, shall be prepared in accordance with provisions of State Statutes and county regulations, and such final plat shall contain the following information:		
1. The name of the subdivision.		
2. Location by section, township, range, county and state, and including descriptive boundaries of the subdivision, based on an accurate traverse, giving angular and linear dimensions which must mathematically close.		
3. The location of monuments shall be shown and described on the final plat. Locations of such monuments shall be shown in reference to existing official monuments on the nearest established street lines, including true angles and distances to such reference points or monuments.		
4. Location of lots, streets, public highways, alleys, parks and other features, with accurate dimensions in feet and decimals of feet, with the length of radii and/or arcs of all curves, and with all other information necessary to reproduce the plat on the ground shall be shown. Dimensions shall be shown from all angle points of curve to lot lines.		
5. Lots and outlots shall be numbered clearly. Blocks are to be numbered, with numbers shown clearly in the center of the block.		
6. The exact locations, widths and names of all streets to be dedicated.		

7. Location and width of all easements to be dedicated.		
8. Name and address of the registered land surveyor preparing the plat.		
9. Scale of the plat shall be 100 scale with the scale shown graphically on a bar scale along with the date and north arrow.		
10. A statement dedicating all easements as follows: "Easements for installation and maintenance of utilities and drainage facilities are reserved over, under and along the strips marked drainage and utility easements".		
11. A statement dedicating all streets, alleys and other public areas not previously dedicated as follows: "Streets, alleys, and other public areas shown on this plat and not heretofore dedicated to public use are hereby so dedicated".		
12. The final grading, erosion control and street and utility plans must be prepared in accordance with the current City Public Works Design Manual and Sections 1003.202 and 1003.203.		
13. A title report prepared by a title company indicating owners and encumbrances on the property and a statement as to which parts of the property are registered (Torrens).		
14. A street lighting plan (generally prepared by the electric company).		
15. Copies of any permits required from other governmental jurisdictions required as part of the preliminary plat approval.		
16. Any information required showing all conditions of preliminary plat approval have been satisfied.		
<b>DATA REQUIRED FOR RELEASE OF FINAL PLAT MYLARS</b>		
1. Four (4) complete set of mylar copies of the entire plat with all signatures.		
2. A complete set of the entire plat reduced to 1"=200'; reduction at no scale to 8½" X 11".		
3. An executed Developer's Agreement and payment of all fees.		