



Final Plat Checklist

The following information is required before the application will be accepted and considered complete:

For more information on required application materials, refer to Chapter 5 of the Land Subdivision Ordinance on-line at www.co.scott.mn.us. Select "Ordinances" under "Your County Government."

Applicant Check-In		Staff Check-In
<input type="checkbox"/>	Complete land use permit application, signed and dated by applicant and landowner	<input type="checkbox"/>
<input type="checkbox"/>	Application fee: \$385 and Escrow: \$1,000 <i>(Escrow required if not already established)</i> County Surveyor plat review fee: \$300 <i>(Payable to County Surveyor's Office)</i>	<input type="checkbox"/>
<input type="checkbox"/>	Township meeting scheduled <i>(Township recommendation required prior to PC meeting - contact Town Clerk for Town Board meeting schedule)</i> _____	<input type="checkbox"/>
<input type="checkbox"/>	Eight (8) folded paper copies of final plat <i>(If property is located on a MN State Highway provide either one (1) electronic PDF version developed for 11" X 17" with sufficient details so that all features are legible or seven (7) additional sets of full size plans)</i>	<input type="checkbox"/>
<input type="checkbox"/>	One (1) copy of final plat and all related application materials in digital format <i>(reports in PDF or DOC; approved Engineering plans, resource management plan and plat in DXF or GIS Shapefile with County coordinates)</i>	<input type="checkbox"/>
<input type="checkbox"/>	One (1) reproducible 8.5"x11" copy of final plat and all related plans	<input type="checkbox"/>
<input type="checkbox"/>	One (1) copy of up-to-date (within three [3] months) title insurance or opinion	<input type="checkbox"/>
<input type="checkbox"/>	Three (3) copies of three way developer's agreement <i>(Town Board, Developer, and County)</i>	<input type="checkbox"/>
<input type="checkbox"/>	One (1) copy of any title declaration, deed restriction, restrictive covenant, conservation easement or homeowner's association documents in recordable form <i>(if applicable)</i>	<input type="checkbox"/>
<input type="checkbox"/>	Other application materials as required by staff: _____	<input type="checkbox"/>

The following shall be satisfied prior to scheduling a request for County Board action

<input type="checkbox"/>	Approved printed plat Mylar copies with Town Board and Developer signatures	<input type="checkbox"/>
<input type="checkbox"/>	Final plat fees: see back page	<input type="checkbox"/>
<input type="checkbox"/>	Financial guarantee for 125% of total cost estimate for proposed infrastructure improvements <i>(in form of letter of credit or security bond)</i>	<input type="checkbox"/>

The following fees and taxes are required to be paid at time of plat recording

<input type="checkbox"/>	Property taxes payable <i>(current year, delinquent taxes, Green Acres, other)</i>	<input type="checkbox"/>
<input type="checkbox"/>	Recording fees: Abstract property - \$56 for Mylars, \$46 per document Torrens property - \$56 for Mylars on 1 st lot, \$40 for each additional lot. If a document is filed on more than one lot the filing fee is \$46 to file on the first lot and \$20 for each additional lot	<input type="checkbox"/>

I hereby certify that the application and related materials contain all the required information and the supporting data are true and correct to the best of my knowledge. Applicant Initial Here: _____

Project Review Information -- Office Use Only --						
Department Review <small>(check all that apply)</small>	Co. Attorney	Environmental Health	Highway Dept.	Natural Resources	MN DNR	MN DOT
	SWCD	Surveyor's Office	Watershed District	Land Records	Taxation Dept.	Other: _____
Planning Staff Contact:	Phone #:	Application #:	15-Day Deadline:	Review Deadline:	PC Meeting:	



Final Plat Fees

Final plat fees shall be paid prior to scheduling a request for County Board Action.

Addressing	\$120 Per Lot	_____ # of Lots	\$_____
County Park Dedication			
New Residential Lots	\$1,000 Per Lot	_____ # of Lots	\$_____
Commercial/Industrial/ Institutional Plats	\$500 Per Gross Acre	_____ Gross Acres	\$_____
Storm Water Planning Water Quality			
Plat gross density (units per acre) 1/40 or less	\$40 Per Gross Acre	_____ Gross Acres	\$_____
Plat gross density (units per acre) 1/20 or less	\$70 Per Gross Acre	_____ Gross Acres	\$_____
All others	\$130 Per Gross Acre	_____ Gross Acres	\$_____
Groundwater Planning			
New Residential Lots	\$130 Per Lot	_____ # of Lots	\$_____
Commercial/ Industrial/ Institutional	\$70 Per Gross Acre	_____ Gross Acres	\$_____
Transportation Infrastructure Charge <small>(Contact the Town Board for potential fee per lot)</small>	\$_____ Per Lot	_____ # of Lots	\$_____
Fee Total to be Collected Prior to Scheduling County Board Action		_____ Receipt #	\$_____