



Major Subdivision

Every proposed division of property, excluding those that qualify as a lot split (up to two new lots created), must be submitted first as a preliminary plat, then a final plat to the City. Once the preliminary plat has been approved, the final plat can be submitted. If the subdivision is relatively easy, a final plat can follow the approval of the preliminary plat at the same City Council meeting. An application for a Major Subdivision is processed and reviewed by staff, the Planning Commission and the City Council in three phases:

Phase 1: Concept Plan

Applicants should create a concept plan with enough detail to discuss the proposed subdivision with staff in a preliminary meeting. Staff will provide initial feedback and suggestions and explain the approval process and submittal requirements. The Applicant will then refine the plan and develop all the necessary documents.

Phase 2: Preliminary Plat

Once the Applicant has created all the plans identified in the submittal requirements they may apply for a Preliminary Plat. The Preliminary Plat will go to a public hearing at the Planning Commission for their recommendation to the City Council. The City Council will approve, deny, or approve the application with conditions.

Phase 3: Final Plat

Following the City Council approval of the Preliminary Plat, the Applicant will refine their plans based on approval conditions attached at the meeting. They will submit an application for a Final Plat which will be heard and voted on only once at the City Council. A public hearing is not required at this step.

Additional Reviews and Requirements

Environmental Review: the applicant shall determine if the proposed plat meets or exceeds the mandatory threshold for an Environment Assessment Worksheet (EAW) or Environment Impact Statement (EIS) pursuant to Minnesota Rules regulated by the Environmental Quality Board (EQB); and, if necessary the Applicant shall immediately complete those requirements and submit the documentation with their preliminary plat application

DNR Review: if the preliminary plat is located within a shoreland district or floodplain district, the Minnesota Department of Natural Resources will need to review the application.

Transportation and Highway Department Review: if the preliminary plat abuts any existing or proposed state or county roadways, the City will submit copies of the preliminary plat submittal materials to either the Minnesota Department of Transportation or the Anoka County Transportation Department for comment.

Lower Rum River Watershed Management Organization: any proposed plat that is greater than one (1) acre in size will require a permit from the LRRWMO. Deadlines to submit to the LRRWMO are the first Thursday of the month to be considered at the board meeting on the third Thursday of that month.

Development Agreement: final approval of the Preliminary Plat will be contingent upon the Applicant's entrance into a development agreement with the City.

Phase 1: Concept Plan

Purpose: the purpose of the concept plan is to obtain informal review comments prior to filing a formal preliminary plat application. Based on the information provided, staff will informally advise the Applicant generally of City Ordinance and the extent the concept plan complies. Staff will discuss a proposed timeline for project review through the Planning Commission and City Council.

Information Required for a Concept Plan

- Concept Plan (1 paper copy; 1 electronic copy)
 - Name and address of Applicant and owner; if different
 - Date of plan preparation
 - Scale of plan
 - North arrow
 - Property location map
 - Property lines (existing and proposed)
 - Identification of any sensitive areas (wetlands, shorelands, etc.)
 - Adjacent properties and ROW
 - Development Summary Table
 - Other necessary information as required by the Community Development Department

Process

Step 1: Call or email the Community Development Department to set up a time to meet to discuss the concept plan

Step 2: Submit the concept plan to the Community Development Department

Step 3: Meet with the Community Development Department and any other staff (engineer, director, etc.) to discuss the concept plan and next steps

Step 4: Revise the concept plan based on staff feedback and prepare preliminary plat documents

Phase 2: Preliminary Plat

Purpose: the preliminary plat is a plan of how property will be subdivided and developed. The preliminary plat stage is when all information pertinent to the proposed development is provided by the Applicant for review by City staff, consultants, applicable agencies, the public, Planning Commission, and City Council. The information provides a basis for approval or denial of the application. The information required below covers both existing conditions and changes that will occur as a result of the development.

Information Required for a Preliminary Plat

- Planning and Zoning Application
- Evidence of Ownership or an Interest in the Property
- Required Fee (non-refundable)
- One 11x17 set of all plans
- Three full scale sets of all plans
- 1 electronic copy (flash drive, CD, emailed) of all submission documents
- Preliminary Plat
 - Proposed subdivision name (cannot duplicate any previous subdivision names)
 - Location by section, township and range or by other legal description
 - Names and addresses of the owner and subdivider
 - Designer of the plat and surveyor
 - Graphic scale (1:200 minimum)
 - North arrow
 - Date of preparation
 - Layout, lot and block numbers, and typical lot dimensions
- Existing Conditions Survey
 - Boundary line survey (location of buildings, fences, existing utilities, other structures)
 - Total acreage in the preliminary plat
 - Location and names of existing platted streets or right-of-way, parks, public open spaces, buildings or structures, easements and section and corporate lines within the preliminary plat and 100 feet beyond
 - Lot and block arrangement of original plat (if applicable) indicated by dotted or dashed lines
 - Two foot contour map superimposed with the preliminary plat
 - Soil borings
 - Covenants (if existing)
- Design Features (utility plan, grading, drainage, and erosion plan, stormwater plan, details sheets)
 - Street layout with right-of-way widths and names
 - Location and width of alleys, pedestrian paths, and utility easements
 - Proposed street and alley grades and profiles of existing and proposed grade lines
 - Location and size of storm and sanity sewer lines, water mains, and gradient of sewer lines
 - Areas to be conveyed for public use, including size of such areas
- Draft of proposed restrictive covenants, if they are to be used
- Other necessary information as required by the Community Development Department

Process

Step 1: Applicant submits application, fee, and required information (see list above).

Step 2: Staff will review the submission and make a determination of whether the application is complete. Staff has 15 days to determine if additional information is needed and will send a letter to the applicant requesting the documents be submitted. If an application is deemed incomplete, the 60 day time limit (beginning the day the application is submitted) for the City to approve or deny the

application will stop. The 60 day time period may be extended an additional 60 days if the City provides written notice of the extension to the Applicant before the initial review period ends.

- Step 3: Once a complete application has been received, the Community Development Department will send the request to all relevant review agencies for comment. Agencies include the city engineer, fire chief, police chief, county and state transportation departments, building official, etc.
- Step 4: Staff will prepare a report of the request and place the item on the next available Planning Commission meeting. Applications must be received 39 days before the meeting to provide time for agency review.
- Step 5: Public hearing notices are mailed to all property owners within 350 feet of the property in question by the Community Development Department and published in the Anoka County Union 10 days prior to the meeting.
- Step 6: The Applicant or their representative attends the Planning Commission public hearing. The Planning Commission shall consider if the proposal is consistent with the general purpose and intent of the Zoning Ordinance and Comprehensive Plan. The Commission will hear testimony from anyone wishing to speak for or against the request. At this time the Applicant or their representative should speak to their request.
- Step 7: The Planning Commission recommendation of approval, denial, or approval with conditions will be forwarded to the next available City Council meeting. Conditions of approval may be attached to the preliminary plat as needed.
- Step 8: The City Council will consider the application, staff report, and Planning Commission recommendation and make a final decision of approval, denial, or approval with conditions. If the preliminary plat is refined to an extent that a separate final plat submission is not necessary, the City Council may vote on the final plat approval, following the preliminary plat approval, at the same meeting.
- Step 9: If approved, the resolution will be published in the Anoka County Union. The applicant can then proceed with updating the plans to submit the final plat application (unless the final plat was approved at the same meeting).

Phase 3: Final Plat

Purpose: the final plat confirms all Minnesota platting regulations and incorporates all changes, modifications, and revisions required by the City from the preliminary plat process attached as conditions of approval. Otherwise, it shall strictly conform to the approved preliminary plat. The final plat must be submitted within twelve (12) months of the preliminary plat approval.

Information Required for a Final Plat

- Planning and Zoning Application
- Evidence of Ownership or an Interest in the Property
- Required Fee (non-refundable)
- One 11x17 set of all plans (update all plans with comments from the preliminary plat approval)
- Three full scale sets of all plans
- 1 electronic copy (flash drive, CD, emailed) of all submission documents
 - Final Plat Proposed subdivision name (cannot duplicate any previous subdivision names)
 - Location by section, township and range or by other legal description
 - Names and addresses of the owner and subdivider
 - Designer of the plat and surveyor
 - Graphic scale (1:200 minimum)
 - North arrow
 - Date of preparation
 - Layout, lot and block numbers, and typical lot dimensions
- Design Features (utility plan, grading, drainage, and erosion plan, stormwater plan, details sheets)
 - Street layout with right-of-way widths and names
 - Location and width of alleys, pedestrian paths, and utility easements
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 - Areas to be conveyed for public use, including size of such areas
- Draft of proposed restrictive covenants, if they are to be used
- Other necessary information as required by the Community Development Department

Process

Step 1: Applicant submits application, fee, and required information (see list above).

Step 2: Staff will review the submission and make a determination of whether the application is complete. Staff has 15 days to determine if additional information is needed and will send a letter to the applicant requesting the documents be submitted. If an application is deemed incomplete, the 60 day time limit (beginning the day the application is submitted) for the City to approve or deny the application will stop. The 60 day time period may be extended an additional 60 days if the City provides written notice of the extension to the Applicant before the initial review period ends.

Step 3: Once a complete application has been received, the Community Development Department will send the request to all relevant review agencies for comment. Agencies include the city engineer, fire chief, police chief, county and state transportation departments, building official, etc.

Step 4: Staff will prepare a report of the request and place the item on the next available Planning Commission meeting. Applications must be received 39 days before the meeting to provide time for agency review.

- Step 5: The City Council will consider the application, staff report, and Planning Commission recommendation and make a final decision of approval, denial, or approval with conditions.
- Step 6: If approved, the resolution will be published in the Anoka County Union. Ten days after the approval by the City Council, the Applicant may proceed with the proposed work after all necessary building permits and conditions of approval have been completed.
- Step 7: The Applicant will receive a letter of approval from the Community Development Department. They will need to take two copies of the mylars to the County Engineer for approval and to the Anoka County Recorders Office to record the official plat within thirty (30) days. Both offices are located in the Government Center on East Main Street.

Meetings

The entire major subdivision process will require at a minimum three meetings, however it is likely more will be necessary. The first meeting is the concept plan review with staff. The second meeting is the preliminary plat public hearing at the Planning Commission. The Planning Commission is a seven member appointed board of community residents. Meetings are held the first Tuesday of the month at 7:00 pm in the Council Chambers at City Hall. Following this meeting, the preliminary plat request will be heard by the City Council (the third meeting) at their meeting on the third Monday of the month at 7:00 pm and make a final decision. If no major changes are necessary for the final plat, the City Council may vote on both the preliminary plat and the final plat at this meeting. If changes are needed, the Applicant will revise and prepare the final plat plans and submit an application for a fourth meeting, the City Council final vote on the major subdivision.

Additional information can be obtained and to schedule a concept plan meeting by calling the City of Anoka Planning Department at 763-576-2720.