

CITY OF PEQUOT LAKES
FINAL PLAT CHECKLIST

***** The following information must be received by the City at least thirty (30) days prior to the next Planning Commission meeting.** The City then has ten (10) days to determine if the application is complete or not. If the application is determined incomplete, applicant will be notified.

_____ Completed application.

_____ Fee (\$300.00) **

The Final Plat shall include the following:

_____ Conformance with Preliminary Plat approval.

_____ Prepared by Registered Surveyor with signatures of Mayor, Clerk, etc.

_____ Dedication to public of easements, ROW, walkways and land to be public.

_____ Drainage & Utility easements over natural drainageways & wetlands.

_____ Reservation of private streets in Outlots.

Additional submittals or considerations:

_____ Covenants.

_____ Concurrent Documents:

1. Title Opinion (less than 60 days old).
2. Financial security.
3. Development Agreement.

_____ 9 copies of Final Plat.

_____ Plat Check.

_____ All City and County charges paid.

The following takes place once the application has been determined complete:

- _____ City publishes Public Hearing Notice in newspaper
- _____ City mails Public Hearing Notices to neighboring parcel owners within 350 feet of subject property.
- _____ One week prior to Planning Commission meeting, Staff Report will be available at City Hall or on the website.
- _____ Planning Commission meeting: Planning Commission holds a public hearing and may continue the hearing as it deems necessary to allow all factual input it deems necessary to allow a decision.
- _____ The Planning Commission shall recommend the approval, where applicable, of the Final Plat to the City Council within the required timeframe and the findings shall be sent to the subdivider.
- _____ The City Council shall review the findings and recommendations of the Planning Commission at their next regular meeting and make the final determination.

**** When costs associated with processing or reviewing an application exceed the original application fee, the applicant shall reimburse the City for any additional costs.**