

**SUB-ANALYSIS**  
**Title**  
**CHAPTER 12 SUBDIVISION REGULATIONS (PLATTING)**  
(Repealed, Ord. No. 116, Second Series)  
(Added, Ord. No. 116, Second Series)

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**SEC. 12.01 TITLE AND PURPOSE.**

**Subd. 1. Title.**

This chapter shall be known as the *SUBDIVISION ORDINANCE OF THE CITY OF PINE ISLAND*, and will be referred to herein as "this chapter".

**Subd. 2. Purpose.**

In order to safeguard the best interests of the City and to assist the subdivider and/or owner in harmonizing his/her interests with those of the City at large, the following regulations are adopted so that the adherence to same will bring results beneficial to both parties. It is the purpose of this chapter to make certain regulations and requirements for the platting of land within the City pursuant to the authority contained in Minnesota Statutes Annotated, which regulations the City Council deems necessary to:

- A.** Encourage well planned, efficient, and attractive subdivisions by establishing adequate standards for design and construction.
- B.** Provide for the health and safety of residents by requiring the necessary services such as properly designed streets and adequate sewage and water service.
- C.** Place the cost of improvements against those benefiting from their construction.
- D.** Secure the rights of the public with respect to public land and waters.
- E.** Improve land records by establishing procedures and standards for the use of surveys and plats.
- F.** Protect the environmentally sensitive areas in the City.
- G.** Preserve energy by allowing solar and earth-sheltered structures.

**SEC. 12.02 SCOPE AND AUTHORITY.**

The rules and regulations governing plats and subdivision of land contained herein shall apply within the City. Except in the case of resubdivision, this chapter shall not apply to any lot or lots forming a part of a subdivision recorded in the office of the County Recorder prior to March 20, 2012, nor is it intended by this chapter to repeal, annul or in any way impair or interfere with existing provisions of other laws or ordinances except those specifically repealed by, or in conflict with, this chapter, or with restrictive covenants running with the land. Where this chapter imposes a greater restriction upon the land than is imposed or required by such existing provisions of law, ordinance, contract or deed, the provisions of this chapter shall control.

The City of Pine Island has adopted a comprehensive plan for the future physical development and improvement of the City pursuant to Minnesota Statutes 462.351-432.3535, and finds it necessary to regulate the division of land for future development and use. The City finds that the public health, safety and general welfare require that the division of land into two or more parcels requires regulation to assure adequate space, light and air; to provide proper ingress and egress to property; to facilitate adequate provision for water, waste disposal, storm water drainage, fire protection, open space, schools, public uses and adequate streets and highways; and to assure uniform monumenting, legal descriptions and conveyance of subdivided land. The Minnesota Statutes authorize municipalities to so regulate the subdivision and platting of land pursuant to MSA 412.221 Subdivision 32; and 462.358.

**SEC. 12.03 GENERAL SUBDIVISION PROVISIONS.**

**Subd. 1. Administration.**

The Zoning Administrator, who is appointed by the City Council, shall administer this chapter.

**Subd. 2. Amendments.**

The provisions of this chapter shall be amended by the City Council in accordance with the law, including the rules and regulations of any applicable state or federal agency.

**Subd. 3. Approvals Necessary for Acceptance and Recording of Subdivision and Plats.**

Before any plat or subdivision of land shall be recorded or be of any validity, it shall be referred to the Planning Commission and approved by the City Council of Pine Island as having fulfilled the requirements of this chapter or subdivision. No plat or subdivision shall be entitled to be recorded in the County Recorder's Office or have any validity until the plat thereof has been prepared, approved, and complies with the requirements of this chapter.

**Subd. 4. Separability.**

If any section, subsection, sentence, clause or phrase of this chapter is for any reason found to be invalid, such decision shall not affect the validity of the remaining portions of this chapter. This chapter is not intended to repeal, annul, or in any way impair or interfere with existing provisions of other laws, ordinances or with restrictive covenants running with the land except those specifically repealed by or in conflict with this chapter. Where this chapter imposes a greater restriction upon land than is imposed or required by such existing provisions of the law, ordinances, code, statute, resolution or regulation, the regulations which are more restrictive or impose higher standards or requirements shall prevail.

**Subd. 5. Interpretation.**

The language set forth in the text of this chapter shall be interpreted in accordance with the following rules of construction:

- A. The singular number includes the plural, and the plural the singular.
- B. The present tense includes the past and the future tenses, and the future the present.
- C. The word "shall" is mandatory while the word "may" is permissive.
- D. The masculine gender includes the feminine and neuter.
- E. All measured distances shall be expressed in feet and shall be to the nearest tenth of a foot.
- F. For terminology not defined in this chapter, the City code, the Minnesota state building code or the Webster's dictionary shall be used to define such terms.

**Subd. 6. Building Permits.**

No building permits shall be considered for issuance by the City for the construction of any building, structure or improvement to the land or to any lot in a subdivision until the requirements of this chapter have been complied with.

**Subd. 7. Platting.**

Any subdivision creating lots or parcels after the adoption of these regulations shall be platted or approved as a minor subdivision and before any plat or subdivision may be recorded in the county recorder's office or be of any validity, it must comply with the requirements of this chapter and the Pine Island Zoning Ordinance.

**Subd. 8. Planned Unit Developments (PUD's).**

Upon receiving a report or recommendation from the Planning Commission, the City Council may grant a variance from the provisions of these regulations in the case of a Planned Unit Development, as defined in Chapter 11 Land Use Regulation (Zoning), provided that the City Council shall find that the proposed development is fully consistent with the purposes and intent of these regulations. This provision is intended to provide the necessary flexibility for new land planning and land development trends and techniques. Each application for a PUD shall be considered as an individual case and shall be reviewed in terms of its land use, circulation and traffic patterns, population and marketability, construction design, and timing. A PUD shall be granted only if:

- A. Applicable provisions of the zoning ordinance related to PUDs are satisfied.
- B. The PUD is designed to be in harmony with the natural features of the landscape. Steep slopes, wetlands, and natural features are to be preserved to the maximum extent possible.
- C. Any PUD flexibility granted shall not violate the intent of the subdivision design standards.

**Subd. 9. Registered Land Surveys.**

**A.** Registered Land Surveys. All registered land surveys in the City shall be presented to the Planning Commission and City Council in the form of a preliminary plat in accordance with the standards set forth in this chapter for preliminary plats and the City Council shall first approve the arrangement, sizes and relationships of proposed tracts in such registered land surveys, and tracts to be conveyed for public purposes should be so indicated. Unless a recommendation and approval have been obtained from the Planning Commission and City Council respectively, in accordance with the standards set forth in this chapter, building permits will be withheld for buildings on tracts which have been so subdivided by registered land surveys and the City may refuse to take over tracts as streets or roads or to improve, repair or maintain any such tracts unless so approved.

**B.** Preparation. All registered land surveys shall be prepared in conformance with Minnesota statutes 508.47, subdivision 4, which is incorporated herein for reference.

C. Land for Public Purposes. Prior to approval of a registered land survey, the City Council reserves the right to require the conveyance of tracts of land for public purposes.

**Subd. 10 Conveyance by Metes and Bounds.**

A. Except for approved minor subdivisions, cemetery lots created according to Minnesota State Statutes Chapter 306, court orders or the adjustment of a lot line by the relocation of a common boundary, all subdivisions must be platted. Building permits will be withheld for buildings or tracts that have not been subdivided and conveyed by this method and the City may refuse to take over tracts as streets or roads or to improve, repair or maintain any such tracts, unless the parcel described in the conveyance was a separate parcel of record prior to March 20, 2012.

12.04  
(Rev. 2012)

**SEC. 12.04 - 12.09 RESERVED FOR FUTURE EXPANSION.**

(04-04-12)

**SEC. 12.10 DEFINITIONS.**

The following terms, as used in this Chapter, shall have the meanings stated

**"Alley"** - A public or private right-of-way usually less than thirty (30) feet in width primarily designed to serve as secondary access to the side or rear of those properties whose principal frontage is on a street.

**"Applicant"** - The owner, their legal agent or person having legal control, ownership and/or interest in land for which the provisions of this title are being considered or reviewed.

**"Block"** - A tract of land consisting of one or more lots, as identified on the plat, and bounded by plat boundaries, public right of ways, outlots, parks or bodies of water.

**"Bluff"** - A sloped topographic feature having all of the following characteristics:

- A. Part or all of the feature is located in a shoreland area;
- B. The slope rises at least twenty five feet (25') above the ordinary high water level of the waterbody or toe of the bluff. For purposes of this definition, "toe of the bluff" means the lower point of a horizontal ten foot (10') segment with an average slope exceeding eighteen percent (18%); and
- C. The grade of the slope from the ordinary high water level of the water body or the toe of the bluff averages thirty percent (30%) or greater. For purposes of this definition, "top of the bluff" means the higher point of the highest horizontal ten foot (10') segment with an average slope exceeding eighteen percent (18%).

**"Bluff Impact Zone"** - A bluff and land located within twenty feet (20') of a bluff.

**"Boulevard"** - The portion of the street right-of-way between the curb line and the property line.

**"Buffer"** - The use of land, topography, difference in elevation, space, fences or landscape plantings to screen or partially screen a use or property from another use or property or to shield or mitigate noise, lights or other impacts.

**"Buffer Yard"** - A strip of land utilized to screen or partially screen a use or property from another use or property or to shield or mitigate noise, lights or other impacts.

**"Buildable Land"** - All land except wetlands, public waters, major drainageways, and land dedicated for county roads.

**"Building"** - Any structure used or intended for supporting or sheltering any use or occupancy.

**"Certificate of Survey"** - A map of suitable scale prepared by a licensed Land Surveyor under the laws of the State of Minnesota with the minimum standards as set by the Minnesota Society of Professional Surveyors.

**"City Engineer"** - The licensed Professional Engineer under the laws of the State of Minnesota employed by the City or under contract with the City unless otherwise stated.

**"Civil Engineer"** - A licensed Professional Engineer (Civil) under the laws of the State of Minnesota.

**"Cluster Development"** - A subdivision development planned and constructed so as to group housing units into patterns while providing a unified network of open space and wooded areas, and meeting the overall density regulations of this chapter and Chapter 11 Land Use Regulation (Zoning).

**"Comprehensive Plan"** - The Pine Island Comprehensive Plan, is a plan prepared by the City including a compilation of policy statements, goals, objectives, standards and maps indicating the general locations recommended for the various functional classes of land use, transportation, parks, trails, open space, water and sanitary sewer and for the general physical development of the community

**"Contour Map"** - A map on which irregularities of land surface are shown by lines connecting points of equal elevations. Contour interval is the vertical height between contour lines.

**"Design Standards"** - The specifications to landowners or subdividers for the preparation of plats, both preliminary and final, indicating among other things, the optimum, minimum or maximum dimensions of such items as right-of-way, blocks, easements and lots.

**"Development"** - The act of building structures and installing site improvements.

**"Diameter"** - The measurement of a tree's trunk measured four and one-half feet (4.5') above the ground.

**"Drainage Course"** - A water course or indenture for the drainage of surface water.

**"Drainage Easement"** - An easement for the purpose of controlling, preserving, and providing for the flow or storage of water.

**"Drip Line"** - The farthest distance away from the trunk of a tree that rain or dew will fall directly to the ground from the leaves or branches of the tree or one foot (1') per one inch (1") of diameter, whichever is greater.

**"Easement"** - A grant by a property owner for the use of a strip of land and for the purpose of constructing and maintaining streets, trails, sidewalks, drives, utilities, including, but not limited to, wetlands, stormwater basins, sanitary sewers, water mains, electric lines, telephone lines, cable lines, storm sewer or storm drainageways and gas lines.

**"Final Plat"** - A drawing or map of a subdivision, meeting all of the requirements of the City and in such form as required by the County Recorder for the purpose of recording.

**"Individual Sewage Treatment System"** - A sewage treatment system or part thereof, serving a dwelling, building, structure or other establishment, or group thereof, and using sewage tanks or advanced treatment followed by soil treatment and disposal. Individual sewage treatment system includes holding tanks.

**"Land Surveyor"** - A licensed Land Surveyor under the laws of the State of Minnesota.

**"Lot"** - A parcel or portion of land in a subdivision or other parcel of land occupied or to be occupied by a building and its accessory buildings, separated from other parcels or portions by description as on a plat or minor subdivision for the purpose of sale or lease or separate use thereof.

- A. **"Lot Area"** - The area of a horizontal plane within the lot lines.
- B. **"Lot, Base"** - A lot meeting all the specifications within its zoning district prior to being divided into unit lots.
- C. **"Lot, Corner"** - A lot situated at the junction of and abutting on two (2) or more intersecting streets.
- D. **"Lot, Double Frontage"** - Lots which have a front line abutting on one street and a back or rear line abutting on another street.
- E. **"Lot Improvement"** - Any building, structure, place, work of art, or other object, or improvement of the land on which they are situated constituting a physical betterment of real property, or any part of such betterment.
- F. **"Lot, Unit"** - Lots created from the subdivision of a base lot for the purpose of developing detached townhouse, two-family, attached townhouse or condominium residential, commercial or industrial developments or developments with more than one principal structure on a lot whereby the individual units have title to the portion of land that is generally underlying the structure.

**"Metes and Bounds Description"** - A description of real property which is not described by reference to a lot or block shown on a map, but is described by starting at a known point and describing the bearing and distances of the lines forming the boundaries of the property or delineates a fractional portion of a section, lot or area by describing lines or portions thereof.

**"Minimum Subdivision Design Standards"** - The guides, principles and specifications for the preparation of subdivision plats indicating, among other things, the minimum and maximum dimensions of the various elements set forth in the plan.

**"Minor Subdivisions"** - An approval process for simple land divisions which includes the following:

- A. Division of One Lot into Two Lots.
- B. Division of One Lot to Add a Parcel of Land to an Abutting Lot.
- C. Combination of Two or More Contiguous Existing Lots of Record; Consolidations.
- D. Subdivision of Two-Family or Townhouse Lots.

**"Owner"** - An individual, firm, association, syndicate, co-partnership, corporation, trust, or any other legal entity having sufficient proprietary interest in the land sought to be subdivided to commence and maintain proceedings to subdivide the same under these regulations.

**"Outlot"** - A tract of land that is not part of a block and is identified by a capital letter within a plat, which is smaller than the minimum size permitted for lots and which is thereby declared unbuildable until combined through platting with additional land; or, a parcel of land which is included in a plat and which is at least double the minimum size and which is thereby subject to future platting prior to development; or, a parcel of land which is included in a plat and which is designated for public or private open space, right of way, utilities or other similar purposes.

**"Parks and Playgrounds"** - Public land and open spaces in the City dedicated or reserved for recreation purposes.

**"Pedestrian Way"** - A public right of way or public or private easement across a block or within a block intended to provide access for pedestrians.

**"Percentage of Grade"** - On street centerline, means the distance vertically from the horizontal in feet and tenths of a foot for each one hundred (100) feet of horizontal distance.

**"Planning Commission"** - The Pine Island planning commission.

**"Plat"** - The drawing or map of a subdivision prepared for filing of record pursuant to MSA 505 and containing all elements and requirements set forth in applicable local regulations adopted pursuant to MSA 462.358 and MSA 505.

**"Preliminary Plat"** - A drawing or map of a proposed subdivision meeting the requirements herein enumerated.

**"Protective Covenants"** - Contracts made between private parties as to the manner in which land may be used, with the view to protecting and preserving the physical and economic integrity of any given area.

**"Public Improvement"** - Any drainage ditch, roadway, parkway, sidewalk, pedestrianway, tree, off street parking area, lot improvement or other facility for which the City may ultimately assume the responsibility for maintenance and operation, or which may affect an improvement for which local government responsibility is established.

**"Public Way"** - A thoroughfare or cul-de-sac which provides ingress and egress to the public.

**"Right-of-Way"** - The publicly owned land along a street or highway corridor a portion of which is covered by the street or highway pavement.

**"Setback"** - The minimum horizontal distance between a structure and lot line, ordinary high water mark, or right of way easement. Distances are to be measured from the most outwardly extended portion of the structure at ground level.

**"Significant Tree"** - A healthy tree measuring six inches (6") in diameter or greater.

**"Sketch Plan or Concept Plan"** - A generalized plan of a proposed subdivision indicating lot layouts, streets, park areas, and water and sewer systems presented to the City officials at the pre-application meeting.

**"Steep Slope"** - Where specific information is not available, steep slopes are lands having average slopes over twelve percent (12%), as measured over horizontal distances of fifty feet (50') or more, which are not defined as bluffs.

**"Street"** - A public right of way affording primary access by pedestrians or vehicles or both, to abutting properties, whether designated as a street, highway, arterial, parkway, road, avenue or boulevard.

- A. **"Arterial Street"** - Those streets carrying larger volumes of traffic and serving as links between various subareas of the community. Arterial streets are intended to provide for collection and distribution of traffic between highways and collector streets; hence regulation of direct access to property is critical.
- B. **"Collector Street"** - Those streets that carry traffic from local streets to the major system of arterials and highways. Collector streets primarily provide principal access to residential neighborhoods, including, to a lesser degree direct land access.
- C. **"Cul-de-Sac"** - A local street with only one outlet and having an appropriate terminal for the safe and convenient reversal of traffic movement.
- D. **"Local Street"** - Those streets that are used primarily for access to abutting properties and for local traffic movement.
- E. **"Marginal Access Streets"** - Those local streets which are parallel and adjacent to arterials; and which provide access to abutting properties and protection from through traffic.

- F. **"Private Street"** - A street serving as vehicular access to one (1) or more parcels of land which is not dedicated to the public but is owned by one or more private parties.
- G. **"Street Width"** - For the purpose of this chapter, the shortest distance between the lines delineating the right-of-way.

**"Subdivider"** - Any individual, firm, association, syndicate, partnership, corporation, trust or other legal entity having sufficient proprietary interest in the land sought to be subdivided to commence and maintain proceedings to subdivide the same under this chapter.

**"Subdivision"** - The separation of a parcel, tract, or lot that is of record into two (2) or more parcels, tracts or lots, except those separations:

- A. Allowed under Minor Subdivisions;
- B. Creating cemetery lots according to Minnesota State Statute Chapter 306.
- C. Resulting from court orders or the adjustment of a lot line by the relocation of a common boundary.

**"Utility Easement"** - An easement conveyed, granted, or dedicated to the public for utility purposes.

**"Watercourse"** - A channel or depression through which water flows year round or intermittently, such as rivers, streams, or creeks.

**"Zoning Administrator"** - The person designated by the City to be the Zoning Administrator for the City of Pine Island.

12.11 - 12.18  
(Rev. 2012)

**SEC. 12.11 - 12.18      RESERVED FOR FUTURE EXPANSION.**

(04-04-12)

**SEC. 12.19 PROCEDURES FOR MINOR SUBDIVISIONS.**

The following circumstances along with the listed requirements may be considered a minor subdivision:

**Subd. 1. Minor Subdivision Types.**

The following classifications may be processed as a minor subdivision:

**A. Division of One Lot into Two Lots.** The subdivision of one (1) lot into two (2) lots, thereby creating no more than two (2) lots where both new lots and any existing buildings conform to the minimum requirements and setbacks of the Pine Island Zoning Ordinance, is subject to the Planning Commission and City Council review and approval. To qualify, the parcel of land shall not have been part of an minor subdivision within the last five (5) years.

**B. Division of One Lot to Add a Parcel of Land to an Abutting Lot.** The subdivision of a portion of one (1) lot, where the division is to permit the adding of a parcel of land to an abutting lot so that no additional lots are created and both new lots and any existing buildings conform to the minimum requirements and setbacks of the Pine Island Zoning Ordinance, is subject to the Planning Commission and City Council review and approval.

**C. Combination of Two Contiguous Existing Lots of Record; Consolidations.** The owner of two (2) or more contiguous existing platted lots of record, may consolidate said lots into one (1) parcel or record. As part of the consolidation no additional lots shall be created and said consolidation is subject to the Planning Commission and City Council review and approval.

**D. Subdivision of Two-Family or Townhouse Lots.** The subdivision of a base lot which is a part of a recorded plat or parcel of land on which has been constructed a two-family or townhouse dwelling, where the division is to permit individual private ownership of a single dwelling unit within such a structure and the newly created property lines will conform to minimum requirements and setbacks of the Pine Island Zoning Ordinance and not cause any of the unit lots or the structure to be in violation of this chapter or the State Building Code, is subject to the Planning Commission and City Council review and approval.

**Subd. 2. Content and Data Requirements.**

The following information shall be submitted, and requirements shall be satisfied, prior to approval of the minor subdivision. Upon specific request, the Zoning Administrator may exempt an applicant from the submission of data which is not considered relevant to the application.

**A. Submittal of the required application and fee.**

**B.** Submittal of a current certificate of survey, prepared and signed by a licensed Land Surveyor, depicting the following:

1. Graphic scale of drawing (engineering scale only, not less than 1 inch equals 50 feet).
2. North arrow.
3. Date of survey.
4. Existing legal description of the parcel of land to be subdivided.
5. Existing parcel boundaries shown with survey measurement data matching the existing legal description of the parcel of land to be subdivided.
6. Area in square feet and acres of the outside boundary of the parcel of land to be subdivided.
7. Easements of record (referenced in the current title commitment, current title opinion or certificate of title).
8. All encroachments along the outside boundary of the proposed minor subdivision.
9. Identify all gaps and overlaps of the proposed minor subdivision.
10. The outside boundary of the proposed minor subdivision must be clearly marked with survey monumentation.

**C.** Submittal of proof of ownership.

1. Current title commitment or current title opinion for abstract property and a certificate of title for registered property (torrens).

**D.** Submittal of the zoning classification of the property.

**E.** Additional requirements, data and supportive information detailing the proposed minor subdivision shall include the following:

1. Existing site improvements within the subject property and fifty feet (50') outside the boundaries of the proposed minor subdivision.
2. Basins, lakes, rivers, streams, creeks, delineated wetlands, and other waterways bordering on or running through the proposed minor subdivision. The ordinary high water elevation and the 100-year flood elevation shall be shown where applicable, if available from the City or the DNR.

3. Location, right of way widths and names of public streets or other public ways, showing type, width and condition of improvements, if any, which pass through and/or are adjacent to the proposed minor subdivision.

4. Location, right of way widths and names of railroads, if any, which pass through and/or are adjacent to the proposed minor subdivision.

5. Identify registered lands (torrens) within the outside boundaries of the proposed minor subdivision.

6. The boundary shown with survey measurement data and legal description of the lots of the proposed minor subdivision.

7. Submittal of the boundary and legal description of any proposed easements on the property.

a. A drainage and utility easement at least ten feet (10') wide must be provided along all property lines, unless otherwise approved by the City Engineer. A drainage and utility easement may also be required over wetland, wetland buffers, stormwater basins, lakes, drainage channels and tributaries. Dedication of such easements shall be made by a separate instrument, other than the required certificate of survey, and shall be recorded at the office of the County Recorder.

b. Dedication of easements for public streets consistent with the City's Comprehensive Plan may also be required. Dedication of such easements shall be made by a separate instrument, other than the required certificate of survey and shall be recorded at the office of the County Recorder.

**F. Two-Family and Townhouse Minor Subdivisions.** The minor subdivision of a base lot containing two-family or townhouse dwelling units, to permit individual private ownership of a single dwelling within such a structure, shall be subject to the following requirements:

1. A property maintenance agreement shall be arranged by the applicant and submitted to the City attorney for review and approval. The agreement shall ensure the maintenance and upkeep of the structure and the lot to meet minimum City standards. The agreement is to be filed with the County recorder's office as a deed restriction against the title of each unit lot.

2. Separate public utility service shall be provided to each subdivided unit and shall be subject to review and approval of the City Engineer.

**Subd. 3 Processing.**

Pursuant to Minnesota Statutes 15.99, an application for minor subdivision approval shall be approved or denied within sixty (60) days from the date of its official and complete submission unless extended by the City pursuant to statute or a time waiver is granted by the applicant. Additional City requirements are as follows:

**A. Filing of Request.** Request for minor subdivision approval, as provided within this section, shall be filed with the Zoning Administrator on an official application form. Such application shall be accompanied by a fee as established by City Council resolution. The request shall be considered as being officially submitted and complete when the applicant has complied with all specified information requirements. In cases where an application is judged to be incomplete, the Zoning Administrator shall notify the applicant, in writing, within ten (10) days of the date of submission.

**B. Certificate of Taxes Paid.** Prior to approving an application for a minor subdivision, the applicant shall provide certification to the City that there are no delinquent property taxes, special assessments, interest, or City utility fees due upon the parcel of land to which the minor subdivision application relates.

**C. Reviewing the Request.** Upon receipt of said application, the Zoning Administrator shall forward the application to the Planning Commission and City Council for review and approval. The Planning Commission shall review the request at a regular scheduled meeting and report its findings and make a recommendation to the City Council.

**D. Technical Reports.** The Zoning Administrator shall instruct the appropriate staff persons to prepare technical reports where appropriate, and provide general assistance in conducting an evaluation of the request.

**E. Evaluation Criteria.** City staff and Planning Commission shall evaluate the proposed minor subdivision plan based upon compliance with the City Comprehensive Plan, the Pine Island Zoning Ordinance, provisions of this chapter, and other applicable chapters of the City Code.

**F. City Council Review.** Upon receiving the report and recommendation of the Planning Commission and the City staff, the City Council shall make a final decision as to the approval or denial of the minor subdivision as it considers necessary to protect the public health, safety and welfare.

Subject to limitations of Minnesota Statutes 15.99, if, upon receiving said report and recommendations of the Planning Commission and City staff, the City Council finds that specific inconsistencies exist in the review process and thus the final recommendation of the City Council may differ from that of the Planning Commission, the City Council may, before taking final action, refer the matter back to the Planning Commission for further consideration. The City Council shall provide the Planning Commission with a written statement detailing the specific reasons for referral. This procedure shall be followed only one time on a singular action.

**G. Approval.** The approval of a minor subdivision application shall be determined by one of the following:

**1.** If forwarded by the Zoning Administrator to the Planning Commission and City Council for review and approval, the minor subdivision application shall require approval by a simple majority vote of the City Council.

**2.** If reviewed and approved by the Zoning Administrator, the Zoning Administrator shall reach a decision on the request within sixty (60) days after the minor subdivision was officially submitted. In addition to other requirements outlined in this chapter, minor subdivisions will be required and shall be submitted to and approved prior to the issuance of any building permit.

**H.** Upon approval of the minor subdivision, the Zoning Administrator shall be authorized to provide notice of the approval to the applicant. The deed or certificate of survey shall be filed and recorded at the Office of the County Recorder within ninety (90) days of approval. The Zoning Administrator shall keep a record of applications and minor subdivision approvals.

**SEC. 12.20 PROCEDURES FOR PRELIMINARY AND FINAL PLATS**

**Subd. 1 Plat Procedures.**

The following procedures shall be followed in the administration of this Chapter and no real property within the jurisdiction of this Chapter shall be subdivided and offered for sale or a plat recorded until a preliminary plat and a final plat of the proposed subdivision have been reviewed by the Planning Commission and the City staff, and until the final plat has been approved by the City Council as set forth in the procedures provided herein. Planned Unit Development's (PUD's) shall be presented in the same manner as plats for the review of the Planning Commission and the approval of the City Council.

**Subd. 2 Pre-Application Meeting.**

Prior to the preparation of a preliminary plat, the subdivider and/or owner shall meet with the Zoning Administrator, City Engineer, and other appropriate officials in order to be made fully aware of all applicable City Code provisions, regulations, and plans in the area to be subdivided. At this time or at subsequent informal meetings, the subdivider and/or owner shall submit a general sketch plan of the proposed subdivision and preliminary proposals for the provision of water supply and waste disposal to the Zoning Administrator prior to filing a preliminary plat. The sketch plan can be presented in simple form but must show that consideration has been given to the relationship of the proposed subdivision to existing community facilities that would serve it, to neighboring subdivisions and developments, and to the natural resources and topography of the site. The subdivider and/or owner is urged to avail themselves of the advice and assistance of City staff in order to save time and effort, and to facilitate the approval of the preliminary plat.

**Subd. 3 Sketch Plan.**

Approval of the sketch plan shall not be considered binding in regard to subsequent plat review. The Zoning Administrator, notably in the case of multi-phased projects, shall have the authority to refer the sketch plan to the Planning Commission and/or City Council for review and comment. The sketch plan submission shall include, but not be limited to, the following:

- A.** Formal request for subdivision.
- B.** Ten (10) copies of the sketch plan at a scale not less than one inch equals one hundred feet (1" = 100').
- C.** An eight and one-half inch by eleven inch (8<sup>1</sup>/<sub>2</sub>" x 11") reduction of the sketch plan.
- D.** Escrow deposit to pay review costs of City staff and consultants.
- E.** In cases of multi-phased subdivisions, applicable preliminary plat submission information as regulated by section 12.21, subd. 1 of this chapter.

**Subd. 4 Preliminary Plat.**

**A. Filing:** Ten (10) copies of the preliminary plat, including all information required under section 12.21 subd. 1 of this chapter and a list of property owners located within three hundred and fifty feet (350') of the subject property shall be submitted to the Zoning Administrator at least thirty (30) days prior to the Planning Commission meeting at which such plat is to be considered. The required filing fee(s) as established by City Council resolution shall be paid and any necessary applications for variances from the provisions of this chapter shall be submitted with the required fee. The plat shall be officially submitted when all the information requirements are complied with.

**B. Review by Other Commissions or Jurisdictions:** The Zoning Administrator shall refer copies of the preliminary plat to the Planning Commission, City staff and consultants, any other appropriate City officials, County Engineer if the plat abuts a county road, Mn/DOT if the plat abuts a state highway and other public jurisdictions for their review and comment, where appropriate and when required.

**C. Planning Commission Action:**

**1.** The Zoning Administrator upon receipt of the application shall set a public hearing for public review of the preliminary plat. The hearing shall be held after adequate time has been allowed for staff and advisory body review of the plat. Notice of the hearing shall consist of a legal property description and description of request and shall be published in the official newspaper at least ten (10) days prior to the hearing. Written notification of the hearing shall be mailed at least ten (10) days prior to all owners of land within three hundred and fifty feet (350') of the boundary of the property in question. Failure of a property owner to receive notice shall not invalidate any such proceedings as set forth within this chapter.

**2.** The Zoning Administrator shall instruct the appropriate staff to prepare technical reports where appropriate and provide general assistance in preparing a recommendation on the action.

**3.** Unless excused by the Planning Commission, the applicant or a representative thereof shall appear before the Planning Commission in order to answer questions concerning the proposed request.

**4.** The Planning Commission shall conduct the hearing and recommend such actions or conditions relating to the request, as they deem necessary to carry out the intent and purpose of this chapter. Such recommendation shall be accompanied by the report and recommendation of the City staff.

**D. City Council Action:**

**1.** The City Council shall act upon the preliminary plat within one hundred twenty (120) days from the date of submission of a complete application, unless an extension of the review period has been provided by the applicant.

2. Upon receiving the report and recommendation of the Planning Commission and City staff, the City Administrator shall place the report and recommendation on the agenda of the City Council. Such reports and recommendations shall be entered in and made part of the permanent written record of the City Council meeting.

3. Upon receiving the report and recommendation of the Planning Commission and City staff, the City Council shall have the option to set and hold a public hearing if deemed necessary, and may impose any condition it considers necessary to carry out the purpose and intent of this chapter.

4. If, upon receiving said report and recommendations of the Planning Commission and the City staff, the City Council finds that specific inconsistencies exist in the review process and thus the final recommendation of the City Council may differ from that of the Planning commission, the City Council may, before taking final action, refer the matter back to the Planning Commission for further consideration. The City Council shall provide the Planning Commission with a written statement detailing the specific reasons for referral. This procedure shall be followed only one time on a singular action.

5. If the preliminary plat is not approved by the City Council, the reasons for such action shall be recorded in the proceedings of the City Council. If the preliminary plat is approved, such approval shall not constitute final acceptance of the layout. Subsequent approval will be required of the engineering proposals and other features and requirements as specified by this chapter to be indicated on the final plat. The City Council may require such revisions in the preliminary plat and final plat, as it deems necessary to carry out the purpose and intent of this chapter.

6. If the preliminary plat is approved by the City Council, the subdivider and/or owner must submit the final plat within one (1) year after the approval or approval of the preliminary plat shall be considered void, unless a request for time extension is submitted in writing and approved by the City Council.

#### **Subd. 5 Final Plat**

Pursuant to Minnesota statutes 462.358 subdivision 3b, an application for a final plat shall be approved or denied within sixty (60) days from the date of its official and complete submission unless a time waiver is granted by the applicant. Additional City requirements are as follows:

A. Review: After the preliminary plat has been approved, the final plat shall be submitted for review as set forth in the subsections which follow. The City may agree to review the preliminary and final plats simultaneously. Request for final plat approval, as provided within this chapter, shall be filed with the Zoning Administrator on an official application form. Unless modified by the Zoning Administrator, such application shall be accompanied by a fee as provided for by City Council resolution. Such application shall also be accompanied by detailed written and graphic materials fully explaining the proposed final plat. The request shall be considered as being officially submitted when all the information requirements are satisfied. In cases where an application is judged to be incomplete, the Zoning Administrator shall notify the applicant, in writing, within ten (10) days of the date of submission.

**B. Approval of the Planning Commission:** Ten (10) copies of the final plat including all information required in section 12.21, subd. 2 of this chapter shall be submitted to the Zoning Administrator for distribution to the Planning Commission, City Council and appropriate City staff. The City staff shall examine the final plat and prepare a recommendation to the Planning Commission. Nature of approval, disapproval or any delay in decision of the final plat will be conveyed to the subdivider and/or owner within ten (10) days after the meeting of the Planning commission at which such plat was considered.

**C. Approval of the City Council:** After review of the final plat by the Planning Commission, such final plat, together with the recommendations of the Planning Commission and the City staff shall be submitted to the City Council for approval. If accepted, the final plat shall be approved by resolution, providing for the acceptance of all agreements for basic improvements, public dedication and other requirements as indicated by the City Council. If disapproved, the grounds for any refusal to approve a plat shall be set forth in the proceedings of the City Council and reported to the person or persons applying for such approval.

**D. Special Assessments:** When any existing special assessments which have been levied against the property described shall be divided and allocated to the respective lots in the proposed plat, the City Administrator shall estimate the clerical cost of preparing a revised assessment roll, filing the same with the county auditor, and making such division and allocation, and upon approval by the City Council of such cost, the same shall be paid to the City Clerk before the final plat approval.

**E. Recording Final Plat:** If the final plat is approved by the City Council, the subdivider and/or owner shall record it with the county recorder within one hundred (100) days after said approval or approval of the final plat shall be considered void, unless a request for time extension is submitted in writing and approved by the City Council. The subdivider and/or owner shall, immediately upon recording, furnish the City Administrator with a print and reproducible tracing of the final plat showing evidence of the recording. No building permits shall be let for construction of any structure on any lot in said plat until the City has received evidence of the plat being recorded by the county.

**F. Recording Final Plats of Multi-phased Plats:** If a preliminary plat is final platted in stages, unless otherwise provided in the development contract, all stages must be final platted into lots and blocks, not outlots, within three (3) years after the preliminary plat has been approved by the City Council or the preliminary plat of all phases not so final platted within the three (3) year period shall be void.

**Subd. 6 Effect of Subdivision Approval.**

For one year following preliminary plat approval or three (3) years following preliminary plat approval of a multi-phased plat or final plat approval, unless the subdivider and/or owner and the City agree otherwise, no amendment to a Comprehensive Plan or official control shall apply to or affect the use, development, density, lot size, lot layout, or dedication or platting required or permitted by the approved application. Thereafter, pursuant to its regulations, the City may extend the period by agreement with the subdivider and/or owner and subject to all applicable performance conditions and requirements, or it may require submission of a new application unless substantial physical activity and investment has occurred in reasonable reliance on the approved application and the subdivider and/or owner will suffer substantial financial damage as a consequence of a requirement to submit a new application. In connection with a subdivision involving a multi-phased plat, the City may by resolution or agreement grant the rights referred to herein for such periods of time longer than three years which it determines to be reasonable and appropriate.

**Subd. 7 Premature Subdivisions.**

Any preliminary plat/final plat and/or development deemed premature pursuant to the criteria listed below shall be denied by the City Council.

**A. Condition Establishing Premature Subdivisions.** A subdivision may be deemed premature should any of the provisions that follow exist:

**1. Lack of Adequate Drainage:** A condition of inadequate drainage shall be deemed to exist if:

**a.** Surface or subsurface water retention and runoff are such that it constitutes a danger to the structural security of the proposed structures.

**b.** The proposed subdivision will cause pollution of water sources or damage from erosion and siltation on downhill or downstream land.

**c.** The proposed site grading and development will cause harmful and irreparable damage from erosion and siltation on downhill or downstream land.

**d.** Factors to be considered in making these determinations may include: average rainfall for the area; the relation of the land to floodplains; the nature of soils and subsoils and their ability to adequately support surface water runoff and waste disposal systems; the slope of the land and its effect on effluents; and the presence of streams as related to effluent disposal.

**2. Lack of Adequate Water Supply:** A proposed subdivision shall be deemed to lack an adequate water supply if the proposed subdivision does not have adequate sources of water to serve the proposed subdivision if developed to its maximum permissible density without causing an unreasonable depreciation of existing water supplies for surrounding areas.

**3. Lack of Adequate Roads or Highways to Serve the Subdivision:** A proposed subdivision shall be deemed to lack adequate roads or highways to serve the subdivision when:

**a.** Roads which serve the proposed subdivision are of such a width, grade, stability, vertical and horizontal alignment, site distance and surface condition that an increase in traffic volume generated by the proposed subdivision would create a hazard to public safety and general welfare, or seriously aggravate an already hazardous condition, and when, with due regard to the advice of the County and/or Mn/DOT, said roads are inadequate for the intended use.

**b.** The traffic volume generated by the proposed subdivision would create unreasonable highway congestion or unsafe conditions on highways existing at the time of the application or proposed for completion within the next two (2) years.

**4. Lack of Adequate Waste Disposal Systems:** A proposed subdivision shall be deemed to lack adequate waste disposal systems if in subdivisions for which sewer lines are proposed, there is inadequate sewer capacity in the present system to support the subdivision if developed to its maximum permissible density after reasonable sewer capacity is reserved for schools, planned public facilities, and commercial and industrial development; or if in subdivisions where sewer lines are neither available nor proposed, there is inadequate on site sewer capacity potential to support the subdivision if developed to the maximum permissible density indicated in the Pine Island comprehensive plan, as may be amended.

**5. Inconsistency with Comprehensive Plan:** A proposed subdivision shall be deemed inconsistent with the City's Comprehensive Plan when the subdivision is inconsistent with the purposes, objectives and recommendations of the adopted Pine Island Comprehensive Plan, as may be amended.

**6. City Service Capacity:** A proposed subdivision shall be determined to lack necessary City service capacity when services such as recreational facilities, police and fire protection, and other City services, which must be provided at public expense, cannot reasonably be provided for within the next two (2) years.

**7. Easements:** That the design of the subdivision or the type of improvements will conflict with easements or record.

**B. Burden of Establishing.** The burden shall be upon the applicant to show that the proposed subdivision or development is not premature.

**SEC. 12.21 DATA FOR PRELIMINARY AND FINAL PLATS.**

**Subd. 1 Data for Preliminary Plat.**

The subdivider and/or owner shall prepare and submit a preliminary plat, together with any necessary supplementary information, preliminary utility plan and preliminary grading plan. The plans shall contain the information set forth in the subsections that follow (Upon specific request, the City may exempt an applicant from the submission of data which is not considered relevant to the application.):

**A. Proof of Ownership:**

1. Current title commitment or current title opinion for abstract property and a certificate of title for registered property (torrens).

2. Written authorization from current owner, if current owner is not making application for platting.

**B. Certificate of Survey:** A current certificate of survey, prepared and signed by a licensed Land Surveyor, depicting the following:

1. Graphic scale of drawing (engineering scale only, not less than 1 inch equals 100 feet).

2. North arrow.

3. Date of survey.

4. Existing legal description of the parcel of land to be platted.

5. Existing parcel boundaries shown with survey measurement data matching the existing legal description of the parcel of land to be platted.

6. Area in square feet and acres of the outside boundary of the parcel of land to be platted.

7. Easements of record (referenced in the current title commitment, current title opinion or certificate of title).

8. All encroachments along the outside boundary of the parcel of land to be platted.

9. Identify all gaps and overlaps of the property being platted.

10. The outside boundary of the property being platted must be clearly marked with survey monumentation.

**C. Preliminary Plat:**

**1. General Requirements:**

**a.** The current certificate of survey must be used as a base for the preparation of the preliminary plat.

**b.** Proposed name of subdivision; names shall not duplicate or too closely resemble names of existing platted subdivisions within the County and must be verified with the County recorder.

**c.** Graphic scale of drawing (engineering scale only, not less than 1 inch equals 100 feet).

**d.** Date of preparation.

**e.** North arrow.

**f.** Location of boundary lines in relation to a known section, quarter section or quarter-quarter section lines comprising a legal description of the property.

**g.** Name and address of the property owner(s).

**h.** Name and address of the subdivider.

**i.** Name, address and signature of the licensed Land Surveyor or licensed Professional Engineer (Civil) who prepared the proposed plat.

**j.** Existing zoning classifications for lands within and abutting the proposed plat, including floodplain and shoreland boundaries.

**k.** Property lines of adjoining unsubdivided or subdivided land, within three hundred fifty feet (350'), including all contiguous land owned or controlled by the subdivider and/or owner.

**l.** In plats where public water and sewer are not available, the subdivider and/or owner shall file a report prepared by a certified soils evaluator or licensed Professional Engineer (Civil) on the feasibility of individual on site sewer and water systems on each lot, and shall include soils boring analysis and percolation tests to verify conclusions.

**m.** Existing site improvements inside the outside boundaries and fifty feet (50') outside the outside boundaries of the parcel of land to be platted.

**n.** Basins, lakes, rivers, streams, creeks, wetlands, and other waterways bordering on or running through the parcel of land and delineation of any or portions of any wetlands within the subject property to be platted. The ordinary high water elevation and the 100-year flood elevation shall be shown where applicable.

**o.** Location, right of way widths and names of public streets or other public ways, showing type, width and condition of improvements, if any, which pass through and/or are adjacent to the parcel of land being platted.

**p.** Location, right of way widths and names of railroads, if any, which pass through and/or are adjacent to the parcel of land being platted.

**q.** Identify registered lands (torrens) within the outside boundaries of the parcel of land being platted.

**2.** Proposed Design Features:

**a.** Layout of proposed streets showing the right of way widths, centerline gradients, typical street sections, and proposed names of streets in conformance with the county uniform street naming and addressing system. The name of any street heretofore used in the City or its environs shall not be used unless the proposed street is a logical extension of an already named street, in which event the same name shall be used.

**b.** Locations and widths of proposed alleys and pedestrianways.

**c.** Location, dimensions and purpose of all easements.

**d.** Layout, numbers, lot areas and preliminary dimensions of lots and blocks.

**e.** Minimum front and side street building setback lines.

**f.** When lots are located on a curve, the width of the lot at the building setback line.

**g.** Areas, other than streets, alleys, pedestrianways, and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.

**3.** Supplementary Information:

**a.** Any or all of the supplementary information requirements set forth in this subsection shall be submitted when deemed necessary by the City staff, consultants, advisory bodies and/or City Council.

**b.** Proposed protective covenants.

**c.** An accurate soil survey and/or soil borings of the subdivision prepared by a registered soils engineer.

**d.** A tree inventory prepared by a licensed or registered forester or landscape architect identifying tree coverage in the proposed subdivision in terms of type, weakness, maturity, potential hazard, infestation, vigor, density and spacing.

**e.** Statement of the proposed use of lots stating type of buildings with number of proposed dwelling units or type of business or industry, so as to reveal the effect of the development on traffic, fire hazards and congestion of population.

**f.** If any zoning changes are contemplated, the proposed zoning plan for the areas, including dimensions, shall be shown. Such proposed zoning plan shall be for information only and shall not vest any right in the applicant.

**g.** The subdivider and/or owner shall be required to submit a sketch plan of adjacent properties so as to show the possible relationships between the proposed subdivision and future subdivisions. All subdivisions shall be required to relate well with existing or potential adjacent subdivisions.

**h.** Where structures are to be placed on large or excessively deep lots that are subject to potential replat, the preliminary plat shall indicate a logical way in which the lots could possibly be resubdivided in the future.

**i.** When the City has agreed to install improvements in a development, the subdivider and/or owner will be required to furnish a financial security satisfactory to the City.

**j.** A comprehensive screening plan which identifies all proposed buffering and screening in both plan and sectional view.

**k.** Where irregular shaped lots have been proposed, house plans shall be submitted which demonstrate such lots to be buildable and the resulting structure compatible in size and character to the surrounding area.

**l.** Such other information as may be required.

**m.** The preliminary plat submittal shall include the following information:

- (1) Gross acres.
- (2) Net developable acres.
- (3) Comprehensive plan land use designation.
- (4) Existing and/or proposed zoning.
- (5) Gross unit density.
- (6) Net unit density.
- (7) Acres of right of way.
- (8) Acres of wetland.
- (9) Acreage of each outlot.

**n.** Site dimension plan.

**D.** Preliminary Grading Plan: The subdivider and/or owner shall submit a preliminary grading, drainage and erosion control plan utilizing a copy of the current certificate of survey as a base for the site in question, prepared and signed by a licensed Professional Engineer (Civil), depicting the following information:

1. North arrow and date of preparation.
2. Graphic scale (engineering scale only, not less than 1 inch (1") equals 50 feet (50')).
3. Lot and block numbers, house pad location, home style and proposed building pad elevations at garage slab and lowest floor for each lot.
4. Drainage plan, with a narrative, including the configuration of drainage areas and calculations. The locations of proposed infiltration basins must include soil borings and infiltration tests.
5. Location of all natural features on the tract. Natural features are considered to include, but are not limited to, the following: tree lines, wetlands, ponds, lakes, streams, drainage channels, bluffs, steep slopes, etc.
6. Location of all existing storm sewer facilities, including pipes, manholes, catch basins, stormwater basins, swales, and drainage channels within one hundred fifty feet (150') of the tract. Existing pipe grades, rim and invert elevations, and normal and high water elevations must be included.

7. If plat is located within or adjacent to a 100-year floodplain, flood elevations and locations must be clearly shown on the plan.
8. Spot elevations at drainage breakpoints and directional arrows indicating site, swale and lot drainage.
9. Locations, grades, rim and invert elevations of all storm sewer facilities, including stormwater basins, proposed to serve the tract.
10. Locations and elevations of all street high and low points.
11. Street grades shown, with a maximum permissible grade of ten percent (10%) and a minimum of five-tenths percent (0.5%).
12. Phasing of grading.
13. The location of all oversize nontypical easements.
14. A stormwater pollution prevention plan (SWPPP) including all soil erosion and sediment control measures to be incorporated during and after construction must be shown. Locations and standard detail plates for each measure must be included on the plan.
15. All revegetation measures proposed for the tract, including seed and mulch types and application rates must be included on the plan.
16. Existing contours at two foot (2') intervals shown as dashed lines (may be prepared by a Minnesota licensed surveyor). Existing contours shall extend one hundred fifty feet (150') outside of the tract.
17. Proposed grade elevations at two foot (2') intervals shown as solid lines.
18. Appropriate wetland permits in conformance with the wetland conservation act and buffer requirements.
19. All modular block retaining walls to be constructed as part of the subdivision grading plan must meet MN/DOT requirements. A licensed Professional Engineer (Civil) must design any retaining wall that has a combined height greater than four feet (4'). The building official must approve the retaining wall plans and each retaining wall is subject to issuance of a separate building permit.

**E. Preliminary Utility Plan:** Preliminary utility plan, prepared and signed by a licensed Professional Engineer (Civil), depicting the following information:

- 1. Easements:** Location, dimension and purpose of all easements.
- 2. Underground Facilities:** Location and size of existing sewers, water mains, culverts, or other underground facilities within the tract and to a distance of one hundred fifty feet (150') beyond the tract. Such data as grades, invert elevations, and location of catch basins, manholes and hydrants shall also be shown.
- 3. Water Supply:** Water mains shall be provided to serve the subdivision by extension of an existing community system wherever feasible. Service connections shall be stubbed into the property line and all necessary fire hydrants shall also be provided. Extensions of the public water supply system shall be designed so as to provide public water in accordance with the design standards as approved by the City Engineer. In areas where public water supply is not available, individual wells shall be provided on each lot, properly placed in relationship to the individual sewage disposal facilities on the same and adjoining lots. Well plans must comply with the state well code, as may be amended, and be submitted for the approval of the City Engineer.
- 4. Sewage Disposal, Public:** Sanitary sewer laterals and service connections shall be installed in accordance with the design standards of the City as approved by the City Engineer. The use of sanitary sewer ejector pumps for service to individual lots shall not be allowed, unless approved prior to installation by the City Engineer as a private utility fixture.
- 5. Sewage Disposal, Private:** All individual sewage treatment systems shall be installed in accordance with all applicable state, county, and City requirements.
- 6. Sanitary Sewer Facilities:** Locations, grades, rim and invert elevations, and sizes of all proposed sanitary sewer facilities to serve the tract.
- 7. Hydrants and Valves:** Location of all proposed hydrants and valves for the proposed water mains.
- 8. Public Utilities:** Public utilities must be extended to plat boundaries unless otherwise approved by the City Engineer.

**Subd. 2 Data for Final Plat.**

The subdivider and/or owner shall submit a final plat, final grading, development, and erosion control plan, and final utility plan, together with any necessary supplementary information. The final plat, prepared for recording purposes, shall be prepared in accordance with provisions of Minnesota State statute 505 and the County surveyor's plat review regulations, and such final plat submittal shall contain the following information:

**A.** Name of the subdivision, which shall not duplicate or too closely approximate the name of any existing platted subdivisions within the County and proposed names must be verified with the County recorder.

**B.** 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. The allowable error closure of any portion of a final plat shall be the mathematical closure of tolerance of the plat boundary, blocks, lots and outlots shall not exceed 2/100 of a foot.

**C.** 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.

**D.** 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.

**E.** Lots shall be numbered correctly and outlots shall be labeled alphabetically. Blocks are to be numbered, with numbers shown clearly in the center of the block.

**F.** The exact locations, widths and names of all streets to be dedicated.

**G.** Location and width of all easements to be dedicated.

**H.** Name of licensed Land Surveyor making the plat.

**I.** Scale of the plat shall be 10, 20, 30, 40, 50, 60 or 100 scale with the scale shown graphically on a bar scale and north arrow and north arrow along with basis of bearing notation Assumed, County Coordinate System, etc.

**J.** 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."*

**K.** 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."*

**L.** The final grading, development and erosion control plan must be prepared in accordance with the current City specifications.

**M.** 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).

**N.** Construction cost estimates for all required basic improvements.

**O.** The following information shall be provided with the final plat:

1. Gross acres.
2. Net developable acres.
3. Comprehensive plan land use designation.
4. Existing and/or proposed zoning.
5. Gross unit density.
6. Net unit density.
7. Acres of right of way.
8. Acres of wetland.
9. Acreage of each outlot.

**P.** Certification by a licensed Land Surveyor in the form required by Minnesota statutes section 505.03, as amended.

**Q.** Execution of all owners of any interest in the land, any holders of a mortgage thereon, of the certificates required by Minnesota statutes section 505.03, as amended, and which certificate shall include a dedication of the utility easements and other public areas in such form as approved by the City Council.

**R.** Space for certificates of approval and review to be filled in by the signatures of the chair of the City Planning Commission and the Mayor and City Administrator. The form of certificate by the Planning Commission is as follows:

*Reviewed by the Planning Commission of the City of Pine Island.*

*This day of\_\_\_\_\_, 20\_\_\_\_.*

*Signed:  
Chair*

*Attest:  
Secretary*

The form of approval of the City Council is as follows:

*This day of\_\_\_\_\_, 20\_\_\_\_.*

*Signed:  
Mayor*

*Attest:  
City Administrator*

**Subd. 3      Engineering Standards for Final Grading, Development and Erosion Control Plans.**

The final grading, development and erosion control plan shall contain the following information and comply with the following standards:

- A.** Certificate: The current certificate of survey must be used as a base for the preparation of the final grading, development and erosion control plan.
- B.** Arrow: North arrow and date of preparation.
- C.** Scale: Graphic scale of drawing (engineering scale only, not less than 1 inch equals 50 feet).
- D.** Symbol Key: Key with all line types, symbols, shading and cross hatching denoted.
- E.** Illustration Key: Illustration key showing symbols for all information pertaining to lot and house design, including grades, easements, lot and block, setbacks, etc.
- F.** Bench Mark: The bench mark provided must be based upon the NAVD 88. Methods of establishing a new benchmark must be approved by the City Engineer and provided with the initial submittal of the grading plan.

- G.** Lines: Subject property's boundary lines, lot lines and right of way lines.
- H.** Adjacent Area Information: All adjacent plats, parcels, rights of way, section lines and existing topography extended a minimum of one hundred fifty feet (150') beyond the subject parcel in all directions.
- I.** Topography: Topography in two foot (2') contour intervals with existing contours shown as dashed lines and proposed contours shown as solid lines. All existing and proposed contours labeled at each edge of the plan and at appropriate locations within the plan.
- J.** Natural Features: Locations of all existing natural features must be clearly shown. Natural features are considered to include, but are not limited to, the following: tree lines, wetlands, ponds, lakes, streams, drainage channels, bluffs, steep slopes, etc.
- K.** Storm Sewers: Location of existing storm sewer facilities within one hundred fifty feet (150') of the subject parcel.
- L.** Flood Elevations: If the property is within or adjacent to a 100-year floodplain, flood elevations and locations must be clearly shown on the plan.
- M.** Total Area: Total area of plat, all lots, outlots and stormwater basins denoted on plan (tabulation permitted).
- N.** Direction Arrows: Direction arrows indicating sites, swale and lot drainage patterns. Spot elevations must be provided at drainage breakpoints.
- O.** Slope: Maximum three to one (3:1) slopes.
- P.** Numbers: Lot and block numbers.
- Q.** Lot Corners: Proposed lot corner elevations.
- R.** Names: Street names.
- S.** Emergency Overflow Swales: Emergency overflow swales located, labeled and spot elevations. Rear or side lot line swales minimum one percent (1.0%) grade sandy soils, and one and five-tenths percent (1.5%) grade clay soils.
- T.** Stormwater Basins, Swales, Etc.: All stormwater basins, swales and channels must be constructed on public easements or land owned by the City.
- U.** Grades: Percent grades indicated along major drainage swales (more than 12 lots).

**V.** Proposed Elevations: Proposed elevations at garage floor and lowest floor elevation. Proposed finished ground elevations around home for final grading. The top of the foundation and garage floor of all structures shall be a minimum of eighteen inches (18") or three percent (3%) above the grade of the crown (center) of the street.

**W.** Style of Home: Style of home indicated for each lot; e.g., rambler, split level, walkout, full basement, etc.

**X.** High and Low Points: Finished spot elevations at all high and low points.

**Y.** Cul-de-sacs: Locations of all temporary cul-de-sacs.

**Z.** Street Barricades: Locations of permanent street barricades.

**AA.** Storm Sewer Facilities: Locations of all proposed storm sewer facilities.

**BB.** Drainage: Maximum of four hundred (400) linear feet of drainage from rear yard areas permitted. Rear yard catch basins must be installed at the four hundred foot (400') mark, or as determined by the City Engineer.

**CC.** Drain Tile: Location of proposed drain tile including cleanout locations and inverts of services to each lot (5 feet from the lot line on the downstream side of the lot). Invert information is required only if depth of tile is other than forty-eight inches (48") City standard depth.

**DD.** Utility Easements: Location of all oversized drainage and utility easements.

**EE.** Stormwater Basins: All existing and proposed stormwater basins must have outlet elevation (oe), 100-year high water level (HWL) shown and total volume (acre-feet) of stormwater retention indicated above the outlet elevation.

**FF.** Inlets and Outlets: Invert elevation of inlets and outlets into stormwater basins.

**GG.** Tree Preservation: Location of tree preservation fencing, and limits of clearing and grading clearly shown on plans.

**HH.** Grading: Designation of lots to be mass graded and custom graded.

**II.** Erosion Control: Location of all structural erosion control measures including, but not limited to, the following: temporary gravel construction entrances, temporary and permanent sediment basins, silt fence, staked bales, storm sewer inlet filters, rock filter dikes, storm sewer outlet protection, erosion control mats, fiber blankets and nettings.

**JJ.** Soil Stockpiling: Locations of soil stockpile areas with temporary stabilization measures indicated.

**KK.** Seeding: Seeding specifications, including:

1. Type of seeding (permanent, temporary, and dormant);
2. Type of seed and application rate;
3. Fertilizer type and application rate;
4. Mulch type, application rate, and method of anchoring;
5. Specifications for the installation and maintenance of erosion control mats, blankets or netting;
6. Note requiring seeding to be completed within forty eight (48) hours of rough grading with revegetation to occur within forty eight (48) hours of fine grading.

**LL.** Lot Benching: Standard lot benching detail must be provided.

**MM.** Detail Plates: Standard detail plates and maintenance information for each of the above measures used must also be included.

**NN.** Grading Plan: Requirements for certified grading plan:

1. A certified plan must be submitted within thirty (30) days of grading completion.
2. The "as constructed" grading plan must include certification by a licensed Land Surveyor or licensed Professional Engineer (Civil) that all stormwater basins, swales and drainageways have been constructed on public easements or land owned by the City.
3. The "as constructed" grading plan shall include field verified elevations of the following:
  - a. Cross sections of stormwater basins.
  - b. Location and elevations of all swales, drainageways and emergency overflows.
  - c. All lot corners and center of house pads at the front and rear.
  - d. Tops of castings of rear yard catch basins.
  - e. All slopes steeper than four to one (4:1).
  - f. The location and elevation of any retaining walls.

**g.** The location, restored elevation, and bottom elevation of any borrow areas, temporary sediment basin/trap, or temporary drainage ditch/culvert that were located within a proposed lot or outlot building pad, or that had a bottom elevation more than three feet (3') below final grade.

**h.** All permanent drain tile installed.

**i.** Elevations of all flared ends and outlet structures for sediment basins and stormwater basins.

**j.** The location and elevation of all landscape berms.

**4.** After construction, one set of mylar drawings is to be prepared and submitted to the City.

**5.** Certified grading plans are to be submitted to the City on an electronic file. The electronic file must be in AutoCAD.DWG or \*.DXF format and consistent with the City's standard specification manual for minimum layering requirements.

12.22 – 12.29  
(Rev. 2012)

**SEC. 12.22 - 12.29 RESERVED FOR FUTURE EXPANSION.**

(04-04-12)

**SEC. 12.30 DESIGN STANDARDS.**

All subdivision plats and minor subdivisions shall comply with the following design standards, if applicable.

**Subd. 1 Streets and Alleys**

**A. General Street Design.**

1. The design of all streets shall be considered in relation to public safety, existing and planned streets, efficient circulation of traffic, topographical conditions, run-off of storm water, proposed use of the land to be served by such streets, and the Comprehensive Plan of the City.

2. Street Plans for Future Subdivisions: Where the plat to be submitted includes only part of the tract owned or intended for development by the subdivider and/or owner or the plat adjoins unsubdivided land that can be subdivided in the future, a sketch plan of a proposed future street system and lot layout for the unsubdivided portion and/or adjoining land shall be prepared and submitted by the subdivider and/or owner showing the appropriate arrangement of the streets continuation into unsubdivided portions and adjoining land. Such streets shall be carried to the boundaries of the unsubdivided land.

3. Provisions for Resubdivision of Large Lots and Parcels: When a tract is subdivided into larger than normal building lots or parcels, such lots or parcels shall be so arranged as to permit the logical location and openings of future streets and appropriate resubdivision, with provision for adequate utility connections for such resubdivision.

4. Local Streets. Local streets should be so planned as to discourage their use by nonlocal traffic.

5. Streets, Continuous: Except for cul-de-sacs, streets shall connect with streets already dedicated in adjoining or adjacent subdivisions, or provide for future connections to adjoining unsubdivided tracts, or shall be a reasonable projection of streets in the nearest subdivided tracts. The arrangement of arterial and collector streets shall be considered in their relation to the reasonable circulation of traffic, to topographic conditions, to runoff of stormwater, to public convenience and safety, and in their appropriate relation to the proposed uses of the area to be served. The street arrangements shall not be such as to cause hardship to owners of adjoining property in subdividing their own land and providing convenient access to it.

**B. Street Right of Way Widths and Grades.** Unless approved by the City Engineer to match existing adjacent right of way, street right of way widths shall conform to the following standards. Except when, upon the recommendation of the City Engineer, the topography warrants a greater maximum, the grades in all streets, arterials, collector streets, local streets, parkways and alleys in any subdivision shall conform to the following standards. In addition, there shall be a minimum grade of not less than five-tenths percent (0.5%) unless approved by the City Engineer because of existing conditions.

<b>Functional Classification</b>	<b>Minimum Right of Way</b>	<b>Maximum Grade</b>	<b>Minimum Grade</b>
Regional Arterial	150 feet	5%	0.5%
Local Arterial	100 feet	5%	0.5%
Regional Collector	100 feet	8%	0.5%
Local Collector	80 feet	8%	0.5%
Local Residential	60 feet	10%	0.5%
Local Commercial/Industrial	80 feet	10%	0.5%
Parkway Designated Roadway	120 feet	5%	0.5%
Alley	30 feet	10%	0.5%

**C. Street Intersections.** Under normal conditions, streets shall be laid out so as to intersect as nearly as possible at right angles, except where topography or other conditions justify variations. Under normal conditions, the minimum angle of intersection of streets shall be eighty degrees (80°). Street intersection jogs with an offset of less than one hundred feet (100') shall be avoided. Intersections having more than four corners shall be prohibited. Adequate land for future intersection and interchange construction needs shall be dedicated to the City.

**D. Cul-De-Sacs/Dead End Streets.**

1. Permanent dead end streets without cul-de-sac turnarounds are prohibited.
2. Permanent cul-de-sacs shall be allowed only where one or more of the following criteria have been met:
  - a. Area topography or other physical site conditions warrant a cul-de-sac.
  - b. A through street is not physically feasible or desirable due to environmental or access spacing considerations.
3. The length of a permanent cul-de-sac street shall not be less than one hundred fifty feet (150') nor longer than six hundred feet (600') and shall include a turnaround which shall be provided at the closed end, with a right of way radius not less than sixty feet (60'). The length of the cul-de-sac shall be measured from the intersection of the centerlines of the cul-de-sac and the intersecting street to the center point of the cul-de-sac right of way turnaround. Pedestrianways in the form of an outlot and/or easement may be required through the block adjacent to cul-de-sac turnaround in order to provide pedestrian access to the closed end of the cul-de-sac. The outlot and/or easement shall be owned by the City or in favor of the City.

4. In areas determined by the City to be environmentally sensitive due to topography, forestation and/or wetlands, deviations to the design standards outlined in section 12.30 subd. 1 letter D3 of this chapter may be allowed, provided that:

a. Such deviations are limited to the following:

(1) Right of way dedication, excluding turnaround area, may be reduced from sixty feet (60') to no less than fifty feet (50').

(2) Street widths measured from back of curb to back of curb may be reduced from thirty two feet (32') to no less than twenty eight feet (28').

b. The following standards are met:

(1) All lots shall meet or exceed the minimum standards for the applicable zoning district.

(2) The required drainage and utility easement in the front yard of lots shall be not less than fifteen feet (15').

(3) All custom graded lots shall have a custom grading plan and preapproved site/building plan prior to the issuance of building permits.

(4) The cul-de-sac length shall not exceed six hundred feet (600').

(5) Any reduction in front yard setbacks shall be processed according to provisions of the zoning ordinance.

**E. Temporary Cul-De-Sacs.**

1. In those instances where a street is terminated pending future extension in conjunction with future subdivision and there is more than two hundred feet (200') or two (2) dwelling units accessed between the dead end and the nearest intersection, a temporary turnaround shall be provided at the closed end in conformance with cul-de-sac requirements.

2. This temporary cul-de-sac must be placed inside a temporary roadway easement if it is located outside street right of way. The temporary easement and turnaround shall be located within an outlot or an adjacent undeveloped land.

3. The temporary cul-de-sac shall be paved with bituminous within one (1) year of construction.

4. Security shall be required for the turnaround removal and restoration.

**F. Subdivisions Abutting Major Rights of Way:** Wherever the proposed subdivision contains or is adjacent to the right of way of a state highway, regional arterial or local arterial, provisions may be made for a marginal access street approximately parallel and adjacent to the boundary of such right of way; provided, that due consideration is given to proper circulation design, or for a street at a distance suitable for the appropriate use of land between such street and right of way. Such distance shall be determined with due consideration of the minimum distance required for approach connections to future grade separations, or for lot depths.

**G. Half Streets.** Dedication of half streets shall not be considered for approval except where it is essential to the reasonable development of the subdivision and in conformity with the other requirements of these regulations or where it is found that it will be practical to require the dedication of the other half when the adjoining property is subdivided.

**H. Private Streets.** Private streets shall be prohibited unless otherwise approved as part of a planned unit development in which case all street designs and standards shall be approved by the City Engineer.

**I. Curb Radius.** The minimum curb radii for arterials, collector streets, local streets, parkways, alleys and driveways shall be as follows:

Alleys and Driveways	5 feet
Arterial and Collector Streets	25 feet
Local Streets	15 feet
Parkways	15 feet

**J. Reverse Curves.** Minimum design standards for collector and arterial streets shall comply with Minnesota state aid design standards.

**K. Reserve Strips.** Reserve strips controlling access to streets shall be prohibited except under conditions accepted by the City Council.

**L. Tangents.** A tangent of at least one hundred feet (100') shall be introduced between reverse curves on collector streets and fifty feet (50') on lesser streets.

**M. Deflections.** When connecting street lines deflect from each other at one point by more than ten degrees ( $10^\circ$ ) they shall be connected by a curve with a radius adequate to ensure a sight distance of no less than five hundred feet (500') for arterials, three hundred feet (300') for collectors, and one hundred feet (100') for all other streets.

**N. Street Sections.** The street section shall comply with design standards as set forth in the City of Pine Island Roadway Design Guidelines as may be amended. All street designs are subject to the review and approval of the City Engineer.

**O. Seeding or Sodding.** Any areas disturbed within the street right of way, at the time of construction, shall be restored with a minimum of six inches (6") of topsoil and shall be seeded or sodded as directed by the City Engineer.

**P. Service Access, Alleys.** Service access shall be provided in commercial and industrial districts for off street loading, unloading and parking consistent with and adequate for the uses proposed. Except where justified by special conditions, such as the continuation of an existing alley in the same block, alleys will not be approved in residential districts, unless approved as part of a Planned Unit Development and is privately maintained as part of a homeowners association. Alleys, where provided, shall not be less than thirty feet (30') wide. Dead end alleys shall be avoided wherever possible, but if unavoidable, such dead end alleys may be approved if adequate turnaround facilities are provided at the closed end.

**Q. Sidewalks and Multipurpose Trailways.**

1. Concrete sidewalks shall be installed along both sides of all local residential and local commercial/industrial streets (not including cul-de-sacs) as designated by the City's Comprehensive Plan. All sidewalks shall have a minimum width of five feet (5'). At the discretion of the City Council sidewalks may be installed along only one side of a local residential and local commercial/industrial street in areas determined by the City to be environmentally sensitive due to topography, forestation and/or wetlands.

2. Concrete sidewalks shall be installed along one side and multipurpose trailways shall be installed along the other side of all arterial, collector and parkway streets as designated by the City's Comprehensive Plan. All sidewalks shall have a minimum width of five feet (5') and all multipurpose trailways shall have a minimum width of ten feet (10') and be constructed of bituminous materials.

3. Concrete sidewalks and multipurpose bituminous trailways shall be accessible by handicapped persons in accordance with Minnesota statutes section 471.464.

4. The subdivider and/or owner shall be responsible for the payment of one hundred percent (100%) of all the costs of sidewalks and multipurpose bituminous trailways, including the cost of grading and restoration, materials and all installation costs.

5. The subdivider and/or owner shall install all required sidewalks and multipurpose trailways at the time the required street improvements are installed or provide the City with a cash escrow or irrevocable letter of credit in amount of one hundred and twenty-five percent (125%) of the estimated cost of installation, as determined by the City Engineer, to ensure completion of the required sidewalks and multipurpose trailways. All required sidewalks and multipurpose trailways shall be completed within three (3) years of final plat approval or prior to the issuance of a certificate of occupancy for an individual lot, whichever occurs first. If the required sidewalks and multipurpose trailways have not been completed within three (3) years of the final plat approval, the City may use the cash escrow or irrevocable letter of credit to complete any remaining sidewalks and multipurpose trailways. If the required sidewalks and multipurpose trailways are to be intalled at the time the required street improvements are installed, the subdivider and/or owner shall provide the City with an appropriate financial security acceptable to the City, prior to the issuance of building permits within the subdivision, to ensure the installation of the required sidewalks and multipurpose trailways is completed.

**R. Street Names.** Street names shall not duplicate the names of other streets.

**S. Compliance with the County Transportation Plans.** All subdivisions incorporating streets which are identified in the county transportation plans, as amended, shall comply with the minimum right of way, surfaced width, and design standards as outlined in said plan, and must be reviewed and approved by the County.

**T. Functional Classification.** Streets within the City shall be dedicated in accordance with their functional classification as designated within the City's adopted comprehensive plan as may be amended; or as recommended by the City Engineer and approved by the City Council.

**Subd. 2 Blocks.**

**A. Block Length.** In general, intersecting streets, determining block lengths, shall be provided at such intervals so as to serve cross traffic adequately and to meet existing streets. Where no existing plats control, the blocks in residential subdivisions should not exceed one thousand two hundred feet (1,200') nor be less than four hundred feet (400') in length, except where topography or other conditions justify a departure from this maximum. In blocks longer than eight hundred feet (800'), pedestrianways and/or easements through the block may be required near the center of the block.

**B. Block Width.** The width of the block shall normally be sufficient to allow two (2) tiers of lots of appropriate depth. Blocks intended for business or industrial use shall be of such width as to be considered most suitable for their respective use, including adequate space for off street parking and deliveries.

**Subd. 3 Lots.**

**A. Area.** The minimum lot area, width and depth shall not be less than that established by the City Zoning Ordinance in effect at the time of adoption of the final plat.

**B. Corner Lots.** Corner lots for residential use shall have additional width to permit appropriate building setback from both streets as required in the zoning ordinance.

**C. Side Lot Lines.** Side lines of lots shall be approximately at right angles to street lines or radial to curved street lines.

**D. Frontage.** Every lot must have the minimum frontage on a City approved street other than an alley, as required in the City zoning ordinance.

**E. Setback Lines.** Setback or building lines shall be shown on all lots and shall not be less than the setback required by the City zoning ordinance.

**F. Features.** In the subdividing of any land, due regard shall be shown for all natural features, such as tree growth, watercourses, historic spots or similar conditions which, if preserved, will add attractiveness and stability to the proposed development.

**G. Lot Remnants.** All remnants of lots below minimum size left over after subdividing of a larger tract must either be platted as an outlot or be added to adjacent lots, rather than allowed to remain as unusable parcels.

**H. Political Boundaries.** No singular plat shall extend over a political boundary without documented notification to affected units of government.

**I. Frontage on Two Streets.** Double frontage, or lots with frontage on two (2) parallel streets shall not be permitted except: where lots back on arterial or regional collector streets or where topographic or other conditions render subdividing otherwise unreasonable. Such double frontage lots shall adhere to the requirements of section 11.70 subd. 7 letter D of the City Code.

**J. Access.** Unless approved by the City Engineer, the grade elevation of any driveway shall not exceed:

1. Ten percent (10%) for single, two-family and townhouse dwellings and all underground parking.
2. Five percent (5%) for all other uses.

**K. Buffer Side Yards.** In the case of single-family residential lots with side yards that abut major collector or arterial streets, the buffer yard requirements of section 11.70 subd. 7 letter D of the City Code shall apply.

**L. Irregular Shaped Lots.** On single-family residential lots determined to be irregular in shape (e.g., triangular), the developer shall demonstrate to the City an ability to properly place principal buildings and accessory structures upon the site which are compatible in size and character to the surrounding area.

**M. Two-Family and Townhouse Lot Subdivisions.** The subdivision of a base lot containing two-family or townhouse dwelling units to permit individual private ownership of a single dwelling within such a structure shall be subject to the following requirements:

1. A property maintenance agreement shall be arranged by the applicant and submitted to the City attorney for review and approval. The agreement shall ensure the maintenance and upkeep of the structure and the lot to meet minimum City standards. The agreement is to be filed with the County recorder's office as a deed restriction against the title of each unit lot.
2. Separate public utility service shall be provided to each subdivided unit and shall be subject to review and approval of the City Engineer.

**N. Grading Plan.** The grading plan for all single-family residential subdivisions shall provide for an area with a slope not greater than ten percent (10%) extending not less than a depth of twenty feet (20') from the rear line of the building pad the entire width of the building pad, except as approved by the City Engineer.

**O. Drainage.** Lots shall be graded so as to provide drainage away from building locations.

**Subd. 4 Drainage and Utility Easements**

**A. Width and Location.** An easement for drainage and utilities at least ten feet (10') wide along front and rear lot lines and five feet (5') wide along all abutting side lot lines shall be provided. An easement for drainage and utilities not less than ten feet (10') wide shall be provided adjacent to all plat boundaries. If necessary for the extension of main water or sewer lines or similar utilities, easements of greater width may be required along lot lines or across lots. Temporary construction easements may be required where installation depths are greater than twelve (12) feet. Drainage and utility easements shall be kept free of any vegetation or structures which would interfere with the free movement of utility service vehicles.

**B. Continuous Easement Locations.** Drainage and utility easements shall connect with easements established in adjoining properties. These easements, when approved, shall not thereafter be changed without the approval of the City Council after a public hearing.

**C. Outlot Alternative.** When a subdivision is traversed by a water course, drainage way, wetland, channel, stream or other natural features, the City may at its discretion choose to require outlots rather than drainage and utility easements for these areas.

**Subd. 5 Soil Erosion and Sediment Control.**

**A.** The development shall conform to the natural limitations presented by topography and soil so as to create the least potential for soil erosion.

**B.** Erosion and sediment control measures shall be consistent with best management practices (BMPs) for erosion and sedimentation control as specified in the "Minnesota Stormwater Manual" (MPCA 2005), as amended, and shall be sufficient to retain sediment on site.

**C.** Erosion and sediment controls shall meet the standards for the general permit authorization to discharge stormwater associated with construction activity under the national pollutant discharge elimination system/state disposal system permit program permit MN R100001 (NPDES general construction permit) issued by the Minnesota pollution control agency, as amended. Final stabilization of the site must be completed in accordance with the NPDES construction permit requirements.

**D.** Land shall be developed in increments of workable size such that adequate erosion and siltation controls can be provided as construction progresses. The smallest practical area of land shall be exposed at any one period of time. When soil is exposed, the exposure shall be for the shortest feasible period of time, as specified in the development contract.

**E.** Where the topsoil is removed, sufficient topsoil shall be set aside for respreading over the developed area. Topsoil shall be restored or provided to a minimum depth of six inches (6") and shall be of a quality at least equal to the soil quality prior to development.

**F.** Natural vegetation shall be protected wherever practical.

**G.** Runoff water shall be diverted to a sedimentation basin before being allowed to enter the natural drainage system. All on site stormwater conveyance channels shall be designed and constructed to withstand the expected velocity of flow from a 10-year frequency storm without erosion.

**H.** All temporary erosion and sediment controls shall be installed on all down gradient perimeters before commencing the land disturbing activity and left in place and maintained until the site has been stabilized. All permanent erosion control measures shall be installed and operational per the design and as required by the City.

**I.** If the activity creates more than one acre of disturbed area, and the activity is taking place on a site where soils are currently disturbed (e.g., a tilled agricultural site that is being developed), areas that will not be graded as part of the development and areas that will not be stabilized according to the time frames specified in the NPDES general construction permit part IV.B.S. shall be seeded with a temporary or permanent cover before commencing the proposed land disturbing activity.

**J.** The standards related to soil erosion and sediment control contained in Chapter 11 Land Use Regulation (Zoning) of the City Code shall be applicable to all proposed developments and subdivisions.

**Subd. 6 Protected Areas.**

Where land proposed for subdivision is deemed environmentally sensitive by the City due to the existence of wetlands, drainageways, watercourses, floodable areas or steep slopes, the design of said subdivision shall clearly reflect all necessary measures to ensure against adverse environmental impacts.

Based upon the necessity to control and maintain certain sensitive areas, the City shall determine whether said protection will be accomplished through lot enlargement and redesign or dedication of those sensitive areas in the form of outlots.

In general, measures of protection shall include design solutions that allow for construction and grading involving a minimum of alteration to sensitive areas. Such measures, when deemed appropriate by the City, may include, but shall not be limited to, the following:

**A.** The establishment of buffers designed consistent with adopted management plans, easements and/or outlots over wetlands, drainageways and watercourses.

**B.** The implementation of flood control measures, including stormwater basins and infiltration design standards as specified in adopted management plans.

**C** The enlargement of lots or redesign of the subdivision.

**D.** The utilization of appropriate erosion control measures subject to approval by the City Engineer.

**E.** Soil testing to determine the ability of the proposed subdivision to support development.

**F.** The limitation of development on slopes steeper than three to one (3:1).

**G.** Structure conformance to the natural limitations presented by the topography and soil so as to create the least potential of soil erosion.

**H.** The standards related to tree removal contained in Chapter 11 Land Use Regulation (Zoning) of the City Code shall be applicable to all proposed developments and subdivisions.

**Subd. 7 Tree Preservation.**

*This subdivision is to be reserved for tree preservation requirements.*

**Subd. 8 Wetlands and Watercourses.**

**A. Generally.** This section applies to all wetlands and watercourses on public or private land located within the City, whether or not the wetland or watercourse is located on the same property as the development.

**B. Wetland Management Plan.** Utilization and development impacts to wetlands shall be consistent with the city's policies and plans. No grading permit to allow wetland disturbing activities shall be issued until approval of the wetland replacement plan application or a certificate of exemption has been obtained in strict conformance with the provisions of this chapter and the Minnesota wetland conservation act.

**C. Buffer Widths; Setbacks.**

**1. Protective Buffer.** A protective buffer of natural vegetation shall surround all wetlands in accordance with the following provisions:

**a. Wetlands.** The buffer shall have a minimum width of twenty-five feet (25') from the delineated edge of the wetland at the time of development.

**(1) Average Width.** The width of the buffer may be averaged, provided that a minimum buffer width is maintained equal to seventeen feet (17').

**(2) Public Trails and Sidewalks.** Public trails and sidewalks that are a maximum of ten feet (10') in width can be included within the buffer, provided the designated width is maintained.

**(3) Building Setbacks.** For properties developed or redeveloped after March 20, 2012, a building setback of ten feet (10') for a side yard and twenty feet (20') for a rear yard shall be provided from the edge of all required wetland buffers at the time of development.

**D. Buffer Standards.** The following standards apply to all required buffers:

**1. Acceptable Vegetation.** Buffers shall be staked and protected in the field prior to construction. Where acceptable natural vegetation exists in buffer areas, the retention of such vegetation in an undisturbed state is required unless approval to replace such vegetation is received.

**2. Unacceptable Vegetation.** Topography or sparse vegetation that tends to channelize the flow of surface water or vegetation that is unlikely to retain nutrients and sediment are not considered acceptable vegetation for buffer purposes.

**3. Replanting Vegetation.** Where buffer vegetation and conditions are unacceptable, or where approval has been obtained to replant, buffers shall be replanted and maintained according to the following standards:

**a.** Buffers shall be planted with a native seed mix approved by MnDOT, BWSR or the City Engineer, with the exception of a onetime planting with an annual nurse or cover crop. Plantings of native forbs and grasses may be substituted for seeding. All substitutions must be approved by the City. Groupings or clusters of native trees and shrubs, of species and at densities appropriate to site conditions, shall also be planted throughout the buffer area.

**b.** The seed mix and planting shall be broadcast/installed according to MnDOT, BWSR, or City specifications. The selected seed mixes and plantings for permanent cover shall be appropriate for the soil site conditions and free of invasive species.

**c.** Buffer vegetation (both natural and created) shall be protected by erosion and sediment control measures during construction.

**d.** During the first five (5) full growing seasons, except where the City has determined vegetation establishment is acceptable, the owner or applicant must replant buffer vegetation where the vegetative cover is less than ninety percent (90%). The owner or applicant must assure reseeded or replanting if the buffer changes at any time through human intervention or activities.

**4. Alterations Prohibited.** Alterations, including building, storage, paving, routine mowing, burning, plowing, introduction of noxious vegetation, cutting, dredging, filling, mining, dumping, grazing livestock, agricultural production, yard waste disposal, or fertilizer application are prohibited within any buffer. Periodic mowing or burning, or the use of fertilizers and pesticides for the purpose of managing and maintaining native vegetation is allowed. Noxious weeds may be removed and mechanical or spot herbicide treatments may be used to control noxious weeds. Aerial or broadcast spraying is prohibited. Prohibited alterations do not include plantings that enhance the natural vegetation or selective clearing or pruning of trees or vegetation that are dead, diseased or pose similar hazards, or as otherwise clarified in section 12.30 subd. 8 letter D5 of this chapter.

5. Alterations Permitted. The following activities may be permitted within any required buffer:

a. The following activities are allowed within both the minimum and average buffer width areas:

(1) Use and maintenance of an unimproved access strip through the buffer, not more than ten feet (10') in width, for recreational access to the major waterway or wetland and the exercise of riparian rights.

(2) Structures that exist when the buffer is created.

(3) Placement, maintenance, repair, or replacement of public roads and utility and drainage systems that exist on creation of the buffer or are required to comply with any subdivision approval or building permit obtained from the city, so long as any adverse impacts of public road, utility, or drainage systems on the function of the buffer have been avoided or minimized to the extent practical.

(4) Clearing, grading, and seeding is allowed if part of an approved wetland replacement plan, or approved stream restoration plan.

(5) Construction of a multipurpose trail, including boardwalks and pedestrian bridges, provided it is constructed to minimize erosion and new impervious surface, and has an undisturbed area of vegetative buffer at least ten feet (10') in width between the trail and the wetland or public waters wetland edge, or the bank of the major waterway; or where needed to cross the major waterway, the minimum impact alignment is used.

(6) The construction of underground utilities such as water, stormwater, and sanitary sewers and pipelines, provided the minimum impact alignment is used and the area is stabilized.

b. The following activities are allowed within those portions of the average buffer width that exceed the minimum buffer width:

(1) Stormwater management facilities, provided the land areas are stabilized.

(2) The area of shallow vegetated infiltration and biofiltration facilities, and stormwater basins not to exceed fifty percent (50%) of the basin area, adjacent to wetlands and major waterways may be included in buffer averaging, provided the facilities do not encroach into the minimum buffer width, and the land areas are stabilized.

**E. Conservation Easement/Outlot.** A conservation easement or a dedicated outlot is required for all buffer areas as part of platting and subdivision approval, except where the buffer is located in a public transportation right of way. Buffers shall be marked to clearly designate the boundaries of all new buffers within new residential subdivisions. A monument shall consist of a post and a buffer strip sign approved by the City. Property owned by the City of Pine Island shall be exempted from establishing an outlot or conservation easement for required buffer areas.

**Subd. 9 Parkland Dedication Requirements.**

**A. Parkland Dedication.** The City Council finds that as the City continues to increase in population and in land area, available financial resources to purchase and develop lands for park purposes from sources other than the general tax levy have diminished. Appropriate municipal planning and control is needed to ensure that lands suitable for economical park development are identified and preserved for public use during the land subdivision process and not developed for other purposes. The provisions by the City of adequate park facilities to serve the recreational needs of the residents, is an important factor in the maintenance of a high quality of life in the City; and contributes to the health and safety of citizens, especially those who are children. In addition, adequate open space land should be reserved to retain the character of the City, protect wildlife habitats, cleanse the air and stormwater runoff, and to provide passive recreational opportunities. It is therefore in the best interest of all of the citizens of the City to ensure that when new residential development is hereinafter created or made possible by subdivision of lands, that adequate measures are provided in the subdivision process to permit the City to identify land suitable for development as new park facilities, and to obtain and develop such lands for the use of the public at a reasonable cost. It also is in the best interest of all the citizens of the City to ensure that adequate open space is dedicated and reserved.

**B. Condition of Approval.** As a condition of subdivision approval, the subdivider and/or owner shall dedicate a portion of the buildable land in the proposed subdivision as required in section 12.30 subd 9 letter H & I for conservation purposes or for public use as parks/recreational facilities as defined and outlined in Minnesota statutes section 471.191, playgrounds, trails, wetlands, or open space; provided that the City may choose to accept an equivalent amount in cash for part or all of the portion required to be dedicated based on the fair market value of the land at the time of final approval.

**C. Density Increase.** If there is an increase in density of subdivisions that are replatted, the Planning Commission shall review and shall recommend to the City Council any reconsideration of park land and/or cash contribution requirements.

**D. Exemption.** Property being subdivided without an increase in the number of lots shall be exempt from park and trail dedication requirements if similar requirements were satisfied in conjunction with an earlier subdivision. If the number of lots is increased, then the dedication shall be based on the additional lots created.

**E. Land Suitability.** Land to be dedicated shall in a location and of a character consistent with and suitable for meeting the needs identified by the comprehensive plan or other pertinent study adopted by the City Council. In evaluating the adequacy of proposed park and recreation areas, the City shall consider factors including size, shape, topography, geology, hydrology, tree cover, access and location. Generally land located within wetlands, flood plain areas, drainage ways and pond areas shall not be accepted to meet dedication requirements, except at the discretion of the City Council. At least fifty percent (50%) of the gross area of the land required to be dedicated, shall have a natural slope of four percent (4%) or less, be largely clear of forest vegetation, and shall not be located in an existing watercourse, a 100 year floodway, drainage easement or water ponding area unless otherwise approved by the City Council. In addition, that portion of the land must have a cover of six inches (6") or more of topsoil suitable for the seeding and cultivation of grass. If land proposed to be dedicated has a natural slope in excess of that required by this section, but may be engineered to provide for a slope that meets the requirements imposed therein, the City Council may-permit such land to be dedicated to satisfy the requirements of section.

**F. Contribution Recommendation.** The Planning Commission shall recommend to the City Council the land and/or cash contribution requirements for proposed subdivisions.

**G. Conveyance; Purchase.** When a proposed park, playground, recreation area or other public ground has been indicated in the City's official map or comprehensive plan and is located in whole or in part within a proposed subdivision, it shall be conveyed to the City. If the subdivider and/or owner elects not to dedicate an area in excess of the land required hereunder for such proposed public site, the City may consider acquiring the site through purchase or condemnation.

**H. Amount of Land Required to be Dedicated; Residential Subdivision.** A person requesting a subdivision or resubdivision (where the resubdivision causes an increased demand on parks) of lands under Chapter 12 shall be required, as a precondition of approval of said subdivision request, to dedicate to the use of the public for park, recreation or open space purposes, eight (8) acres per 1,000 projected residents within the subdivision after full development, which is: 0.008 multiplied by the number of persons per dwelling unit, multiplied by the number of dwelling units allowed in the subdivision. The number of persons per dwelling unit shall be based on the following table. The City Council shall periodically review and adjust these assumption as necessary.

Population Density	
Density in Dwelling Units per Gross Acre of Residential Land Area (dwelling units per acre)	Estimated Number of Persons Per Dwelling Unit
0 to 5.99	3.05
6 to 11.99	2.22
Over 12	1.98

**I. Amount of Land Required to be Dedicated; Commercial, Industrial and Institutional Subdivisions.** In commercial, industrial or institutional subdivisions where a land dedication is required the following formula will be used to determine the dedication: Two percent (2%) of the buildable land being subdivided.

**J. Terms of Dedication.** Dedication of land for public use shall be without restrictions or reservations and shall be designated as an outlot on the plat. The developer shall be required to deed the outlot or outlots to the City in a form acceptable to the City, prior to the City releasing the final plat for recording. The developer shall be responsible to grade the land to the contours shown on the approved preliminary plat and to leave the dedicated land in a condition suitable to the City.

**K. Private Open Space.** Where private open space for park and recreation purposes is provided in a proposed subdivision, such areas may be used for credit, at the discretion of the City Council, against the land or cash dedication requirement for park and recreation purposes, provided the City Council finds it is in the public interest to do so.

**L. Marketability of Title.** Prior to such dedication, a person proposing to subdivide the land shall deliver to the City Attorney for examination, an up to date abstract of title or registered property certificate for examination, or the City Attorney may require a title opinion by a person licensed to practice law in Minnesota. If the examination of title by the City Attorney or the title opinion indicates that title is not marketable, no subdivision of the land shall occur until such steps are taken by the subdivider and/or owner to permit marketable title to be conveyed to the City by dedication upon the land subdivision or by a subsequent separate conveyance.

**M. Cash Payment in Lieu of Land Dedication.** The City Council may elect to receive a payment of cash in lieu of park land dedication.

The requirement of dedication imposed by section 12.30 subd. 9 letter H & I of this chapter, may be satisfied by a payment of cash in lieu of park land dedication by the subdivider and/or owner to the City or suitable provision in a development contract, which may include fees for land acquisition, preparation and all other purposes. Cash contributions are to be calculated at the time of final subdivision approval. Said payment shall be made prior to the City releasing the final plat of the subdivision for recording in an amount equivalent to the fair market value of land which would otherwise be required to be dedicated. The City Council may require the payment at a later time under terms agreed upon in the development contract. Delayed payment shall include interest at a rate set by the City. The calculation of the amount of the cash payment required shall be computed on the following basis.

**4. Fair Market Value.** "Fair market value" shall be determined as of the time of final subdivision approval in accordance with the following:

- a.** The City and the developer may agree as to the fair market value, or
- b.** The fair market value may be based upon a current appraisal submitted to the City by the subdivider and/or owner at the subdivider and/or owner's expense.
- c.** If the City disputes such appraisal the City may, at the subdivider and/or owner's expense, obtain an appraisal of the property by a qualified real estate appraiser, which appraisal shall be conclusive evidence of the fair market value of the land.

**N. Contribution Combination.** The City may elect to receive a combination of cash, land and development of the land. The fair market value of the land the City wants and the value of the development of the land shall be calculated. That amount shall be subtracted from the cash contribution required by section 12.30 subd. 9 letter M of this chapter. The remainder shall be the cash contribution requirement.

**O. Planned Unit Developments.** Planned unit developments with mixed land uses shall make cash and/or land contributions in accordance with this subdivision based upon the percentage of land devoted to the various uses.

**P. Park Dedication Fund.** All payments collected pursuant to section 12.30 subd. 9 of this chapter shall be placed in a park acquisition and development fund established for the City, and may only be disbursed for purposes consistent with the acquisition and development of parks as the City Council may, from time to time, direct.

**Q. Specialized Housing Uses.**

1. Independent living facilities for age restricted senior residents shall be considered the same as multiple-family residential dwellings for the purpose of park dedication requirements based on the number of proposed units at the time of final plat approval.

2. Facilities with a combination of senior independent living and/or various levels of housing with services shall make cash and/or land contributions in accordance with this subdivision based upon the number of units designated for the various uses.

**Subd. 10 Minimum Design Features.**

The design features set forth in this chapter are minimum requirements. The City may impose additional or more stringent requirements concerning lot size, streets and overall design as deemed appropriate considering the property being subdivided.

**Subd. 11 Zoning Ordinance and Official Map Consistency.**

Subdivisions and preliminary and final plats may only be approved if they are consistent with the City's zoning ordinance, comprehensive plan and official maps.

**SEC. 12.31 REQUIRED IMPROVEMENTS FOR ALL SUBDIVISIONS.**

**Subd. 1 General Provisions.**

**A.** Before a final plat is signed by the City, the subdivider and/or owner shall pay all applicable fees and enter into a development contract setting forth the conditions under which the plat is approved.

**B.** Before a final plat is signed by the City, the subdivider and/or owner shall also furnish the City financial security in the form of a cash escrow or irrevocable letter of credit. Letters of credit must be from a state or federally chartered bank or savings and loan association, insured by the Federal Deposit Insurance Corporation, that has an office in the state of Minnesota or a subsidiary of such bank or savings association with an office in the state of Minnesota. If the subdivider and/or owner fails to perform any obligations under the development contract, the City may apply the security to cure the default.

**1.** If the developer is going to install the public improvements, the required security shall be the sum of the following fixed or estimated costs:

- a.** Utilities including but not limited to water, sanitary sewer and storm sewer.
- b.** Sanitary sewer lift stations.
- c.** Streets.
- d.** Streetlights.
- e.** Erosion control.
- f.** Engineering, to include developer's design, surveying and construction observation.
- g.** Landscaping.
- h.** Principal amount of special assessments previously levied against the property together with one year of interest.
- i.** Real estate tax for one year, if there are special assessments.
- j.** City engineering fees.
- k.** City inspection fees.
- l.** Wetland mitigation.

- required.
- m.** Custom graded lots.
  - n.** Removal of buildings, encroachments and temporary improvements as
  - o.** Lot corners/iron monuments.
  - p.** Retaining walls.
  - q.** Site restoration.
  - r.** Private signage and pavement markings.
  - s.** Record drawings.
  - t.** Grading certification.
  - u.** Stormwater basins.
  - v.** City legal expenses.
  - w.** Abandonment of any wells or septic systems.
  - x.** Undergrounding of utilities including but not limited to electric, gas,  
telephone and cable.
  - y.** City planning expenses.

**2.** If the City is going to install the public improvements, the required security shall be the sum of the following fixed or estimated costs:

- a.** Principal amount of special assessments for public improvements to be installed together with one year of interest.
- b.** Streetlights.
- c.** Erosion control.
- d.** Landscaping.
- e.** Real estate tax for one year.

**C.** No final plat shall be approved by the City Council without first receiving a report from the City Engineer that the improvements described therein together with the agreements and documents required under this section, meet the requirements of the City.

The City Administrator shall also certify that all fees required to be paid to the City in connection with the plat have been paid or that satisfactory arrangements have been made for payment.

**D.** The City shall require of a subdivider and/or owner submission of a warranty/maintenance bond in the amount equal to the original cost of the improvements or such lesser amount as agreed to by the City Engineer. The required warranty period for materials and workmanship from the contractor installing public sewer, water mains, storm sewer and stormwater retention ponds shall be two (2) years from the date of final acceptance by City Council or one year following final acceptance by City Council of the final bituminous wearing surface for City streets as approved by the City Engineer. The required warranty period for materials and workmanship from the street contractor installing public streets shall be one year from the date of final acceptance by City Council of the final bituminous wearing course. The required period for sod, trees and landscaping shall be two (2) years.

**E.** The subdivider and/or owner is required to submit the final plat in electronic format. The electronic format shall be either AutoCAD.DWG file or a .DXF file. All construction record drawings (e.g., grading, utilities, streets) shall be in electronic format in accordance with standard city specifications. The subdivider and/or owner shall also submit one complete set of reproducible construction plans.

**F.** All of the required improvements to be installed under the provisions of this chapter shall be approved by and subject to the inspection of the City Engineer. All of the City's expenses incurred as the result of the requirement improvements shall be paid either directly, indirectly or by reimbursement to the City by the subdivider and/or owner.

**G.** Prior to the release of the portion of the required security related to grading, a record drawing shall be submitted to verify that the final as built grades and elevations of the lot and building and building setbacks are consistent with the approved grading plan for the development and amendments as approved by the City Engineer and that all required property monuments are in place.

**Subd. 2        Monuments.**

**A.** The boundary lines, interior lot lines, and block lines of the plat shall be fully dimensioned with direction and distance. All boundary, lot, and block corners shall be monumented and properly identified by a licensed Land Surveyor.

**B.** Pipes or steel rods with surveyor's identification shall be placed at each lot corner. Where possible, all United States, State, County or other official bench marks, monuments or triangular stations in or adjacent to the property shall be preserved in precise position. All lot and block dimensions shall be shown on the plat and all necessary direction and distance pertaining to the lots and blocks, as an aid to future surveys shall be shown on the plat. No ditto marks will be permitted in indicating dimensions.

**C.** To ensure that all irons and monuments are correctly in place following the final grading of a plat and construction of utilities, financial security will be required as determined by the City Engineer. Proof of monumentation shall be in the form of a Certificate of Survey prepared and signed by a licensed land surveyor.

**Subd. 3        Streets.**

**A.** The full width of the right of way shall be graded in accordance with the provisions for construction as outlined in section 12.30 of this chapter.

**B.** All streets shall be improved in accordance with the City standards and specifications for street construction as required by the City Engineer.

**C.** All streets to be surfaced shall be of an overall width in accordance with the standards and specifications for construction as approved by the City Council. The portion of the right of way outside the area surfaced shall be sodded or seeded by the developer as deemed necessary by the City Engineer.

**D.** Where required, the curb and gutter shall be constructed in accordance to the standards and specifications for street construction as set forth and approved by the City Council.

**E.** The grading and drainage requirements for each plat shall be approved by the City Engineer at the expense of the applicant. Every plat presented for final signature shall be accompanied by a report from the City Engineer that the grading and drainage requirements have been met. In an area not having municipal storm sewer trunk, the applicant shall be responsible, before platting, to provide for a stormwater management plan, without damage to properties outside the platted area, and said stormwater management plan shall be submitted to the City Engineer, who shall report to the City Council on the feasibility of the plan presented. No plat shall be approved before an adequate stormwater management plan is presented and approved by the City Engineer and City Council.

**F.** Trees and boulevard sodding or seeding shall be installed in conformance with the standards and specifications as required by the City Council.

**G.** Street signs of the design approved by the City Council shall be installed.

**H.** Driveway aprons and sidewalks of standard design or pedestrian pathways as may be required by the City Council shall be installed.

**I.** Street lighting fixtures as may be required by the City Council shall be installed.

**Subd. 4 Future Street Improvements.**

As a condition of plat approval, when property being platted is adjacent to an existing collector road, highway, or substandard streets which need improvement, the developer shall dedicate land for the widening or improvement and shall post a cash escrow acceptable to the City for the cost of the improvement. This provision shall only apply when the need for the improvement is caused by the plat or surrounding development.

**Subd. 5 Municipal Utilities.**

**A.** Sanitary Sewer. Sanitary sewer facilities adequate to serve the subdivision shall be installed in accordance with the latest plans and specifications of the City Engineer and shall meet the requirements of the sanitary sewer master plan for sanitary sewer extensions and improvements of the City. All new construction shall be connected to the City sewer system. The use of sanitary sewer ejector pumps for service to individual lots shall not be allowed unless approved by the City Engineer as a private utility fixture prior to installation.

**B.** Water Facilities. Water facilities adequate to serve the subdivision shall be installed in accordance with the latest plans and specifications of the City Engineer and shall meet the requirements of the water facilities master plan for watermain extensions and improvements of the City. All new construction shall be connected to the City water system.

**C.** Stormwater Facilities. Storm sewer and/or other surface drainage facilities shall be installed as determined to be necessary by the City Engineer for the proper drainage of surface waters.

**D.** Where City sanitary sewer and water facilities are not available for extension to service existing properties, the City Council may permit the use of individual water and sewer systems in accordance with all appropriate state and local regulations.

**Subd. 6 Public Utilities.**

Telephone, electric, communication cable, and/or gas service lines are to be placed underground in accordance with the provisions of all applicable City ordinances.

**Subd. 7 Election by City to Install Improvements.**

It is the subdivider and/or owner's responsibility to install all required improvements except that the City reserves the right to elect to install all or any part of the improvements required under the provisions of this chapter pursuant to Minnesota statutes chapter 429, as amended. If the City elects to install the improvements the City may require the developer to post a cash escrow or irrevocable letter of credit guaranteeing payment of the assessments.

**Subd. 8 Sidewalks and Driveways.**

Driveways shall be constructed from the curb and gutter to the property line or property side of sidewalk. Sidewalks thru driveways and driveways shall be constructed to the approved City Engineer standards.

**Subd. 9 Specifications and Inspections.**

Unless otherwise stated, all of the required improvements shall conform to engineering standards and specifications as required by the City Council and City Engineer. Such improvements shall be subject to inspection and approval by, and shall be made in sequence as determined by the City Engineer.

12.32 – 12.39  
(Rev. 2012)

**SEC. 12.32 - 12.39 RESERVED FOR FUTURE EXPANSION.**

(04-04-12)

**SEC. 12.40 PAYMENT FOR INSTALLATION OF IMPROVEMENTS.**

**Subd. 1 Payment for the Installation of Improvements.**

**A.** All required public improvements for new subdivisions as required in this chapter are to be furnished and installed at the sole expense of the subdivider and/or owner or at the option of the City Council by the City through an agreement for special assessments. If any improvement installed within the subdivision will be of substantial benefit to lands beyond the boundaries of the subdivision, provision may be made for causing a portion of the cost of the improvement (representing the benefit to such lands) to be allocated in accordance with City policies and shall be outlined in the development contract. In such instances the subdivider and/or owner will be required to pay or agree to special assessments for only such portion of the cost which represent benefit to property within the subdivision.

**B.** For each new subdivision created in accordance with this chapter shall be subject to a civil defense siren fee. This fee shall be charged on a per-lot basis and shall be used to reimburse the City for a portion of the cost associated with installing and maintaining civil defense siren systems in and around new areas of development to ensure that all residents are benefitted by the civil defense warning system. The fee shall be set annually in the City's fee schedule and shall be paid from the developer's escrow account, unless otherwise stated in a fully executed development contract. (Added, Ord. No. 132, 10-20-15)

**Subd. 2 Agreement for Providing the Installation of Improvements.**

**A.** Prior to installation of any required improvements by the subdivider and/or owner and prior to approval of the final plat, the subdivider and/or owner shall enter into a development contract and provide cash escrow, irrevocable letter of credit, or similar guarantees to the City related to performance, and/or for installation of public improvements, and/or subdivider and/or owner to install improvements.

**B.** The subdivider and/or owner shall furnish and construct improvements at the subdivider and/or owner sole cost and in accordance with plans and specifications and usual development contract conditions. This shall include provision for supervision of details of construction by the City Engineer and shall grant to the City Engineer authority to work with contractors to complete the improvements to be done under said development contract by any subcontractor authorized to proceed thereunder and with any other work being done or contracted by the City in the vicinity. The agreement shall require all public and private utility material standards and installation requirements to be met and shall be approved by the City Engineer.

**C. Owner to Construct.** If the improvements are to be constructed by the subdivider and/or owner, the agreement shall require the subdivider and/or owner to make an escrow deposit or furnish an irrevocable letter of credit as required by this section and as determined by the City. The amount of the escrow deposit or irrevocable letter of credit is to be based on the City Engineer's estimate of the total cost of the improvements to be furnished and installed by the subdivider and/or owner under the development contract, including the cost of inspection as required by the City. The amount of the escrow deposit or irrevocable letter of credit shall be equal to one hundred and twenty-five percent (125%) of the City Engineer's estimate.

**D.** On request of the subdivider and/or owner, but at the sole discretion of the City, the development contract may provide for completion of part or all of the improvements covered thereby prior to acceptance of the plat. In such event, and if evidence is presented that the described work and improvements have been paid for, the amount of the deposit may be reduced in a sum equal to the estimated cost of the improvements so completed prior to the acceptance of the plat.

**E.** Required improvements shall be completed by the subdivider and/or owner within the time specified within the approved development contract; provided that the City Council for good cause may extend the period of time in which the improvements must be installed.

**F.** If the required improvements are not completed within the specified time period or a period approved by the City Council as hereinabove provided, all financial securities shall be turned over to the City and applied toward the cost of the required improvements. Any balance after the improvements have been made shall be returned to the subdivider and/or owner upon written request.

**G.** No subdivider and/or owner shall be permitted to start work on any other subdivision improvements without special written approval of the City Council.

**H. City to Construct.** If the City has agreed to construct said improvements, an agreement for special assessments must be entered into. Such agreement shall require the subdivider and/or owner to provide an escrow deposit or irrevocable letter of credit to the City according to section 12.31 subd. 1 letter B2 of this chapter.

**1.** By providing such escrow deposit or irrevocable letter of credit the subdivider and/or owner expressly understands that any amount, up to one hundred percent (100%) of the amount, shall be forfeited by the subdivider and/or owner should any annual assessment for one or more parcels still owned by the subdivider and/or owner become delinquent per the subdivider and/or owner's tax statement(s).

**2.** The City may, at its option, from time to time reduce the escrow deposit or amount of the irrevocable letter of credit as the subdivider and/or owner constructs houses and sells such to private third parties who have assumed responsibility for such assessments. The subdivider and/or owner shall be responsible for providing proof of sale and assumption of such assessments.

**3. Waiver of Hearing.** By entering into a special agreement with the City, the subdivider and/or owner waives all right to an assessment hearing and subsequent rights of appeal for any default costs associated with a project covered by agreement.

**Subd. 3 Financial Guarantees.**

The development contract requires the subdivider and/or owner to make an escrow deposit or provide a certified check or irrevocable letter of credit as determined by the City. The escrow deposit or irrevocable letter of credit shall conform to the requirements of this section.

**A. Escrow Deposit.**

1. If an escrow deposit is required, the escrow deposit shall be made with the City Administrator in an amount based on the City Engineer's estimate as required in this section.

2. The City shall be entitled to reimburse itself out of said escrow deposit or for any cost and expense incurred by the City for completion of the work in case of default of the subdivider and/or owner under said development contract, and for any damages sustained on account of any breach thereof.

3. Upon completion of the work and termination of any liability, the balance remaining in said escrow deposit shall be refunded to the subdivider and/or owner.

4. Interest on Escrow Deposits. Any interest earned from escrow accounts or funds in irrevocable letter of credits shall be paid to the subdivider and/or owner.

**B. Irrevocable Letter of Credit.**

1. If the subdivider and/or owner is required to furnish an irrevocable letter of credit, the sum shall be payable to the order of the City and delivered to the City in an amount based on the City Engineer's estimate as required in this section.

2. The irrevocable letter of credit shall be approved as to form by the City Attorney and filed with the City Administrator.

3. The City shall be entitled to reimburse itself out of said irrevocable letter of credit for any cost and expense incurred by the City for completion of work (including legal fees) in case of default of the applicant under said development contract, and for any damages sustained on account of any breach thereof.

C. Default. In the event the subdivider and/or owner defaults on ~~in~~ the terms of the development contract with the City, the City may complete such improvements or pay for such assessments and collect such claims together with damages and reasonable fees from the instrument of guarantee. Should the default result in costs to the City beyond the limits of financial guarantee, the City may assess those excess costs against the property being subdivided and collect such as if it were any other special assessment levied by the City against real property.

**Subd. 4 Construction Plans and Inspection.**

**A.** Construction Plans and Specifications: A minimum of four (4) full size copies, one 11-inch by 17-inch copy, and one electronic copy of the construction plans shall be furnished to the City Engineer for review and approval. Additional copies may be required by the City. Construction plans for the required improvements shall conform in all respects with all applicable ordinances and standards of the City. Construction documents shall be prepared, at the expense of the subdivider and/or owner, by a licensed Professional Engineer (Civil) and said plans shall contain professional certification. Such plans, together with the quantities of construction items, shall be submitted to the City Engineer for approval and for an estimate of the total cost of the required improvements. Upon approval, they shall become a part of the development contract.

**B.** All required improvements on the site that are to be installed under the provisions of this chapter shall be inspected during the course of construction by the City Engineer at the subdivider and/or owner's expense, and acceptance by the City shall be subject to the City Engineer's certificate of compliance with the development contract.

**C.** Warranty: The subdivider and/or owner shall provide to the City a written warranty that all required improvements on the site meet or exceed all City standards and that such improvements have been inspected and tested in regard to the City standards. The subdivider and/or owner is responsible for having all such inspections and testing completed at the subdivider and/or owner's expense.

**Subd. 5 Development Contract.**

**A.** Prior to commencing grading or the installation of any required improvements and prior to approval of the final plat, the subdivider and/or owner shall enter into a written development contract with the City requiring the subdivider and/or owner to furnish, construct, and complete said grading and improvements in accordance with plans and specifications and usual agreement conditions and/or pay appropriate costs for improvements or other costs associated with the plat. Further, the development contract shall provide for the development of any restrictions, covenants, easements, signage, park or open space requirements, or other conditions of the approved preliminary plat, and provide for proper execution, recording, and other action required. Approval of the development contract shall be by City Council resolution.

**B.** For a project involving a phasing plan, the initial development contract shall allow for grading, wetland mitigation, and installation of stormwater management facilities on the entire site included in the approved preliminary plat. Such work may begin after approval of the preliminary plat but only after approval, execution, and recording of the development contract and payment of financial securities. Such work shall comply with the approved grading plan.

**C.** The construction of streets, facilities for sanitary sewer and water, and other improvements beyond grading, wetland, and stormwater facilities shall not begin until approval of a final plat. Each subsequent phase shall require a separate development contract for improvements beyond those covered in previous development contracts. Improvements in each phase shall not begin until the final plat for that phase is approved and the development contract for the phase is approved, executed, and recorded.

**D.** The initial development contract (for grading) may address construction of streets and facilities for sanitary sewer and water for the first phase and list the financial securities and other requirements. However, the development contract shall stipulate that the work on these improvements shall not begin until approval of the final plat for the first phase and the provision of all financial securities by the subdivider and/or owner.

**E.** Each approved and executed development contract shall be recorded. Each development contract shall state that it is binding upon the subdivider and/or owner, his/her or their heirs, personal representative, and assigns. It shall stipulate that:

**1.** All improvements called for in the plat, or in any supplementary development contracts, shall be complete within the time specified by the City.

**2.** No private construction shall be conducted on any lots in the plat or filing of applications for building permits for construction on said lots until all improvements required under City regulations for the proposed subdivision have been made or arranged in a manner provided in this section.

**F.** The development contract shall include provisions for construction work inspection by the City and assurance that the subdivider and/or owner will conform with current testing requirements and quality control procedures of the City. The subdivider and/or owner shall provide documentation from a qualified testing laboratory and/or licensed Professional Engineer (Civil), that all improvements have been constructed in accordance with the requirements of the approved plans and specifications.

**G.** The development contract shall require the subdivider and/or owner to provide a certification from a licensed Land Surveyor or licensed Professional Engineer (Civil) that the land included in the plat has been graded in conformance with the approved grading plan prior to the issuance of building permits.

**H.** The development contract shall require the subdivider and/or owner to provide a financial security to ensure payment of fees related to the subdivision and completion of all improvements.

**I.** A time schedule for completion of the work shall be determined by the City upon recommendation of the City Engineer after consultation with the subdivider and/or owner and shall be reasonable in relation to the work to be done, the seasons of the year, and proper coordination with construction activity in the subdivision.

**J.** The development contract shall include action remedies in the event of default including:

**1.** The City may complete the improvements by contract or force and obtain reimbursement of its costs from the posted security deposit.

**2.** The City reserves the right to withhold building permits for violation of any terms of the development contract.

**Subd. 6 Improvements Completed Prior to Approval of the Final Plat.**

Improvements within a subdivision which have been completed prior to application for approval of the final plat, or execution of the contract for installation of the required improvements, shall be accepted as equivalent improvements in compliance with these requirements only if the City Engineer certifies that the existing improvements conform to applicable standards and is evidence of payment for the work that has been completed and has been presented in such form(s) reasonably required by the City.

**Subd. 7 Trunk Facilities.**

Where a larger size water main, sanitary sewer, storm drain or similar facility is required to serve areas outside the subdivision, the larger facility required shall be constructed. Additional costs shall be allocated as outlined in the development contract.

**Subd. 8 Alternate Installation.**

The City may elect to install any or all of the required improvements pursuant to a special assessment agreement along with an escrow deposit or irrevocable letter of credit or other financial arrangements with the subdivider and/or owner.

**Subd. 9 Certificate of Occupancy.**

**A.** No certificate of occupancy shall be issued by the building official for any building in the subdivision prior to all improvements outlined in the development contract having been installed. Exceptions to this provision may be granted by the City Council at their discretion as part of the development contract.

**B.** Prior to issuance of a temporary certificate of occupancy, the property owner and prospective buyer, under a purchase agreement for the property, shall execute a right of access for City erosion control inspection in a form provided by the City.

**Subd.10 Maintenance of Improvements.**

The subdivider and/or owner shall be required to maintain all improvements in the subdivision or on the individual subdivided lots and provide for snow removal and maintenance of streets, if required, until acceptance of said improvements by the City Council in coordination with the development contract.

**SEC. 12.41 ADMINISTRATION AND ENFORCEMENT.**

**Subd. 1 Violations and Penalty.**

**A. Sale of Lots from Unrecorded Plats.** It shall be a misdemeanor to sell, trade, or otherwise convey any lot or parcel of land as a part of, or in conformity with, any plan, plat or replat of any subdivision or area located within the jurisdiction of this chapter unless said plan, plat or replat shall have first been recorded in the County Recorders Office.

**B. Receiving or Recording Unapproved Plats.** It shall be unlawful for a private individual to receive or record in any public office any plats of land laid out in building lots and streets, alleys or other portions of the same intended to be dedicated to public or private use, or for the use of purchasers or owners of lots fronting on or adjacent thereto, and located within the jurisdiction of this chapter, unless the same shall bear thereon, by endorsement or otherwise, the approval of the City Council.

**C. Misrepresentations.** It shall be a misdemeanor for any person owning an addition or subdivision of land within the City to represent that any improvement upon any of the streets, alleys or avenues of said addition or subdivision or any sewer in said addition or subdivision has been constructed according to the plans and specifications approved by the City Council, or has been supervised or inspected by the City, when such improvements have not been so constructed, supervised or inspected.

**D. Penalty.** Every person violates a section, subdivision, paragraph or provision of this chapter when he performs an act thereby prohibited or declared unlawful, or fails to act when such failure is thereby prohibited or declared unlawful, and upon conviction thereof, shall be punished as for a misdemeanor except as otherwise stated in specific provisions hereof. Each month during which compliance is delayed shall constitute a separate offense.

**Subd. 2 Variances, Planning Commission Recommendations and Standards.**

**A. Findings.**

The Planning Commission may recommend a variance from the minimum standards of this chapter (not procedural provisions) when, in its opinion, practical difficulties may exist on the property. In recommending any variance, the Planning Commission shall prescribe any conditions that it deems necessary to or desirable for the public interest. In making its recommendations, the Planning Commission shall take into account the nature of the proposed use of land and the existing use of land in the vicinity, the number of persons to reside or work in the proposed subdivision and the probable effect of the proposed subdivision upon traffic conditions in the vicinity. A variance shall only be recommended when the Planning Commission finds:

1. Variances shall only be permitted when they are in harmony with the general purposes and intent of this zoning code.
2. Variances shall only be permitted when consistent with the comprehensive plan.

**3.** Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning code.

**a.** “Practical difficulties” shall mean that the property owner proposes to use the property in a reasonable manner not permitted by the zoning code; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality.

**b.** Economic considerations alone do not constitute practical difficulties.

After considerations of the Planning Commission recommendations, the City Council may grant variances, subject to subsections 1, 2 and 3 of this section.

**B. Application and Procedures.** The application and procedures for processing a variance shall be in accordance with section 11.19, subd. 4 of chapter 11 Land Use Regulation (Zoning) of the City Code.

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(Rev. 2012)

**SEC. 12.42 - 12.99    RESERVED FOR FUTURE EXPANSION.**

(04-04-12)