



# CHISAGO COUNTY ENVIRONMENTAL SERVICES

## PLATTING PROCEDURAL GUIDE *Land Subdivisions in Chisago County*

Platting Guide V  
Revised June 2019

Since June 2, 1999, subdivisions of land within Chisago County have been regulated through the formal platting process outlined in the Chisago County Subdivision Ordinance, as well as Minnesota Statute 505. This was a rather significant departure from historical practice in Chisago County, where, since 1970, the only subdivisions of land requiring county approval were those less than five acres in size, or having less than 300 feet of road frontage. Formal platting is in contrast to simple metes and bounds conveyance by deed with legal description, as was commonplace in years past.

At present, any subdivision of land which results in a parcel(s) less than 20 acres in size, and/or 500 feet in width, requires formal platting. In addition, the Chisago County Board of Commissioners has directed the Planning Commission to apply the principle of permitting one access per subdivision unless extraordinary circumstances dictate otherwise. This is intended to encourage cluster development and decrease the number of new accesses onto existing roads in the interest of safety and aesthetics. This generally means the construction of a new township road, often hardsurfaced. Platting is a time-consuming, costly, and complex process which can be challenging to the non-professional developer attempting to subdivide his/her land. To try to clear up some of the mystery and help landowners through the complicated process, the Department of Environmental Services has developed the following Platting Procedural Guide. While not intending this informal outline to take the place of the actual ordinances and laws governing the process, we hope that this will outline some of the typical steps followed during the normal platting process.

*Chisago County Environmental Services  
313 No. Main Street Room 240  
Center City, MN 55012  
(651) 213-8371*

# PRELIMINARY PLAT PROCEDURE:

## *Outline of Preliminary Plat steps and Final Plat steps*

- 1. PRESENT SKETCH PLAN:** Meet and confer informally with Zoning Staff to present a sketch plan of the proposed subdivision. At this time the sketch is given a cursory review, and checked basically for compliance with zoning district, flood plain, lot size requirements and lot widths, and other relevant dimensional criteria. ***Concept approval of a sketch plan in no way constitutes approval of a preliminary plat!*** Actual approval will only be forthcoming after a formal preliminary plat is filed and approved by the County Board, in accordance with MN Statute 505 and Chisago County's Plat Manual, with all accurate dimensions and calculations provided by a MN registered land surveyor.
- 2. SELECT YOUR PROFESSIONAL CONTRACTORS:** You will need to contract with a number of professionals to proceed with your platting process. These professionals will include a registered land surveyor, a soil tester/site evaluator, a wetland delineator, and an engineer if you are constructing a road in your plat, if you require an NPDES permit submittal to MPCA, or if your development requires an Environmental Assessment Worksheet. Please see the attached list of firms commonly doing this sort of work in Chisago County. If your surveyor has not previously worked in Chisago County, please have him/her go to the County website at [www.chisagocounty.us](http://www.chisagocounty.us) to obtain a copy of this guide, the Subdivision Ordinance, and the Chisago County Plat Manual (located under Public Works – Highway, County Surveyor).
- 3. MEET WITH COUNTY PUBLIC WORKS:** If affected property fronts on, or will require a new road or driveway access onto a County Road, meet with the right-of-way agent to determine if proposed location will be permissible, if improvements will be necessary (i.e. new turn lanes, etc.) and how much additional County Road right-of-way you will be required to dedicate during the platting process. You must contact Public Works and obtain necessary permits prior to undertaking any construction or work within the County right-of-way. Please refer to the Chisago County Access Management Ordinance which governs and limits accesses into new subdivisions. Subdivisions that front on or will impact state highways should be submitted to MN DOT to determine if upgrades to the state highway may also be required. Contact information is available from this office.
- 4. MEET INFORMALLY WITH TOWNSHIP:** *If your subdivision requires construction of a new township road,* we suggest meeting informally with the township board in which the plat is located. (In Sunrise Township you must also meet with their township planning commission.) If the township has an engineering firm, contact them to discuss road specifications, conditions for the township's acceptance of the road, and developer's agreements, and other relevant issues.
- 5. WETLAND DELINEATION:** If wetlands are present in the subject property, all such lands shall be delineated by a private consultant prior to platting. If no wetlands are present a truthing letter from the consultant must declare so. If the subject property is cropland, a 20 year historical photo review will be required as an inclusion to the delineation report. The historical photos may be obtained from the Chisago Soil and Water Conservation District (651-674-2333). After you make preliminary plat application, the County Wetland Specialist will ground-truth the wetland delineation report for accuracy, provided the report is ***completed AND submitted*** for truthing between the months of May and October, in years of normal weather. All wetlands identified shall be indicated on the hardshells of the final plat.
- 6. FILE APPLICATION FOR PRELIMINARY PLAT AND PAY PROCESSING FEES:** Prior to the first of the month, file application for preliminary plat and pay the hearing fee at the Chisago County Environmental Services Office. Staff will provide you with a list of required meetings, and will notify the Township of your application so they will place your application on their agenda. The hearing fee for the preliminary plat is variable, as follows:

**REQUIRED SUBMITTALS:**

**Preliminary plat applications will be considered incomplete without all of the following submittals (if they apply to your project). Your public hearing process may be delayed if your application is incomplete.**

- Chisago County’s application forms with applicable fees to be paid.
- Two *properly engineer-folded* full-sized copies of the preliminary plat consistent with MN Statute 505.
- One reduced 11 x 17 inch copy of the plat.
- One full sized copy of the preliminary plat with soil borings displaying one acre of buildable land on each proposed lot. Soil borings must be consecutively numbered and directly correspond to those in the soils report.
- The soils report proving one acre buildable for each lot. *Soil borings must be accurately staked on-site.*
- An electronic file of the plat (PDF) sent by your surveyor to Jessica Jagoe at [Jessica.jagoe@chisagocounty.us](mailto:Jessica.jagoe@chisagocounty.us)
- The wetland report and delineation.
- NPDES permit application as submitted to MPCA, if your project will disturb over one acre of soil (pursuant to NPDES Phase II storm water permit requirements as mandated and processed by MPCA.
- Engineered grading and drainage plan.
- Engineering data and road design if constructing new road.
- Yield plan for plat if clustering or using transferred development credits. Yield plan must show soil borings proving one acre of buildable land on each parcel being used in the density calculation.

***FEE SCHEDULE***

**Preliminary Plat Fees**

Preliminary Plat of 1 to 3 lots.....	\$500.00 plus wetland fees (see below)
Preliminary Plat of more than 3 lots.....	\$500.00 plus \$35 per lot plus wetland fees
PUD/Clustered Preliminary Plat.....	\$750.00 plus \$35 per lot plus wetland fees
Plat Compliance Fee.....	\$150 for plat with no road \$100.00 per lot for plats with new road
CUP hearing fee if plat is clustered or a PUD.....	\$525.00
Final Plat.....	\$500.00
Park Fees.....	\$1,600.00 per lot

*\*\*\*Preliminary Plat fees will include one site visit per lot for groundtruthing of soils. Any additional trips will be charged at the ISTS fee of \$75.00 per trip.*

**Wetland fees**

Ground-truthing fee for plat having three lots or less.....	\$200.00
Ground-truthing fee for plat having more than three lots on ten acres or less.....	\$360.00
Ground-truthing fee for plats having three or more lots on more than ten acres.....	\$500.00

*\*\*\*See wetland fee schedule for ground-truthing fees on parcels with no plat application.*

**7. ATTEND PLAT REVIEW COMMITTEE MEETING:** Meet with the Plat Review Committee (Zoning Administrator, County Surveyor, Wetland Specialist, County Right-of-Way Agent, DNR, SCS Office, Utility Companies, Township Officers, Engineers, etc.) to discuss technical aspects of plat, and any required changes or alterations to your proposed subdivision. The Zoning Office will schedule this meeting.

**8. ATTEND TOWNSHIP BOARD MEETING:** Present preliminary plat to the township board (and township planning commission if there is one) at their monthly meeting. Get recommendations/conditions/approvals from them to present to the County Planning Commission. Failure to attend the meeting will cause a delay in your hearing process. If the Township has its own Planning Commission, you will have to attend that meeting as well.

**9. ATTEND COUNTY PLANNING COMMISSION HEARING:** Attend the Planning Commission hearing, present preliminary plat and other related information, obtain recommendation for approval, for action by County Board of Commissioners. If the plat or the information is incomplete or inadequate, your proposal may be tabled if you request more time to provide the necessary data.

# FINAL PLAT PROCEDURE:

1. **EXECUTE DEVELOPER'S AGREEMENT, SECURE FINANCIAL GUARANTEE PRIOR TO COMMENCING IMPROVEMENTS:** After obtaining final approval of preliminary plat, if a developer's agreement is required, negotiate the terms with the township or County, execute developer's agreement, and present a financial guarantee in favor of the township or County as necessary, (i.e. bond, letter of credit or escrow account) guaranteeing completion of the road, permanent staking of the lot lines, and/or other improvements, pursuant to Subdivision Ordinance Section 5.07. **No work may begin on improvements until proof of a signed developer's agreement and the financial guarantee has been submitted to Chisago County Environmental Services.** In addition, the developer's agreement must be recorded with the final plat.
2. **OBTAIN ALL NECESSARY ACCESS PERMITS FROM CHISAGO COUNTY PUBLIC WORKS IF AN ACCESS IS ONTO A COUNTY ROAD. ABSOLUTELY NO ROAD WORK MAY BEGIN UNTIL PROOF OF AN APPROVED ACCESS PERMIT IS SUBMITTED TO ENVIRONMENTAL SERVICES.** If the new road is accessing onto a Township Road contact the Township to obtain an access permit from them.
3. **FINAL PLAT CHECK/CREATION OF MYLARS:** Have your surveyor generate the final plat, and submit it to the County Surveyor for the Final Plat Check. There will be a Plat Check Fee of at least \$300.00 collected by the Surveyor for this service. The amount is computed as a base fee of \$200.00 plus \$20.00 per lot, with a minimum of \$300.00. When the final plat has been checked and approved, have your surveyor generate the final plat mylars.
4. **CONSENT TO PLAT:** If the subject property has a mortgage, obtain signed "consent-to-plat" from lender.
5. **PRESENT FINAL PLAT MYLARS TO TOWNSHIP:** Take the final plat mylars to the township board for their Chair and Clerk signatures.
6. **FINAL PLAT MYLARS:** Take the final plat mylar documents (2) to County Surveyor Paul Gibson, at the Department of Public Works, for his signature and the County Engineer Joe Triplett, if project is located on a County Road. Public Works is located at 31325 Oasis Rd. in Center City. ***You must make an appointment to obtain signatures. Please call: 651-213-8711.***
7. **PAY REAL ESTATE TAXES THROUGH YEAR'S END:** Pay any current and delinquent taxes due during the current year on the entire parent parcel of land, at the office of the County Treasurer.
8. **SUBMIT NEW TITLE OPINION:** Submit a title opinion on the subject property prepared by your attorney, (***no older than 45 days***) and ***addressed to the Chisago County Board of Commissioners***, but sent or brought to the Zoning Office. (A title insurance commitment is also acceptable.)
9. **PRESENT FINAL PLAT MYLARS TO ZONING OFFICE AND PAY FEES:** If the final plat is received by 11:00 a.m. on the Wednesday preceding the next County Board meeting, and if the final plat is unchanged from the approved preliminary plat, and all signatures are affixed, the final plat will be presented directly to the County Board without further public hearings. The following fees must be paid when final plat is presented:
  - **FINAL PLAT FEE:** Environmental Services Final Plat fee of \$500.00
  - **PARK FUND FEES:** \$1600.00 per lot created within the new plat, except for any lot with an existing house
  - **RECORDING FEE:** Plat Recording Fee of \$56.00. If you have additional documents for recording (i.e. declaration of covenants, articles of incorporation, developers agreement, etc.) there will be additional recording fees for each document. Please contact the County Recorder at (651) 213-8584 for their fee schedule.
10. **PRESENT FINAL PLAT TO COUNTY BOARD:** Upon completion of all the above listed steps, the Zoning Administrator will present the final plat to the County Board for Board resolution and signatures.
11. **RECORD FINAL PLAT:** Zoning Administrator will present final plat mylars to the office of the County Recorder. Building permits will be issued only after recording the final plat.