



**FINAL PLAT APPLICATION**

The City of Vadnais Heights  
800 East County Road E • Vadnais Heights, MN 55127  
Phone: 651.204.6015 • Fax: 651.204.6100  
www.cityvadnaisheights.com

---

Proposed Plat Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Cell: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ E-mail: \_\_\_\_\_

---

Fee Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Cell: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ E-mail: \_\_\_\_\_

---

Project/Development Name: \_\_\_\_\_

Address or General Location of Property: \_\_\_\_\_

---

Legal Description of Property (attach separate sheet if necessary): \_\_\_\_\_

---

Zoning: \_\_\_\_\_ Land Use Plan Designation: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

---

Date of City Council Preliminary Plat Approval: \_\_\_\_\_

---

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Property Owner Signature (if different from applicant) Date



**FINAL PLAT APPLICATION**

The City of Vadnais Heights  
800 East County Road E • Vadnais Heights, MN 55127  
Phone: 651.204.6015 • Fax: 651.204.6100  
www.cityvadnaisheights.com

**Application Fee**

\$400 plus \$25 per lot

**Items to Accompany Final Plat Application**

- \_\_\_\_\_ 1. Plat submittals required in the attached application checklist. Applicant is responsible for ensuring and verifying that all materials and information indicated on this checklist is submitted to the City. If you have any questions on the applicability of checklist items, please contact the City’s Community Development Director.
- \_\_\_\_\_ 2. An agreement to improve and develop the property in accordance with Section 32-55 of the City Code.
- \_\_\_\_\_ 3. A deposit equal to 1-1/2 times the City Engineer’s estimate of the total cost of unfinished improvements (road, utility, street sign, light poles, etc.) in accordance Section 32-57 of the City Code.
- \_\_\_\_\_ 4. If easements are required by the City, the developer shall submit an owner and encumbrance report at their own expense.
- \_\_\_\_\_ 5. Signed Payment of Costs Agreement.

**Acceptance of Application**

This application is subject to acceptance by the City upon review of the application and necessary materials being submitted. This application may also be subject to acceptance by the city development review committee and review of application and necessary materials being submitted. City engineering approval may also be required and must meet engineering requirements set forth by the city engineer or contained in the city code.

Date Received: \_\_\_\_\_ Date Application Deemed Complete: \_\_\_\_\_

Application Fee: \_\_\_\_\_ Application Number: \_\_\_\_\_

\_\_\_\_\_  
Planning/Community Development Director Date

\_\_\_\_\_  
City Administrator Date

The signature and acceptance by city staff does not constitute approval of the application.



## PRELIMINARY and FINAL PLAT APPLICATION FILING REQUIREMENT INFORMATION

The City of Vadnais Heights  
800 East County Road E • Vadnais Heights, MN 55127  
Phone: 651.204.6015 • Fax: 651.204.6100  
[www.cityvadnaisheights.com](http://www.cityvadnaisheights.com)

---

### Filing Requirement Information

Chapter 32 of the City Code address the subdividing of land and the platting process, which can be accessed online at <http://www.cityvadnaisheights.com/>. Since the subdividing of property establishes a pattern for the entire community, the City has a vital interest in carefully monitoring the platting process and establishing criteria and standards for subdivisions. All land in the community that is to be divided into two or more lots must comply fully with the standards of the Subdivision Code. The City's goal is to make the platting process as economical and efficient as possible.

This document is intended to assist the applicant with the formal platting process. An applicant may submit a Sketch Plan for informal review by the Planning Commission prior to formal application.

The formal platting process is in two steps: Preliminary Plat and Final Plat review. Both the Planning Commission and City Council review the Preliminary Plat; the Final Plat is reviewed only by the City Council. The Planning Commission meets on the fourth Tuesday of each month, and the City Council meets on the first and third Tuesday of each month.

A Preliminary Plat requires a public hearing at the Planning Commission, with notices published and mailed to property owners within 350 feet of the subject site at least ten days prior to the public hearing. In order to have necessary reviews and reports completed for the Planning Commission, the public, and the applicant, materials must be submitted according to the *Land Use Application Submission and Meeting Schedule*, usually about five weeks prior to the Planning Commission meeting.

The applicant will be notified within 15 days of the City receiving the application if it is incomplete and what information is missing. Once an application is considered complete, the City has sixty (60) calendar days to complete its review and either approve or deny the application. The City may extend the application review period for another sixty (60) days, and if it does, will notify the applicant in writing.

Once the Preliminary Plat has been approved, the applicant may submit the Final Plat Application for City Council approval. A developer shall submit a proposed final plat to the City within two years of the City's approval of the preliminary plat. All approved plats are formalized in a Development Agreement prepared by the City and recorded with the Ramsey County Recorder's Office. A developer shall record the plat in the County Office of Record within sixty (60) days after the date of final plat approval by the City Council.

**NOTE:** The Development Review Committee (DRC) meets weekly and strongly encourages persons who are or will be seeking application approval from the City to schedule a meeting(s) to review platting concepts and requirements. Meeting with the DRC is intended to assist the applicant with the application process. The DRC consists of the City Planner, City Engineer, City Administrator, Building Official, and the Fire Chief. Meetings with the DRC can be scheduled through Nolan Wall, Planning/Community Development Director, by e-mail at [nolan.wall@cityvadnaisheights.com](mailto:nolan.wall@cityvadnaisheights.com) or by phone at (651) 204-6027.



**FINAL PLAT APPLICATION - CHECKLIST**

The City of Vadnais Heights  
 800 East County Road E • Vadnais Heights, MN 55127  
 Phone: 651.204.6015 • Fax: 651.204.6100  
 www.cityvadnaisheights.com

NO.	CHECKLIST ITEM	DATE INFO RECEIVED	CHECKED BY
<b>Complete Applicant Data on Application Form</b>			
In addition to the data prescribed by the State of Minnesota, all Final Plat documents shall be provided in the following format with the following information, unless specifically indicated otherwise by City staff:			
<b>FINAL PLAT DOCUMENTS AND REQUIREMENTS</b>			
1	___ Conformance with preliminary plat, including any staff recommended conditions, as approved by the Vadnais Heights City Council.		
2	___ All final engineering requirements as set forth in the Site Plan checklist as applicable.		
3	___ All plat requirements as set forth by the state of Minnesota and Ramsey County.		
4	___ Five blueprints at full scale and size (22" x 34").		
5	___ Three 11" x 17" photo-positive reduction or reproducible drawing, which will provide legible copies clearly representing all details and design on the plan.		
6	___ A <b>PDF</b> formatted file of the final plat must be submitted on disc, CD-ROM or e-mailed to the Community Development Director at <a href="mailto:Nolan.wall@cityvadnaisheights.com">Nolan.wall@cityvadnaisheights.com</a>		

**Application certified complete by:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_