

KANDIYOHI COUNTY PLATTING PROCEDURES

Plat approval involves considerable environmental review related to the suitability of the lot or lots that you are proposing. A pre-application meeting with the Kandiyohi County Environmental Services Department is recommended. This meeting will include a preliminary review of soils, potential wetland impacts, and other factors that might affect approval of the plat. Kandiyohi County uses the following procedures for plat review and approval.

A. PRELIMINARY PLAT

1. Applicant attends a pre-application meeting with Environmental Services.
2. Preliminary plat prepared by a registered land surveyor.
3. Application for preliminary plat approval submitted to Kandiyohi County Environmental Services together with all necessary documentation (i.e. – septic system site evaluations, wetland delineation report, proof of ownership, grading plan for streets located within the plat boundary, storm water management plan, etc.)
4. The Zoning Administrator reviews that application for completeness. Letters are sent to the applicant and surveyor requesting any additional information needed. The applicant supplies additional information as requested.
5. The Zoning Administrator completes review of the application and determines that the application is complete. Upon determination that the application is complete, the Preliminary Plat is placed on the Planning Commission agenda for the next meeting for which notification requirements can be met. The Planning Commission meets the Monday before the second Tuesday of each month.
6. The Kandiyohi County Planning Commission conducts a public hearing and takes action on the application with a motion of approval, approval with conditions, or denial of the preliminary plat.

This process takes about 1.5 to 2.5 months.

B. SUBMITTING THE FINAL PLAT

1. Final plat prepared by registered land surveyor according to Minnesota Statutes, Chapter 505.
2. Three (3) copies of the final plat shall be submitted to the Zoning Administrator. He shall refer them to the County Engineer and County Recorder and retain one (1) copy.
3. One (1) copy of any title declaration, deed restriction, restrictive covenant, or homeowner's association documents in recordable form, shall be submitted to the Zoning Administrator.
4. A developer's agreement as required in Chapter 6 of the Subdivision Ordinance.
5. Prior to final plat approval the County Board of Commissioners shall receive a report from the County Engineer certifying that the improvements described herein, met the minimum road building requirements. Drawings showing all improvements as built shall be filed with the County Engineer.
6. The County Board shall approve or deny the final plat by motion. The

motion shall include findings of fact supporting the approval or denial, and shall be entered in the proceedings of the County Board and transmitted to the applicant in writing.

7. All other documents that may have been required by the Planning Commission during the preliminary plat public hearing. (i.e. – Subdivision Agreement, Declaration of Restriction, etc.).
8. If all documents are in order, the Zoning Administrator places the final plat on the Planning Commission agenda for recommendation.

C. AUDITOR REVIEWS PLAT

1. County Board Chair and County Auditor/Treasurer sign final plat.
2. Auditor/Treasurer's Office certifies that taxes and special assessments currently due on the property have been paid in full.
3. Auditor/Treasurer's Office establishes parcels in tax system.

D. COUNTY RECORDER REVIEWS PLAT

1. If the final plat is approved by the County Board, the developer shall record two standard sized mylars of the final plat, and one 11 x 17 inch mylar, within the Office of the County Recorder within one hundred eighty (180) days after the date of approval, otherwise the approval of the final plat shall be considered void. The developer shall also file with the County Recorder one (1) up-to-date (within thirty (30) days) title opinion by the applicant's attorney at the time the plat is presented for recording.
2. Recording fees must be paid.
3. All required documents must accompany final plat for recording.
4. County Recorder signs and records plat.