



**DEPARTMENT OF PLANNING, ZONING, AND SOLID WASTE**

635 Northridge Dr NW, Suite 250 • Pine City, MN • 55063  
(320) 216-4220 • (800) 450-7463 x4220 • FAX (320) 216-4202

**FINAL PLAT REVIEW  
APPLICATION CHECKLIST**

- \_\_\_\_\_ Completed Application Form
- \_\_\_\_\_ Application Fee (\$650.00 + \$10.00 per lot), payable to “Pine County Treasurer”
- \_\_\_\_\_ Legal description of property involved (including section, township, & range).
- \_\_\_\_\_ Beneficiary disclosure statement for property, if held in trust.
- \_\_\_\_\_ **12** initial copies of the Final Plat for property involved showing the following items (more copies of the Final Plat will be required for subsequent meetings). All Plats of Survey must conform to the technical standards of MN Statutes 381.12 and 505. For information on these requirements, please have your surveyor contact Robin Mathews, Pine County Surveyor, at 320.216.4205.
  - \_\_\_\_\_ a. Name of subdivision, scale (1"=100'), north arrow, and unit number (if appropriate)
  - \_\_\_\_\_ b. Location (map and by section, township, and range)
  - \_\_\_\_\_ c. Date of drawing
  - \_\_\_\_\_ d. Developer/Owner (name, address, and contact information)
  - \_\_\_\_\_ e. Designer/Surveyor (name, address, and contact information)
  - \_\_\_\_\_ f. Boundary lines (of the subdivision and referencing USLSC)
  - \_\_\_\_\_ g. Monuments and primary control points (location and description)
  - \_\_\_\_\_ h. Easements (location, dimensions, and purpose)
  - \_\_\_\_\_ i. Streets and other rights-of-way (complete with cross sections, profiles, and dedication statements)
  - \_\_\_\_\_ j. Lot lines, dimensions, angles (lot and block numbers)
  - \_\_\_\_\_ k. Setback lines (for buildings)
  - \_\_\_\_\_ l. Designated areas for public and non-public uses (location and use)
  - \_\_\_\_\_ m. Base Flood Elevation and Ordinary High Water Mark (if present on property)
  - \_\_\_\_\_ n. Protective Covenants
  - \_\_\_\_\_ o. Soil boring locations for each platted lot (where applicable)
  - \_\_\_\_\_ p. Other information required by Pine County
- \_\_\_\_\_ Certificates and Signature Blocks – as appropriate
  - \_\_\_\_\_ a. County Surveyor
  - \_\_\_\_\_ b. Certification of owner(s) signature before a Notary Public.
  - \_\_\_\_\_ c. Township Clerk
  - \_\_\_\_\_ d. County Engineer

- \_\_\_\_ e. Minnesota Department of Transportation (if applicable)
- \_\_\_\_ f. Registered Professional Engineer
- \_\_\_\_ g. Certification of accuracy of soil borings (by firm performing the borings)
- \_\_\_\_ h. Pine County Auditor regarding payment of taxes and special assessments
- \_\_\_\_ i. Easement provisions to appropriate public utilities
- \_\_\_\_ j. Planning Commission
- \_\_\_\_ k. Zoning Administrator
- \_\_\_\_ l. Pine County Board
- \_\_\_\_ m. Pine County Recorder
- \_\_\_\_ n. All other certificates and notices required by the State of Minnesota

\_\_\_\_\_ 1 set of Final Engineer drawings ("as built")

Per the provisions of § 803 of the Subdivision and Platting Ordinance, the following entities are required to provide written comment on the proposed Final Plat before it is presented to the County Board for final approval: County Surveyor, County Engineer, County Attorney, County Zoning Administrator, and the affected Township.



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## FINAL PLAT APPLICATION

FILE #:

|  |                                   |   |
|--|-----------------------------------|---|
| PETITIONER INFORMATION   |                                   |   |
| NAME OF APPLICANT  | MAILING ADDRESS                   | CITY, STATE, ZIP                            |
| PHONE #  | FAX #                             | OTHER #(PAGER, CELL, ETC)                   |
| E-MAIL ADDRESS   |                                   |   |
| SITE INFORMATION   |                                   |   |
| ACRES  | SITE ADDRESS OR LOCATION          | ASSESSOR'S ID NUMBER                        |
| EXISTING LAND USE  |                                   | CURRENT ZONING                              |
| REQUESTED ACTION   |                                   |   |
| OTHER APPLICANTS & INTERESTED PARTIES  |                                   |   |
| NAME   | MAILING ADDRESS                   | SIGNATURE                                   |
|  |                                   |   |
|  |                                   |   |
|  |                                   |   |
| ALL SIGNATURES ABOVE REPRESENT ALL THE INTERESTS AND HAVE FULL LEGAL CAPACITY TO AND HEREBY DO AUTHORIZE THE FILING OF THIS APPLICATION.   |                                   |   |
| AGENT/ATTORNEY'S NAME  | AGENT/ ATTORNEY'S MAILING ADDRESS | AGENT/ ATTORNEY'S CITY, STATE, ZIP          |
| AGENT/ATTORNEY'S PHONE #   | AGENT/ATTORNEY'S FAX #            | AGENT/ATTORNEY'S OTHER #(PAGER, CELL, ETC.) |
| I UNDERSTAND THAT BY SIGNING THIS FORM, THAT THE PROPERTY IN QUESTION MAY BE VISITED BY COUNTY STAFF & BOARD/ COMMISSION MEMBERS THROUGHOUT THE PETITION PROCESS.                        |                                   |   |
| I CERTIFY THAT THE INFORMATION AND EXHIBITS SUBMITTED ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT I AM TO FILE THIS APPLICATION AND ACT ON BEHALF OF THE ABOVE SIGNATURES. |                                   |   |
| SIGNATURE OF APPLICANT   |                                   | DATE  |

FEE PAID: \_\_\_\_\_  
 CHECK #: \_\_\_\_\_  
 RECEIPT #: \_\_\_\_\_