

Final Plat Review Submittal Checklist

1. Land Use Application form and associated fee(s)
2. The following number of copies of project plans:
 - a. Two (2) sets of full-sized scaled copy of the final plat
(engineering scale only, at 1" = 100' or less and no larger than 24" x 36")
 - b. One (1) set of full-sized scaled copies of the final grading, drainage and erosion control plan
(engineering scale only, at 1" = 100' or less and no larger than 24" x 36")
 - c. One (1) set of full-sized scaled copies of the final utility plan
(engineering scale only, at 1" = 100' or less and no larger than 24" x 36")
 - d. One (1) set of full-sized scaled copies of the final landscaping plan
(engineering scale only, at 1" = 100' or less and no larger than 24" x 36")
 - e. Two (2) sets of 11" x 17" reductions
3. Type-written legal description(s) of the property(ies) of final plat (in Word Document format)

*****Plans must be submitted in both paper format via drop off or mail and in electronic format (PDF) via email, file-sharing/cloud-storage service or USB flash drive to planning@coonrapidsmn.gov*****

Project Plan Requirements

a. Final Plat to include:

- proposed subdivision name; vicinity map; names, addresses, telephone numbers of owner, developer, surveyor and/or engineer, and contact person; preparation date of preliminary plat
- legal description of the property
- subdivision boundary line survey
- boundary lines of the property(ies) to be created with lot dimensions, angles and bearings
- block boundaries and numbers
- streets (names and widths)
- sidewalks and trails
- location and description of monuments
- location of rivers, streams, lakes, ponds
- public easements (location, dimensions and purpose)
- park dedications

b. Final grading and drainage plan; final utility plan; final landscape plan to include:

- same information as preliminary grading, drainage and erosion control plan; preliminary utility plan; preliminary landscape plan, but revised to reflect City review comments

c. Other information as required by Community Development, Planning, or Engineering staff to process the application.

Questions? Contact our Planning Department at 763-767-6430 or planning@coonrapidsmn.gov