

## FINAL PLAT

### APPLICATION SUBMITTAL CHECK LIST

- Application completed and signed by applicant and property owners.
- Provide the property identification number and complete legal description of the property. This information can be obtained from the Washington County Assessor's office (651-430-6090).
- Attach a written narrative explaining the reason for the application.
- Submit twelve 24" X 36" plan sets of the final plat prepared by a registered land surveyor meeting all requirements of the Subdivision Ordinance (City Code Title 10-2-8). If plat abuts a State of Minnesota highway, three additional full-sized copies must be submitted.
- Submit one 8½ " X 11" and ten 11" X 17" reductions of all maps/exhibits.
- Provide plans in a .pdf format via CD or e-mailed to [kdennis@cottage-grove.org](mailto:kdennis@cottage-grove.org).
- If the final plat does not include the entire development that was given preliminary plat approval, attach a tentative schedule for platting and recording the remaining development phases.
- Supply drainage and grading plans and drainage calculations.
- Submit the \$200.00 application fee.

### APPLICATION REVIEW PROCESS

- Submit application, exhibits, narrative explaining the reason for the application, and the application fee.
- Staff reviews the final plat.
- Action by City Council.
- Staff coordinates signing and recording of final plat.
- Preliminary and final platting may be combined. See staff for details.