

## Subdivision/plat

### Requirements and process overview

In order to ensure that proposed subdivisions do not conflict with the interests of the city or the surrounding neighborhoods, a review is required to ensure they conform to the standards and regulations laid out in the ordinance.

Once submitted, the preliminary plat will be reviewed by community development staff and presented to the St. Louis Park Planning Commission at a public hearing. The commission will make a recommendation of approval or denial to the St. Louis Park City Council.

If the preliminary plat is approved, a final plat must be submitted for review within 90 days. If the final plat is approved by the city council, it must then be recorded with the county recorder within six months. Immediately upon recording, a print and reproducible tracing of the final plat showing evidence of the recording, as well as an electronic copy, must be provided to the city clerk.

To make the application complete and to permit formal acceptance of your application by the community development department, you must do or provide the following. No application will be formally accepted without fulfillment of these requirements.

#### Before submitting

Prior to filing an application for a preliminary plat, the applicant must meet with community development staff to review and discuss the proposed sketch plan. The plat sketch plan should be drawn at a scale of 1 inch = 100 feet or less. The plan must include, at a minimum:

- Plat boundary
- North arrow
- Scale
- Street layout on and adjacent to the plat
- Designation of land use and current or proposed zoning
- Significant topographical or physical features and floodplains
- General lot locations and layout
- Preliminary evaluation by the applicant that the subdivision is not classified as premature

Upon approval of the sketch plan, a preliminary plat application should be submitted to the community development department, following the instructions below.

## Preliminary plat submittal checklist

For additional details, consult the city's subdivision ordinance.

- [Planning and zoning application](#), submitted electronically through ePermits.
  1. Click "Apply for Permit" in the upper left corner of the website.
  2. Register for an account as a "Plan Submitter" or login with a previously created account.
  3. On the Permits page, select "Planning & Zoning Application" under Planning Applications on the left side of the website.
  4. Click "I Agree – Apply for Permit" after reviewing permit information
  5. Provide the following information:
    - Primary property address
    - Your contact information, as the Plan Submitter
    - Type of work
    - Type(s) of application(s)
    - Current fee owner name and contact information
    - Addresses of all properties in the project
    - Property type
    - A concise statement summarizing the project to be published on the city website. This should be approximately 50 words.
    - Project's current and proposed zoning district.
      - To determine the existing zoning visit the [Official Zoning Map](#).
    - Acknowledgement and signature
- Supplemental information, submitted electronically through ProjectDox. Once you have applied with ePermits above, ProjectDox will email you with information on how to create an account and upload the following materials under the permit number created by ePermits:
  - A project narrative, including the existing land use, proposed use, and the type of subdivision or plat application: preliminary, final, or preliminary and final combined
  - Contact information and signature of current fee owner of the property, consenting to the Plan Submitter to submit an application for their property.
  - Contact information for the following:
    - Civil Engineer
    - Architect
    - Developer
    - Landscape Architect
    - Surveyor.
  - A complete and accurate legal property description in digital text format that can be copied and pasted, such as Word or PDF. If the property is Torrens, a copy of the most current certificate of title must accompany the application. If the property is not Torrens, a copy of the most recent document which transferred title (e.g., a warranty deed) must accompany the application.
  - PDF of names and address labels of all property owners within 500 feet of the boundaries of the parcel requested to be changed. The source of the names and addresses must be from Hennepin County. Visit <https://gis.hennepin.us/locatenotify/default.aspx> to create the mailing label package, including a map showing the notice area.

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- PDFs of the preliminary plat package drawn at a scale of not less than 1 inch = 100 feet. Plans need to be submitted and numbered as specified in the [Electronic Plan Review Guide](#). The following information must be included:
  - Preliminary plat drawing\*
  - Preliminary grading plan\* with delineated floodplain if present
  - Erosion control plan
  - Preliminary tree preservation plan
  - Preliminary utility plan\*
  - Preliminary landscape plan
  - Any supplementary information deemed necessary by city staff

\*These plans must extend to 150 feet beyond the tract boundaries.
- Applications for any necessary variances
- [Filing fee](#) (collected electronically through ePermits after staff have reviewed application materials uploaded into ProjectDox). Note, your application will not be found complete until the filing fee has been paid.

An application is not complete until all of the above items are satisfied. Some applications and/or development plans may have unresolved matters which would delay consideration.

Upon approval of the preliminary plat, a final plat application should be submitted to the community development director through ProjectDox.

## Final plat submittal checklist

For additional details, consult the city's subdivision ordinance.

- [Planning and zoning application](#), submitted electronically through ePermits.
  1. Click "Apply for Permit" in the upper left corner of the website.
  2. Register for an account as a "Plan Submitter" or login with a previously created account.
  3. On the Permits page, select "Planning & Zoning Application" under Planning Applications on the left side of the website.
  4. Click "I Agree – Apply for Permit" after reviewing permit information
  5. Provide the following information:
    - Primary property address
    - Your contact information, as the Plan Submitter
    - Type of work
    - Type(s) of application(s)
    - Current fee owner name and contact information
    - Addresses of all properties in the project
    - Property type
    - A concise statement summarizing the project to be published on the city website. This should be approximately 50 words.
    - Project's current and proposed zoning district.
      - To determine the existing zoning visit the [Official Zoning Map](#).
    - Acknowledgement and signature
- Supplemental information, submitted electronically through ProjectDox. Once you have applied with ePermits above, ProjectDox will email you with information on how to create an account and upload the following materials under the permit number created by ePermits:

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- A project narrative, including the existing land use, proposed use, and the type of subdivision or plat application: preliminary, final, preliminary and final combined, replats, registered land survey, exempt, or administrative amendment.
- Contact information and signature of current fee owner of the property, consenting to the Plan Submitter to submit an application for their property.
- Contact information for the following:
  - Civil Engineer
  - Architect
  - Developer
  - Landscape Architect
  - Surveyor.
- A complete and accurate legal property description in digital text format that can be copied and pasted, such as Word or PDF. If the property is Torrens, a copy of the most current certificate of title must accompany the application. If the property is not Torrens, a copy of the most recent document which transferred title (e.g., a warranty deed) must accompany the application.
- Title report prepared by a title company indicating owners and encumbrances on the property and a statement as to which parts are registered (Torrens)
- Title insurance
- PDFs of the preliminary plat package drawn at a scale of not less than 1 inch = 100 feet. Plans need to be submitted and numbered as specified in the [Electronic Plan Review Guide](#). Submit the following:
  - Final plat drawing
  - Final grading plan with delineated floodplain, if present
  - Site development plan
  - Erosion control plan
  - Tree preservation plan
  - Final utility plan
  - Final landscape plan
  - Address map
  - Any supplementary information deemed necessary by city staff
- [Filing fee](#) (collected electronically through ePermits after staff have reviewed application materials uploaded into ProjectDox). Note, your application will not be found complete until the filing fee has been paid.

An application is not complete until all of the above items are satisfied. Some applications and/or development plans may have unresolved matters which would delay consideration.

## After approval

Park and trail cash contributions must be made at the time of final plat approval (see following page for requirements and fee schedule).

## Park and trail dedication

### Residential subdivisions park dedication – land option

In residential subdivisions where land dedication is required, the following formula will be used to determine the amount.

Density (units per acre)	Land dedication percentage
0 – 2.5	10%
2.5 – 4	11%
4 – 6	13%
6 – 8	15%
8 – 10	17%
10 and over	20%

### Commercial/industrial subdivisions park dedication – land option

In a commercial or industrial plat where land dedication is required, the park land dedication will be 5% of the gross area of land being platted.

### Subdivision park dedication – cash option

In lieu of park land dedication, the city may require the following cash contribution:

- **Commercial/industrial** – 5% of current market value of the unimproved land, as determined by the city assessor
- **Multifamily dwelling units** – \$1,500 per dwelling unit
- **Single-family dwelling units** – \$1,500 per dwelling unit

### Trail dedication

Residential subdivisions only – \$225 per dwelling unit