

TITLE 1300 - SUBDIVISION REGULATIONS

CHAPTER 1300 - TITLE

This Ordinance shall be known, cited and referred to as the "CITY OF SPRING GROVE SUBDIVISION ORDINANCE" except as referenced to herein, where it shall be known as "this Ordinance."

CHAPTER 1302 - INTERPRETATION AND PURPOSE

A. All subdivisions of land hereafter submitted for approval shall fully comply, in all respects, with the regulations set forth herein. It is the purpose of these regulations to:

1. Encourage well-planned, efficient, and attractive subdivisions by establishing standards for design and construction and for the protection and preservation of the Community's natural resources;
2. Ensure adequate provision for streets, transportation, water, sewage, storm drainage, parks, playgrounds, and other public services;
3. Assign the cost of improvements to those persons benefiting from their construction; and
4. Secure the rights of the public with respect to public lands.

B. In their interpretation and application, the provisions of this Ordinance shall be held to be the minimum requirements adopted for the protection of the public health, safety and welfare.

CHAPTER 1304 - SCOPE AND LEGAL AUTHORITY

The rules and regulations governing plats and subdivisions of land contained herein shall apply within the Community and other land as permitted by State Statutes. In the event of overlapping jurisdiction within the prescribed area, the extent of jurisdiction shall be determined and agreed upon between the Community and the other municipality or municipalities concerned. Except in the case of re-subdivision, this Ordinance shall not apply to any lot or lots forming a part of a subdivision recorded in the office of the Houston County Recorder prior to the effective date of this Ordinance, nor is it intended by this Ordinance to repeal, annul, or in any way impair or interfere with existing provisions or other laws or ordinances except those specifically repealed by or in conflict with this Ordinance, or with restrictive covenants running with the land. Where this Ordinance imposes a greater restriction upon the land than is imposed or required by such existing provisions of law, ordinance, contract, or deed, the provisions of this Ordinance shall control.

CHAPTER 1306 - ADMINISTRATION

This Ordinance shall be administered by the Zoning Administrator of the City of Spring Grove.

CHAPTER 1308 – DEFINITIONS

For the purpose of these regulations, certain terms and words are hereby defined as follows:

1. Attorney

The attorney employed by the Community unless otherwise stated.

2. Block

The enclosed area within the perimeter of roads, property lines or boundaries of the subdivision.

3. Boulevard

The portion of the street right-of-way between the outside edge of the roadway and the property line.

4. Butt Lot

A lot at the end of a block and located between two corner lots.

5. City

City or Community of City of Spring Grove.

6. Contour Map

A map on which irregularities of land surface are shown by lines connecting points of equal elevation. Contour interval is the vertical height between contour lines.

7. Corner Lot

A lot bordered on at least two sides by adjoining streets.

8. County

Houston County, Minnesota

9. Deflection

The angle between a line and the prolongation of the preceding line.

10. Development

The act of building structures and installing site improvements.

11. Division and Rearrangement

The division of one or two lots for the purpose of combining a portion or portions thereof with other lots, without creating additional lots.

12. Double Frontage Lots

Lots which have a front line abutting on one street and a back or rear line abutting on another street.

13. Drainage Course

A water course or indenture for the drainage of surface water.

14. Easement

A grant by an owner of land for a specific use by persons other than the owner.

15. Engineer

The licensed engineer employed by the City, unless otherwise stated.

16. Final Plat

The final map, drawing or chart on which the sub-divider's plan of subdivision, which meets the requirements of Minnesota Statutes Section 505, as amended from time to time, is presented to the City Council for approval and which, if approved, will be submitted to the County Recorder or Registrar of Titles.

17. Frontage

The distance between the side lot lines measured along the right-of-way designated by the City Council to serve the lot.

18. Key Map

A map drawn to comparatively small scale which definitively shows the area proposed to be platted and the area surrounding it to a given distance.

19. Lot

A parcel or portion of land in a subdivision or plat of land separated from other parcels or portions by description, as on a subdivision or registered land survey map, for the purpose of sale or lease or separate use thereof.

20. Lot Line

A lot line is the property line bounding a lot except that where any portion of a lot extends into the public right-of-way for roadway purposes, the line of such public right-of-way shall be the lot line for purposes of this Ordinance, whether such right-of-way is dedicated within a plat, conveyed by easement, or established by prescriptive right.

21. Metes and Bounds Description

A method whereby properties are described by means of their directions and distance from an easily identifiable location.

22. Minimum Subdivision Design Standards

The guides, principles and specifications for the preparation of the subdivision plans indicating, among other things, the minimum and maximum parameters of the various elements set forth in the plans.

23. Natural Waterway

A natural passage in the surface of the earth so situated and having such a topographical nature that surface or percolating water flows through it from other areas before reaching a final ponding area.

24. Owner

A person having sufficient legal interest in the land sought to be subdivided to commence and maintain proceedings to subdivide the same under this Ordinance.

25. Pedestrian Way

A public right-of-way across or within a block, to be used by pedestrians.

26. Person

Any individual, firm, association, syndicate or partnership, corporation, trust, or any other legal entity.

27. Plat

A map or drawing which graphically delineates the boundary of land parcels for the purpose of identification and record of title. The plat is a recorded legal document that must conform to all Minnesota State Laws.

28. Preliminary Plat

The preliminary map, drawing, or chart indicating the proposed layout of the subdivision to be submitted to the City Council for their consideration and which meets all the requirements herein enumerated.

29. Protective Covenants

Contracts entered into between private parties which constitute a restriction on the use of all or some of the private property within a subdivision for the benefit of the property owners.

30. Right-of-Way

The area between property lines dedicated for public use or restricted for certain private use such as utilities.

31. Sketch Plan

An informal lay out of the proposed subdivision. Exact accuracy is not a requirement of a sketch plan.

32. Standard Subdivision

A subdivision involving the creation of three or more parcels, tracts, or lots.

33. Street

Street. A right-of-way approved for vehicular and pedestrian traffic and accepted by the City Council for maintenance and public travel. The term "street" shall include a highway, thoroughfare, arterial, parkway, collector, avenue, drive, circle, road, boulevard or any other similar term describing an entity complying with the preceding requirements.

a) Collector street. A street which carries traffic from minor streets to arterials.

- b) Cul-de-sac. A minor street with only one outlet and having an appropriate turn-around for the safe and convenient reversal of traffic movement.
 - i. Permanent cul-de-sac is one that due to physical limitations will not be extended beyond the subdivision.
 - ii. Temporary cul-de-sac is one that is intended to accommodate a future extension of the street to adjacent property.
- c) Service street. A minor street, which is parallel and adjacent to a thoroughfare and which provides access to abutting properties and protection from through traffic.
- d) Frontage road. A street located on the side of an arterial street for service to abutting property and for control of access.
- e) Arterial street. A street or highway with access restrictions designed to carry large volumes of traffic between various sectors of the City and beyond.
- f) Private street. A privately owned street serving one or more lots.
- g) Street extension. That portion of any street which does not contain a cul-de-sac and dead ends at the outer boundary of a subdivision for the purpose of providing a thru street to future development. Any street extension required to be constructed with the improvements of any subdivision shall be constructed to City street standards as set forth in Title 700 of the City Code. Principal driveways and secondary access are prohibited on a street extension, unless approved by the City Council pursuant to the procedures for granting a variance as set forth at Chapter 1110.C. of the City Code.

34. Street Width

The shortest distance between the edges of the surface of a street.

35. Sub-divider

Any person commencing proceedings under this Ordinance to affect a subdivision of land hereunder for their own account or for another.

36. Subdivision

The division or separation by plat, registered land surveyor metes and bounds description of an area, parcel, or tract of land under single ownership into two or more parcels, tracts or lots for transfer of ownership or for residential, commercial, industrial, or other use or any combination thereof. The term includes re-

subdivision and where it is appropriate to the context relates either to the process of subdividing or the land to be subdivided.

37. Zoning Ordinance

The zoning ordinance controlling the use of land as adopted by the City.

CHAPTER 1310 - PRE-APPLICATION MEETING; SKETCH PLAN REVIEW

A. PRE-APPLICATION MEETING. Prior to the preparation and submission of a preliminary plat, the sub-divider or owner shall meet with the Administrator and other officials as appropriate in order to be made fully aware of all ordinances, regulations, and plans applicable to the area to be subdivided.

B. SKETCH PLAN REVIEW. At the pre-application meeting, the sub-divider should submit a Sketch Plan of the proposed subdivision. The Sketch Plan may be presented in simple form but should show that consideration has been given to the relationship of the proposed subdivision to existing community facilities that would serve it, and to neighboring subdivisions and developments. A Sketch Plan shall include the following information:

1. Name of property owner, developer and PIN.
2. North arrows and scale,
3. Existing buildings.
4. Streets within and adjacent to tract
5. Proposed lot layout.
6. Proposed general street design.
7. Known physical restrictions such as rock formations and steep inclines.

CHAPTER 1312 - PRELIMINARY PLAT PROCEDURE

A. FILING. After the pre-application meeting, the sub-divider or owner shall file with the City Administrator, the required number of copies of the Preliminary Plat as established by resolution of City Council. All plats and subdivisions presented to the Administrator for approval by City Council shall be accompanied by a filing fee established by the City Council. Rejection of the plat or subdivision by the City Council, or abandonment or withdrawal of the proposed plat or subdivision by the sub-divider or owner, shall not entitle the person or persons who paid the fee to the return of all or any part thereof. The consolidation of preliminary and final plat review may be requested by the developer from the City Council.

Such a request must be submitted to the City Council prior to the preliminary plat public hearing. If the Council agrees, the final and preliminary plats may be reviewed contemporaneously, provided the developer submits a written request to the Council prior to the preliminary plat hearing.

B. STAFF REVIEW. The Administrator shall refer copies of the Preliminary Plat to the City Engineer and the Houston County Highway Department, or other applicable public agencies as needed in order to receive written comment. A staff review will be made and a written report attached prior to forwarding to the City Council for Public Hearing. Staff shall then review the Preliminary Plat, taking into consideration the arrangement, location, and width of streets, their relation to the topography of the land, connection to city services, drainage, ground water, lot sizes and arrangement, existing trees and vegetation, the future development of adjoining lands, and the requirements of the Zoning Ordinance.

C. PUBLIC HEARING. Within sixty (60) days after acceptance of the completed Preliminary Plat application, which shall include all reports, certifications and other information required by this Ordinance or requested by the Administrator, the City Council shall hold a public hearing on the Preliminary Plat after notice of the time and place thereof has been published once in the official newspaper at least ten (10) days before the day of the hearing. All persons present who are interested in the proposed plan shall be heard.

D. APPROVAL.

1. The City Council shall act upon the Preliminary Plat within one hundred twenty (120) days of delivery and filing of a completed preliminary plat and acceptance by the Administrator.
2. Approval of the Preliminary Plat is an acceptance of the general layout submitted and indicates to the sub-divider that it may proceed with preparation and submittal of the final plat in accordance with the City Council condition of preliminary approval.
3. Should the sub-divider desire to amend the Preliminary Plat as approved by the Council, the amended plat shall be submitted following the original procedures set forth herein, except for the public hearing and fees, unless the Administrator considers the scope of the revisions to constitute a new plat, in which event the hearing and fees shall be required.

E. QUALIFICATIONS.

1. The City Council may require such changes or revisions as it deems necessary for the health, safety, general welfare and convenience of the City.
2. Subsequent approval shall be required of the engineering proposals required pertaining to water supply, storm drainage, sewerage and sewage disposal, sidewalks, gas and electric service, grading, gradients and roadway widths and the surfacing of streets and

by other public officials having jurisdiction, prior to the approval of the final plat by the City Council.

CHAPTER 1314 - DATA FOR PRELIMINARY PLAT

A. IDENTIFICATION AND DESCRIPTION. The Preliminary Plat shall contain sufficient information to identify and describe the proposed subdivision. Such information shall include, but is not limited to, the following:

1. Proposed name of subdivision, which shall not duplicate or be similar in pronunciation or spelling to the name of any plat heretofore recorded in the County.
2. Location by section, township, range, and by legal description.
3. Names and addresses of the record owner, sub-divider, land surveyor, engineer, designer of the plan, and any agent having control of the land.
4. Graphic scale not less than one (1) inch to one hundred (100) feet.
5. North point.
6. Key map showing location of the subdivision and property for at least three hundred (300) feet adjacent.
7. Date of preparation.
8. A property owner's report, from the County, with mailing labels, identifying the names and addresses of properties within three hundred (300) feet of the outside boundary of the property to be subdivided.

B. EXISTING CONDITIONS. The following existing conditions must be shown in the Preliminary Plat:

1. Boundary line of proposed subdivision, clearly indicated.
2. Existing zoning classifications for land within and abutting the subdivision.
3. A statement of the approximate area and dimensions of the lots.
4. Location, right-of-way width, and names of existing or platted streets or other public ways, parks and other public lands, permanent buildings and structures, easements, and section and corporate lines within the proposed subdivision and to a distance of one hundred and fifty feet (150) beyond.

5. Boundary lines of adjoining land, subdivided or un-subdivided, within one hundred and fifty feet (150), identified by name and ownership.
6. Topographic data, including contours at vertical intervals of not more than two (2) feet.
7. Water courses, flood plains, delineated wetlands (per the 1989 Federal Manual as may be amended); wooded areas, rock outcrops, and other significant features shall also be shown. United States Geological Survey datum shall be used for all topographic mapping where feasible.
8. Utilities on or within one hundred and fifty feet (150) of the property, including location, size, and invert elevation of public sanitary and storm sewers; location and size of water mains; location of gas mains, fire hydrants, electric and telephone poles and lines, street lights, and street pavement width. The direction and distance to, and size of, such facilities shall be indicated, showing invert elevation of sanitary and storm sewers, including catch basins, man holes, and hydrants. Such data may be that available from City plans, and the source thereof so noted, unless such utilities are located on the subject property. In all instances, they shall be field checked as far as practicable.

C. SUBDIVISION DESIGN FEATURES. The following subdivision design features shall be provided:

1. Layout of proposed streets showing the right-of-way widths, center line gradients, typical cross-sections, and names of streets.
2. Street names shall conform, as much as practicable, to the master street name and numbering system.
3. Locations and widths of proposed pedestrian ways, drainage and utility easements.
4. Lay-out, numbers, square footage, acreage and preliminary dimensions of lots and blocks.
5. Minimum front, side, and rear setback lines shown on each proposed lot, indicating dimensions.
6. Areas other than streets, pedestrian ways, and drainage and utility easements intended to be dedicated or reserved for public use, including the size of such area or areas in acres.
7. Zoning designation and applicable zoning standards.
8. Location, size, and approximate gradient of proposed public sewer lines and water mains. If public sewer and water are not available, the sub-divider's engineer shall provide site evaluation data required by Minnesota Pollution Control Agency

Individual Sewage Treatment Standards (Chapter 7080) to determine the suitability of the site for individual sewage treatment systems. Such data, consistent with Chapter 7080 and as may be amended, may include, but is not limited to, depth of the highest known or calculated groundwater table or bedrock; soil conditions, properties and permeability; slope; wetlands and hydric soils; existence of low lands; local surface depressions and rock outcrops; legal setback requirements; soil borings and percolation tests. The data required should be determined by the City, in its discretion.

D. OTHER INFORMATION. The following additional information shall be provided:

1. Proof of ownership (title opinion or title commitment) satisfactory to the City Attorney.
2. Statement of the proposed use of lots stating type of residential buildings with number of proposed dwelling units or type of business or industry.
3. Proposed protective covenants, if any.
4. Source of water supply.
5. Provisions for sewage and surface water disposal, drainage, and flood control.
6. If any zoning changes are contemplated, the proposed zoning plans for the areas.

E. ADJACENT PROPERTY. Where the sub-divider owns property adjacent to that which is being proposed for the subdivision, the City Council may require that the sub-divider submit a general development plan (GDP) of the remainder of the property so as to show the possible relationships between the proposed subdivision and future subdivision. In any event, all subdivisions must be shown to relate well with existing or potential adjacent subdivisions.

F. WETLANDS. Wetlands and springs, if present, must be delineated by a qualified wetland professional with the name and phone number shown on the preliminary plat.

G. GRADING PLAN. A proposed finished grading plan shown at contour intervals appropriate to the topography and spot elevations clearly indicating the relationship of the proposed changes to existing topography and remaining features. The following data shall be submitted with a grading plan:

1. Centerline street elevations at 100 foot stations with high and low points shown.
2. Cul-de-sac frontage along curb line with spot elevation.
3. Location of house pads and the elevation of the lowest floor opening shown.
4. Typical lot detail indicating where plot and house elevations are shown to.

5. Typical street section.
6. Drainage arrows at high points and major grade changes. Emergency overflows should be labeled and shown with spot elevations and drainage arrows.
7. House pads must have a minimum setback of 25 feet from all 100-year flood elevation boundaries.
8. 100-year flood elevation must be shown for all ponding areas.
9. Ordinary high water elevation must be shown for all streams, springs and wetlands. If the ordinary high water elevation has not been established by DNR, the normal water elevation with a date indicating when the water elevation was shot will be acceptable.
10. Locate soil stockpiles on grading plan.
11. Location and grading of any fill to be used, subject to plan approval, and a declaration or showing that existing natural soil conditions meets the requirements of Chapter 1108, D. of this Code, based upon separation from redoximorphic features, or based upon on a thorough hydro geologic investigation and analysis, approved by the City Council, upon recommendation of the City Engineer and Zoning Official.

H. SOIL EROSION CONTROL. A plan for soil erosion and sediment control, both during construction and after development, shall be completed, as required by National Pollution Discharge Elimination System (NDPES) General Stormwater Permit. The plan shall include a timing schedule and sequence of operation indicating the anticipated starting and completion dates of the particular development sequence and the estimated time of exposure of each area prior to completion of effective erosion and sediment control measures.

I. GRADIENTS OF WATERWAYS. Gradients of waterways, design of velocity and erosion control measures, and landscaping of the erosion and sediment control system shall also be shown.

J. STORM DRAINAGE. Storm drainage design calculations using SCS Technical Report 20 or equal modeling of existing versus developed conditions for a 100 year 24 hour rainfall event. Lots shall be graded so as to provide drainage away from building locations and directed down lot lines within drainage and utility easements. Any lot drainage which is directed onto an adjacent lot must be within a drainage easement.

K. VEGETATION PRESERVATION. A vegetation preservation and protection plan to provide stabilization of erosive or sediment-producing areas by covering soils with:

1. permanent seeding or sodding, producing areas covered with a turf of perennial sod-forming grass;

2. short-term seeding, producing temporary vegetative cover such as annual grasses, grains or other temporary ground cover; or
3. mulching, by the application of plants or other suitable material on the newly seeded surface to conserve moisture, hold soil in place, and aid in establishing plant cover.

The plan shall indicate existing vegetative covering including marsh lands, grasses, shrubbery and trees.

L. VARIANCES. Any variances required shall be shown on the preliminary plat.

M. OTHER INFORMATION. Such other information as may be requested by the City Engineer or Administrator.

CHAPTER 1316 - FINDINGS REQUIRED FOR APPROVAL OF PLATS

The findings necessary for City Council approval of the Preliminary Plat and the Final Plat shall be as follows:

A. ZONING CONFORMITY. The proposed subdivision is consistent with the Zoning Ordinance and conforms to all its requirements.

B. REGIONAL PLANS. The proposed subdivision is consistent with all applicable general and specialized city, county, and regional plans.

C. PHYSICAL CHARACTERISTICS. The physical characteristics of the site, including but not limited to, topography, soils, vegetations, susceptibility to erosion and siltation, susceptibility to flooding, and drainage, are suitable for the type and density of development and uses contemplated.

D. SERVICES. The proposed subdivision makes adequate provision for water supply, storm drainage, sewage transportation, erosion control, and all other services, facilities and improvements otherwise required herein.

E. ENVIRONMENTAL. The proposed subdivision will not cause significant environmental damage.

F. EASEMENTS. The proposed subdivision will not conflict with easements of record or with easements established by judgment of a court.

G. ADVERSE IMPACT. The proposed subdivision will not have an undue and adverse impact on the reasonable development of neighboring land.

CHAPTER 1318 - FINAL PLAT PROCEDURE

A. FILING. Within one (1) year after the date of City Council approval of the Preliminary Plat, the sub-divider or owner shall file the required number of copies of the Final Plat and one (1) 8-1/2" x 11" clear film reduction with the City. If the Final Plat is not filed within said period, the Preliminary Plat will be considered void unless for good cause an extension is requested in writing by the sub-divider and granted by the City Council. The owner or sub-divider shall also submit at this time an up-to-date certified abstract of title or registered property report and such other evidence as the City Attorney may require showing title or control in the sub-division.

B. CONFORMITY TO PRELIMINARY PLATS

1. The Final Plat shall have incorporated all changes recommended by the City Council and the City Engineer, but in all other respects it shall conform to the Preliminary Plat as approved. The Final Plat shall constitute only that portion of the approved Preliminary Plat which the sub-divider proposes to record and develop within one (1) year, provided that such a portion conforms to all requirements of this Ordinance.
2. The Administrator shall determine whether the Final Plat submitted deviates from the approved Preliminary Plat and, if so, whether the submission represents a new plat. If the submission does represent a new plat, the City Council shall deny the Final Plat and direct the sub-divider to resubmit its proposal following preliminary plat requirements.

C. DISTRIBUTION FOR REVIEW. Upon delivery of Final Plat and acceptance by the Administrator that the Final Plat meets the requirements of this Ordinance, the Administrator shall refer copies of the Final Plat to, one (1) copy each to the City Engineer and City Attorney. The abstract of title or registered property report shall be referred to the Attorney for examination and report. The Attorney's report shall be given to the City Council. The procedure and timing for the reports of the Engineer and action by the City Council are the same as for the Preliminary Plat, except that no public hearing is required in processing the Final Plat.

D. APPROVAL

1. The City Council shall act on the Final Plat within sixty (60) days of acceptance of the Final Plat.
2. If the Final Plat is approved, the sub-divider shall record it with the County Recorder within one hundred twenty (120) days after the date of approval. Any Final Plat not so recorded shall be considered null and void.

E. MODIFICATIONS TO APPROVED FINAL PLAT. No changes, erasures, modifications, or revisions shall be made in any Final Plat after approval has been given by the City Council and endorsed in writing on the plat, unless the said plat is first resubmitted to the City Council

and such body approves any modifications. In the event that any such Final Plat is recorded without complying with this requirement, the same shall be considered null and void and the City Council shall institute proceedings to have the plat stricken from the records of the City.

CHAPTER 1320 - DATA FOR FINAL PLAT

A. GENERALLY.

1. The Final Plat shall be prepared by a land surveyor who is licensed in the State of Minnesota and shall comply with the provisions of Minnesota State Statutes and of this Ordinance.
2. Surveying requirements for the Final Plat shall be under the regulation of the County Surveyor.

B. GUIDANCE. For guidance, the applicant's surveyor may refer to the Plat Manual of Minimum Guidelines, Minnesota Land Surveyors Association.

C. CERTIFICATIONS. The final plat shall conform to all applicable County certification requirements, as may be amended.

CHAPTER 1322 - SUBDIVISION DESIGN STANDARDS

A. GENERAL REQUIREMENTS.

1. The proposed subdivision shall conform to all aspects of this Ordinance.
2. The arrangement, character, extent, width and location of all streets shall be considered in their relation to existing and planned streets, to reasonable circulation of traffic, to topographic conditions, to runoff of storm water, to public convenience and safety, and in their appropriate relation to the proposed uses of the land to be served by such streets. Wherever feasible and necessary, the arrangement of streets in new subdivisions shall provide for the continuation of existing streets in adjoining areas. Where adjoining un-subdivided areas that may be subdivided in the future, the arrangement of streets in a new subdivision shall make provision for the proper projection of streets into adjoining areas by carrying the new streets to the boundaries of the new subdivision at appropriate locations. Temporary easements for vehicular movement shall be provided until the adjoining areas are developed.

B. STREETS.

1. Widths. Street widths shall be as determined in the official map, and shall conform to county and state standards for trunk highways. If there are no such plans or standards, right-of-way widths shall conform to the following dimensions:

2. Street Type R/O/W Roadway
 - a) Collector Streets – 80 feet – 44 feet (9 ton design)
 - b) Minor Streets – 66 feet – 33 feet (7 ton design)
 - c) Cul-de-sac Streets – 66 feet – 33 feet (7 ton design)
 - d) Cul-de-sac – 60 feet – 45 feet Turnaround Radius (7 ton design) see Exhibit .
 - e) Greater or lesser widths may be required depending upon anticipated traffic volumes, planned function of the street, and character of planned abutting land uses.
3. Street Names. Names of new streets shall not duplicate existing or platted street names unless a new street is a continuation of or in alignment with the existing or platted street, in which event it shall bear the same name of the existing or platted street so in alignment.
4. Intersections. Street intersections shall:
 - a. In so far as practical, intersect at right angles. In no case shall the angle formed by the intersection of two streets be less than seventy (70) degrees.
 - b. Have no more than four corners.
 - c. Have pavement rounded by a radius of not less than fifteen (15) feet, which shall increase at the discretion of the engineer, contingent on intersectional street widths.
5. Deflections. When connecting street lines deflect from each other at one point by more than ten (10') degrees, they shall be connected by a curve with a radius adequate to ensure a sight distance within the right-of-way of not less than five hundred (500) feet for arterials, three hundred (300) feet for collectors, and one hundred (100) feet for all other streets. The City may allow greater or lesser sight distances at the recommendation of the Engineer.
6. Tangents. A tangent of at least one hundred (100) feet shall be introduced between reverse curves on arterial and collector streets.
7. Grades. All center line gradients shall be at least 0.5 percent and shall not exceed the following:
 - a. Collector Streets – 6 percent

- b. Minor Streets – 8 percent
8. Vertical Curves. Different connecting street gradients shall be connected with vertical curves. Minimum length, in feet, of these curves shall be thirty times the algebraic difference in the percent of grade of the two adjacent slopes for crest vertical curves and thirty-six times the algebraic difference in the percent of grade of the two adjacent slopes for sag vertical curves.
 9. Street Jogs. Street jogs with centerline off-sets of less than one hundred fifty (150) feet shall be avoided for minor streets.
 10. Minor Streets. Minor streets shall be aligned to discourage use by through traffic.
 11. Cul-de-sac. The maximum length of a street terminating in a permanent cul-de-sac shall be six hundred (600) feet measured from the centerline of the street of origin to end of the right-of-way. For the purposes of planning the extension of City streets, all cul-de-sacs shall be developed as part of a platted subdivision.
 12. Street Extension. The City shall plan for the future extension of all public streets and rights-of-way when reviewing the location of internal streets within a subdivision. Where necessary, the City Council shall approve street extensions to the boundary line of the subdivision which the sub-divider or City shall construct and pave to City standards for completed street construction as set forth in Title 700 of the City Code. In the case of impossibility of extension of such streets because of limiting conditions, the sub-divider may apply to the City Council for waiver of this requirement concurrent with consideration of the preliminary plat. No street extension shall be in excess of 300 feet in length. No access for any residential lot shall be allowed on a street extension.
 13. Service Streets. Where a subdivision abuts or contains a collector street, a street approximately parallel to and on each side of such right-of-way may be required for adequate protection of residential properties and to afford separation of through and local traffic. Such service streets shall be located at a distance from the collector street suitable for the appropriate use of the intervening land, as for park purposes in residential districts, or for commercial or industrial purposes in appropriate districts. Such distances shall also be determined with due regard for the requirements of approach grades and future grade separations.
 14. Half Streets. Half streets shall be prohibited except where essential to the reasonable development of the subdivision in conformity with the other requirements of this Ordinance, and except where it will be practicable to require the dedication of the other half when the adjoining property is subdivided. Wherever there is a half street adjacent to a tract to be subdivided, the other half of the street shall be platted within such tract prior to the granting of access. The probable length of time elapsing before dedication of the full right-of-way shall be considered in this decision.

15. Access to Arterial Streets. To the extent feasible, access to arterial streets shall be at intervals of not less than one-fourth (1/4) mile and through existing and established crossroads.
16. Platting of Small Tracts. In the platting of small tracts of land fronting on arterial streets where there is no convenient access to existing entrances, and where access from such plat would be closer than one-fourth (1/4) mile from an existing access point, a temporary entrance permit may be granted. Provision shall be made in such plats for the connection of roads to neighboring land. As the neighboring land is platted and developed, and access becomes possible at a preferred location, such temporary entrance permits shall become void.
17. Reserve Strips. Reserve strips controlling access to streets shall be prohibited except under approved conditions.
18. Private Streets. Private streets shall not be approved nor shall public improvements be approved for any private street. All streets shall be dedicated for public use.
19. Hardship to Owners of Adjoining Property Avoided. The street arrangements shall not be such as to cause hardship to owners of adjoining property in platting their own land and providing convenient access to it.
20. Paved Access. Reasonable access to the subdivision shall be provided via collector streets, service streets, and/or frontage roads, as approved by the City Council, which access shall be paved according to City standards for completed street construction set forth in Title 700 of the Code of Ordinances. The sub-divider may petition the City Council to specially assess the cost of providing such paved access to the subdivision in accordance with Chapter 429 of Minnesota Statutes, as amended.

C. SIDEWALKS AND TRAILS

1. Sidewalk Requirements. The City Council may require that sidewalks be constructed within a proposed subdivision, in which case such sidewalks shall conform to the following minimum standards:
 - a. Widths. All sidewalks shall, when installed, conform to the following minimum widths:
 - i. Residential districts – 4 feet
 - ii. Commercial districts – 5 feet
 - iii. Industrial districts – 5 feet
 - b. Grades. Sidewalks shall slope 1/4 inch per foot away from the property line and the profile of the grade shall not exceed 6 percent.

- c. Surfacing. Sidewalks shall be a minimum of four (4) inch thick concrete, except where they cross driveways, and then sidewalks shall be a minimum of six (6) inches thick.
2. Trail Requirements. The City Council may require that a pedestrian trail system be incorporated within a proposed subdivision for the purpose of providing safe and convenient pedestrian circulation within the subdivision and access to adjoining properties and rights-of-way. Any such trail system shall conform to the construction standards set forth by the City Engineer.

D. BLOCKS.

1. Factors Governing Dimensions. Block length and width or acreage within bounding streets shall be sufficient to accommodate the size of residential lots required in the area by the zoning ordinance and to provide for convenient access, circulation control, and safety of street traffic.
2. Length. Block lengths shall not exceed nine hundred (900) feet nor be less than three hundred (300) feet.
3. Arrangement. A block shall be so designed as to provide two tiers of lots, unless it adjoins a collector street, undevelopable terrain or park where it may have a single tier of lots.

E. LOTS.

1. Location. All lots shall abut and have direct access to a street. The City may establish different access width requirements for specific lots based on lot location and shape, needs created by the permitted use and traffic volumes and patterns proximate thereto.
2. Width. Lots shall have the required minimum width at the building setback line except for those lots for which the side lot lines are not parallel, as per Chapter 1116.
3. Size. Lot dimensions shall comply with minimum lot area and other dimensional requirements specified in the Zoning Ordinance, Chapter 1116.
4. Side Lot Lines. Side lines of lots shall be substantially at right angles to street lines or substantially radial to curved street lines.
5. Natural Features. In the subdividing of any land, regard shall be shown for all natural features, such as wetlands, vegetation, water courses, historic spots or similar conditions which, if preserved, will add attractiveness and stability to the proposed development.

6. Lot Remnants. All remnants of lots less than minimum lot size remaining after the subdivision of a larger tract must be added to adjacent lots, or platted as out lots, rather than allowed to remain as unusable parcels.
7. Access to Major Streets. In the case where a proposed plat is adjacent to a limited access highway, or other major highway, there shall be no direct vehicular access from individual lots to such streets and roads.
8. Double Frontage Lots. Lots with double street frontage shall not be permitted except where such lots are adjacent to a major street or highway. Such lots shall have screening along the frontage on the major street or highway.

F. **WATER SUPPLY**. Extensions of the public water supply system shall, when available, be designed so as to provide water service to each lot.

G. **SEWAGE DISPOSAL**. Extensions to the public sanitary sewer system shall, when available, be designed so as to provide sewer service to each lot. In areas being platted without public or central sewage systems, construction, location, design and inspection of all individual sewage treatment systems within the City shall be in accordance with Chapter 1504 of this Code and with Minnesota Pollution Control Agency Individual Sewage Treatment Systems Standards, Chapter 7080 and as amended.

H. **DRAINAGE**. The natural drainage system shall be used to the maximum extent feasible for the storage and flow of runoff. The design of the drainage system shall conform to Soil Conservation Service Technical Report 20, as may be amended, accepted engineering standards for a 100-year 24-hour event design (or an equivalent design approved by the City engineer) and to the City's overall storm water management plan if a plan has been adopted at time of platting. The following requirements shall also apply:

1. Storm sewer systems shall be designed to convey storms of a 5 year frequency with safe overflows adequate for the 100 year event.
2. Proposed drainage facilities shall have adequate capacity to accommodate potential runoff from their entire upstream drainage area, whether within or without the subdivision. The effect of the subdivision on existing downstream drainage areas outside the subdivision shall be considered in evaluating the adequacy of the storm water management plan.
3. Storm water runoff shall be discharged to marsh lands, swamps, retention basins or other treatment facilities shall conform to National Urban Runoff Program (NURP) standards. Marsh lands and swamps used for storm water shall provide for natural or artificial water level control.
4. No existing ditch, stream, drain or drainage canal shall be deepened, widened, rerouted or filled without review and approval by the City.

5. Where artificial channels must be constructed to augment the natural drainage system, such channels, as well as the natural drainage ways, may be planned as part of a recreational trail system. Channels shall be designed to be aesthetically compatible for recreational trail use.
6. Quality of storm water runoff and water infiltrated to the water table shall remain undisturbed, to the maximum extent feasible, by development of the subdivision.
7. The drainage system shall be constructed and operational as part of the first stage of development and construction.

I. TREE REMOVAL AND CONSERVATION OF VEGETATION. All subdivisions shall be planned, designed, constructed and maintained consistent with the following, at the City's discretion:

1. Existing healthy trees and native vegetation on the site shall be preserved to the maximum extent feasible and shall be protected by adequate means during construction.
2. Where inadequate vegetation exists on land not being disturbed for development, permanent vegetation shall be established as soon as possible.
3. Prior to certificate of occupancy, vegetation suitable to the site shall be planted. The type or species of tree planted shall be approved by the City. Trees shall have a trunk diameter (measured twelve (12) inches above ground level) of not less than two (2) inches, and shall be balled and burlapped and planted in not less than one (1) cubic yard of good growing soil with a suitable amount of fertilizer. Approved multiple varieties shall be used alternately. Trees shall be planted at intervals of at least one every eighty (80) feet and at a distance of at least six (6) feet outside of the road right-of-way. No tree shall be planted within the road right-of-way. Wooded lots or lots with existing trees with a trunk diameter of at least two (2) inches, measured twelve (12) inches above the ground, may be exempt from this provision, providing existing trees conform to the coverage described above. The developer shall escrow sufficient funds with the City in the event weather conditions do not allow planting to occur.
4. Consistent with approved grading plans, existing trees shall be preserved within any right-of-way when such trees are suitably located and in good health.
5. No slash, dead trees, or uprooted stumps shall remain in an improved area after development.

J. EROSION AND SEDIMENT CONTROL. The following guidelines shall be applied in the subdivision and development of land areas, at the City's discretion:

1. The development shall conform to the natural limitations presented by topography and soils so as to create the least potential for soil erosion.

2. Erosion and sediment control measures shall conform to standards of the NPDES General Stormwater Permit and shall be coordinated with the different stages of development. Appropriate control measures shall be installed prior to development when necessary to control erosion.
3. The smallest practical increment of land shall be exposed at anyone time during development.
4. When soil is exposed, the exposure shall be for the shortest feasible period of time, but not longer than permitted by the NPDES General Stormwater Permit.
5. Where the topsoil is removed, sufficient aerable soil shall be set aside for re-spreading over the developed area. The soil shall be restored to a depth of four (4) inches and shall be of a quality at least equal to the soil quality prior to development.
6. Critical erosion areas exposed during construction shall be protected with temporary vegetation, mulching or other acceptable means.
7. Sediment basins (debris basins, side silting basins, or silt traps) shall be installed and maintained to remove sediment from runoff waters from land subject to earth disturbance activities.
8. Diversions shall be installed to divert surface water runoff from slopes of ten percent (10 percent) or steeper.
9. Provisions shall be made to effectively accommodate increased runoff caused by changed soil and surface conditions during and after development.
10. Cut and fill slopes shall not be steeper than four feet horizontal to one foot vertical (4:1) unless stabilized by a retaining wall, riprap or other acceptable means.
11. During grading operations, necessary measures for dust control, as required by the City, shall be implemented.

CHAPTER 1324 - ENGINEERING STANDARDS AND SPECIFICATIONS

- A. MONUMENTS. All lot corner pipes or steel rods shall be at least one-half inch in diameter placed flush with the finished lot grade.
- B. STREET GRADING. Grades shall be as approved by the Engineer.
- C. STREET SURFACING. Concrete or hot plant mix with adequate sub-base shall meet even-ton design standards for minor streets and nine-ton design standards for collector streets as provided on file with the City Engineer as set forth in Title 700 of the City Code.

D. CURB AND GUTTER. Concrete curb and gutter shall conform to standards set forth in Title 700 of the City Code.

E. SIDEWALKS. When required, sidewalks shall be concrete four (4) inches thick placed on a four-inch gravel base. Grades shall be as approved by the Engineer. Sidewalks shall be placed in the public right-of-way at the property line.

F. WATERMAIN. When provided, a minimum water main of six-inch DIP in residential and eight-inch DIP in commercial/industrial or other approved pipe shall be required. Mains over six inches in size may be required with the additional cost to be assessed as trunk improvements on an area basis.

G. SANITARY SEWER. Unless otherwise required, a sanitary sewer of eight-inch PVC pipe shall be installed as the minimum size placed at grades approved by the Engineer. Service lines shall be a minimum of four inches PVC Schedule 40 and run to five (5) feet in back of the curb in the same ditch as the water main.

H. HOUSE SERVICES. Each house service shall be run from the main to the property line where a cap or plug shall be placed until the service is extended to the structure. A three-fourth ($\frac{3}{4}$) inch Type K copper water service, corporation cock and curb box and stop and four-inch PVC soil pipe sewer service shall be minimum requirements and may be placed in a common trench.

I. INDIVIDUAL WELLS AND SEWAGE SYSTEMS. The following standards shall apply unless otherwise provided by ordinance, in which case the more restrictive standards shall apply. An individual well shall produce at least five gallons per minute and shall be cased or grouted to provide a safe, potable water supply. A pressure tank equal to ten times the well capacity is required. Each individual sewer system shall include a septic tank at least 1250 gallons in capacity followed by an absorption system based on Minnesota Pollution Control Agency (MPCA) Rules, Chapter 7080, and as amended from time to time. All percolation results shall be filed showing that a competent soils engineer or MPCA certified site evaluator conducted the field tests.

J. DRAINAGE FACILITIES. All surface and underground drainage systems shall be installed to adequately remove all natural drainage that accumulates on the developed property. All such systems shall be in conformity to the City drainage plans and all piping shall provide complete removal and a permanent solution for the removal of drainage water.

K. STREET SIGNS. These shall be as approved by the City Engineer.

L. STREET TREES. The type or species of trees planted shall be as approved by the City. Trees shall have a trunk diameter (measured 12 inches above grade level) of not less than two inches and shall be planted balled and burlapped in not less than one cubic yard of good growing soil with a suitable amount of fertilizer.

M. UTILITIES LOCATION. All new electric distribution lines (excluding main line feeders and high voltage transmission lines), telephone service lines, and other public utility service lines shall be buried underground unless the City Council specifically finds, after study and recommendation by the Engineer that topographical, soil or any other conditions make the underground installation unreasonable or impractical. In the event the City Council approves overhead utility lines, the City Council may require that the type of overhead pole used be of a quality and durability consistent with City and County standards and esthetically in conformance with the nature of the residential development.

N. INSPECTION. All required improvements shall be inspected by the Engineer during construction at the expense of the sub-divider.

CHAPTER 1326 – EASEMENTS

A. STANDARD DRAINAGE AND UTILITIES EASEMENTS. Easements shall be at least five (5) feet wide measured from the lot line within the perimeter of each lot, centered on rear and other lot lines. Easements at least ten (10) feet wide shall be provided adjacent to street right-of-way. They shall have continuity for alignment from block to block, and at deflection points easements for pole-line anchors shall be provided where necessary.

B. MAJOR DRAINAGE WAY EASEMENTS. Easements shall be provided along each side of the centerline of any wetland, body of water, watercourse or drainage channel to a sufficient width to provide proper maintenance and protection and to provide for storm water run-off and installation and maintenance of storm sewers. Such easements for drainage purposes shall not be less than twenty (20) feet in width. Emergency overflow elevation shall be a minimum of two (2) feet below the lowest surrounding house opening.

C. DEDICATION. Easements shall be dedicated on the plat instrument for the required use.

CHAPTER 1328 - DEDICATION OF LAND OR CONTRIBUTION OF CASH FOR PUBLIC PURPOSE

A. DEDICATION OF PARKS, OPEN SPACE, AND PUBLIC PURPOSES. In every subdivision of land allowing development for residential, commercial or industrial uses, a reasonable portion of such land, not to exceed ten percent (10 %), shall be dedicated to the City for public recreation space, or open space, with such land being in addition to property dedicated for streets, easements, or other public ways. Public land dedications should be designated as "outlots." Any land considered for dedication shall be subject to suitability criteria as specified by the City Council as recommended by the Park and Recreation Commission. The desirability and usefulness of specific parcels of land will be evaluated according to several factors, including: size, shape, location, accessibility, topography, population density, and natural features. Specific parcels for park dedication shall be recommended by the Park and Recreation Commission, with action by the City Council. Said

land shall be suitable for public use for one or more of the afore-described purposes and the City shall not be required to accept land which is not suitable, or which would require extensive public expenditures to be made usable. The boundaries of all park lands shall be properly marked by the sub-divider with metal posts as approved by the City Engineer.

B. CASH CONTRIBUTION IN LIEU OF LAND. The City shall have the option to require a cash contribution in lieu of dedication or to require a portion of the land and a cash contribution in lieu of the balance thereof. The cash contribution shall be calculated based upon the number of new lots created within the subdivision, excluding outlots. Any cash contribution in lieu of land shall be based upon the fair market value of the land being subdivided. Fair market value is defined as the market value of the land within the subdivision on the date presented to the City Council for final approval, as determined by an appraiser chosen by the City from time to time. Any cash contribution paid to the City shall be placed in a fund and used only for the acquisition, development and maintenance of facilities designed or used for one or more of the afore-described purposes.

CHAPTER 1330 - OBLIGATIONS REGARDING SUBDIVISION IMPROVEMENTS

A. PAYMENT FOR INSTALLATION OF IMPROVEMENTS. The required improvements that are to be furnished and installed by the sub-divider shall be at the sole expense of the sub-divider and at no expense to the public. The City, at its option, may share infrastructure costs with the developer. That decision shall be based solely on the lack of adequate building lots within the City. All plans, grading, attorney, engineer, filing and dedication fees shall be the sole responsibility of the sub-divider.

B. DEVELOPMENT AGREEMENT REQUIRED. Prior to installation of any required improvements and prior to approval of the final plat, the sub-divider shall enter into a contract in writing with the City requiring the sub-divider to furnish and construct said improvements at the sub-divider's sole expense, or the City may share in the cost, per section 1330.A. above, in accordance with the plans and specifications and reasonable contract conditions, which shall include provision for supervision of details of construction by the City Engineer. The agreement shall require the sub-divider to either make an escrow deposit or to furnish a letter of credit, equal to 125 per cent of the City Engineer's estimate of the sub-dividers' total cost of the improvements to be furnished under the contract, including the cost of inspection. On request of the sub-divider, the contract may provide for completion of part or all of the improvements covered thereby prior to acceptance of the plat, and in such event the amount of the deposit or bond shall be reduced in a sum equal to the estimated cost of the improvements so completed prior to acceptance of the plat.

C. ISSUANCE OF GRADING PERMITS. No grading permit shall be issued for improvement of any subdivision prior to the approval of the preliminary plat for the subdivision, approval and execution of a development agreement, and payment by the sub-divider of all park dedication fees as may be required pursuant to Chapter 1328, C.

D. CONSTRUCTION PLANS. Construction plans for the required improvements, conforming in all respects with the standards of the City Engineer and applicable ordinances shall be prepared at the sub-divider's expense by a professional engineer who is registered in the State of Minnesota. Such plans, together with the quantities of construction items, two blueline prints, and an estimate of the total cost of the required improvements, shall be submitted to the City Engineer for approval. Upon approval, such plans and materials shall become part of the development agreement. Upon completion of the required improvements, the sub-divider shall submit to the City one vellum set of the plans as approved by the City Engineer to be filed as the record drawings of such improvements.

E. INSPECTION. All required improvements within the subdivision that are to be installed under the provisions of this Ordinance shall be inspected during the course of construction by the City Engineer at the sub-divider's sole expense and acceptance shall be subject to the City Engineer's certificate of compliance with the contract.

F. IMPROVEMENTS COMPLETED PRIOR TO APPROVAL OF FINAL PLAT. Improvements within a subdivision which have been completed prior to application for approval of the final plat or execution of the contract for installation of the required improvements shall be accepted as equivalent improvements in compliance with the requirements only if the City Engineer shall certify that the existing improvements conform to applicable standards and the sub-divider has satisfied the requirements of C. of this Chapter. No zoning permit for private construction within the subdivision or certificate of occupancy shall be issued prior to certification and acceptance.

G. TRUNK FACILITIES. Where a water main, sanitary sewer, storm drain or similar facility should be constructed at a larger size to serve areas outside the subdivision, the larger facility required must be constructed, the additional cost to be borne by the benefiting properties and the assessments to be determined accordingly by the City Council.

CHAPTER 1332 - MINOR SUBDIVISIONS, VARIANCES, AND WAIVER OF PLATTING

A. MINOR SUBDIVISIONS. In the case of a subdivision resulting in three lots or less, or a combination of two lots into one lot, in an area situated where topographical, wetland and soil conditions are well defined; an applicant may apply for approval of a minor subdivision. The preliminary and final plat requirements shall be as set forth in Chapter 1310 through 1318, unless specifically modified pursuant to this Section. Notwithstanding the preliminary and final plat requirements, the applicant may meet with an administrative committee comprised of one or more members of the City Staff, and the City Council. If the application for approval of a minor subdivision is recommended for approval by the administrative committee, then the public hearing for approval of the preliminary and final plat may be heard before the City Council. No minor subdivision shall be approved in conflict with the minimum standards of the City's zoning or subdivision regulations. The City Council may exempt the sub-divider from complying with certain requirements of this Ordinance where it finds that such

requirements will create an unnecessary hardship on the applicant and failure to comply does not interfere with the purposes of the subdivision regulations.

B. VARIANCES. The City Council may grant a variance in any particular case where the sub-divider can show that by reason of exceptional topography or other physical conditions the strict compliance with these regulations would cause an exceptional and undue hardship on the enjoyment of a substantial property right, provided such relief may be granted without detriment to the public welfare and without impairing the intent and purpose of these regulations, along with the findings required by Chapter 1310, C. of the City Code.

C. APPLICATION REQUIRED. Application for any such variance shall be made in writing by the sub-divider at the time when the preliminary plat is filed for consideration, stating fully all facts relied upon by the petitioner, and shall be supplemented with maps, plans or other additional data which may aid in the analysis of the proposed project. The plans for such development shall include such covenants, restrictions or other legal provisions necessary to guarantee the full achievement of the plan. Any variance or modification thus granted shall be recorded in resolution form setting forth the reasons which justified the action and entered in the minutes of the City Council.

D. WAIVER OF PLATTING REQUIREMENTS. The City Council may waive the platting requirements of this Ordinance where it finds that strict compliance will create an unnecessary hardship (monetary considerations alone do not constitute a hardship) on the applicant and failure to comply does not interfere with the purpose of the subdivision regulations. An application for waiver of platting requirements must be filed with the City, as provided in Section F. of this Chapter.

E. SUBDIVISION OR COMBINATION OF PLATTED LOTS. In the case of a request to divide or combine a lot or combine lots which are a part of a recorded plat where the division or combination is to permit the adding of a parcel of land to an abutting lot or to create two lots and the newly created property line will not cause the other remaining portion of the lot to be in violation of this Ordinance or the Zoning Ordinance, the division may be approved by the City Council after submission of a survey by a registered land surveyor showing the original lot and the proposed division.

F. APPLICATION FOR WAIVER OF PLATTING. The owner or owners of such lots, tracts, or parcels to be so divided or consolidated shall file with the City an application for such division or consolidation together with the following information:

1. Survey. A survey of the proposed division showing the dimensions of all lands included therein, the boundaries of said lands, the locations of all buildings and other encroachments, and the location of all proposed construction. The City Council may approve a waiver of the survey requirement in cases where the property previously was platted; where the property is to be combined with land that already meets criteria for a building site; or where a deed restriction is filed to prohibit future construction of a building on the property. In order to grant a waiver, the City Council shall find that the survey requirement would be unnecessary to any future use of the land; or would

create a discrepancy in the title or be at variance with long-standing use of the land. If a survey is waived, then a scaled drawing may be required.

2. Hydrological and Soils Information. Location of test holes, hydrological data, and soils information, as recommended by the City Engineer, from which it can be determined that the proposed uses of the subject property are feasible.
3. Legal Description. A concise legal description of the subject property before and after the proposed division or consolidation is complete.
4. Easements. Dedication of drainage and utility easements, as recommended by City Engineer.

G. **PROCEDURE FOR APPROVAL OF WAIVER OF PLATTING**. Upon receipt by the City of the application and required documents and the payment of an administrative fee established by resolution of the City Council, the City Administrator shall place the application on the agenda of the next regular council meeting and shall present a recommendation for or against approval of the application, stating reasons for such recommendation. Approval or disapproval by the City Council shall be by resolution, and resolutions of approval shall be filed in the office of the Registrar or Recorder for Houston County.

H. **GHOST PLATTING**. A preliminary re-subdivision plan may be required showing a potential and feasible way in which the lot or lots may be re-subdivided in future years for more intensive use of the land consistent with policies and procedures for ghost platting which may be adopted by the City Council.

CHAPTER 1334 –ZONING PERMITS

No zoning permits shall be issued for construction on any lot within the subdivision until all roadways are paved with base material, as per Title 700, so as to be accessible by emergency vehicles. The application for a zoning permit within a subdivision shall fully comply with the requirements of Chapter 1330. In addition, no certificate of occupancy shall be issued until all roadways are fully completed in conformance with the approved plans and specifications and accepted by the City upon the recommendation of the City Engineer.