

**FINAL PLATTING PROCESS
(CITY CODE CHAPTER 12)**

1. Request City Council approval (Refer to City Code Sec. 12.20).
2. Submit **three full-sized copies and one 8" x 11" pdf reduction** of the final plat to the Engineering Division at least **14 days** prior to the requested City Council approval date.
3. Those representatives listed on the final plat application will receive a copy of the final plat report prior to the City Council meeting.
4. Upon approval of the final plat request by the City Council:
 - A) Submit **two mylars** of the approved plat (with any required corrections) to the Engineering Division.
 - B) Submit mylar scale reductions of plat, one each, of 1" = 200' and 1" = 500'.
 - C) All signatures prior to the City level must appear on the plat at this time. Allow at least **48 hours** for the plat to be processed and City Signatures obtained by the Engineering Division.
 - D) All applicable fees, financial guarantees (refer to City Code Sec. 12.50) and other documents, as defined in the Engineering Division Final Plat Report and in the Developer's Agreement, must be provided by the applicant and reviewed by the Engineering Division prior to release of the plat. Final plat fees are calculated as follows:
 - 1) **Engineering:**
 - a) Residential - \$57.00/unit (\$320.00 minimum)
 - b) Commercial, Industrial, Office & Public - \$138.00/acre (min. \$320.00)
 - 2) **Street Lighting:**
 - a) Based on one light (or fraction thereof) for every 200 feet of centerline street length.
*Charged at prevailing NSP rates and collected for 36 months at time of final plat
 - 3) **Street Signs:**
 - a) This fee is computed by the Engineering Division upon review of the plat for City Council approval.
5. The executed final plat will be released to the owner or authorized representative upon satisfaction of all platting requirements. The owner is responsible to promptly record the plat with Hennepin County.
6. Provide a list of areas (to the nearest square foot) of all lots, outlots, and road right-of-ways certified by the surveyor who signs the plat.
7. Provide an up-to-date **certified Abstract of Title** or **Registered Property Report** on such other evidence as the City Attorney may require showing title or control in the applicant.

THIS PAGE IS TO BE RETAINED BY APPLICANT

Note: When you pay by check, the City of Eden Prairie will present the check for payment to your bank electronically. Your original check will be destroyed once processed and you will not receive your cancelled check back.

**CITY OF EDEN PRAIRIE - 2009
FINAL PLAT APPLICATION**

PLAT NAME	
APPLICATION / FEE OWNER INFORMATION	Applicant _____ Phone _____ Address _____ City _____ State _____ Zip _____ Fee Owner _____ Phone _____ Address _____ City _____ State _____ Zip _____ Phone _____ E-mail _____
SURVEYOR INFORMATION	Name _____ Address _____ City _____ State _____ Zip _____ Phone _____ E-mail _____
COUNCIL INFORMATION	<p>City Council meetings are normally scheduled the 1st and 3rd Tuesday of every month. All material necessary for the Engineering Division to process this request must be provided at least 14 days prior to the meeting for which approval is requested.</p> <p>City Council action is requested on _____ (date)</p>
SIGNATURES REQUIRED	<p>The undersigned representative of the application hereby certifies that he is familiar with the procedural requirements of Chapter 12 of the City Code and acknowledges that all required final plat fees, financial guaranties and certain Developer's Agreement requirements must be satisfied prior to City release of this plat.</p> <p>SIGNED BY _____</p> <p>DATE _____</p> <p>REPRESENTING _____</p>
RECEIVED BY	
DATE	
RECEIPT NUMBER	