



BENTON COUNTY DEPARTMENT OF DEVELOPMENT  
531 DEWEY STREET, PO BOX 129  
FOLEY, MN 56329-0129  
PHONE: (320) 968-5065 FAX: (320) 968-5351

**APPLICATION FOR MINOR PRELIMINARY PLAT APPROVAL**

Date: \_\_\_\_\_

1. Name of subdivision: \_\_\_\_\_

2. Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(street no. and name) (City) (State) (Zip)

3. Owner of Record: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(street no. and name) (City) (State) (Zip)

4. Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(street no. and name) (City) (State) (Zip)

5. Land Surveyor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(street no. and name) (City) (State) (Zip)

6. Subdivision Location: on the \_\_\_\_\_ side of \_\_\_\_\_  
\_\_\_\_\_ feet \_\_\_\_\_ of \_\_\_\_\_  
(Direction) (Street)

7. Postal Delivery Area: \_\_\_\_\_ School District: \_\_\_\_\_

8. Total Acreage: \_\_\_\_\_ Zone: \_\_\_\_\_ Number of Lots: \_\_\_\_\_

9. Has the Board of Adjustment granted any variance concerning this property? \_\_\_\_\_

If so, list Case No. and Name: \_\_\_\_\_

10. Has the Planning Commission granted any conditional use permit for a cluster subdivision concerning this property? \_\_\_\_\_

If so, list Case No. and Name: \_\_\_\_\_

**Application for Minor Preliminary Plat Approval**

11. List the parcel identification numbers (PID) of all area to be platted: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Attach ten copies and one 11"x17" reduction of the proposed preliminary plat.

13. Submit copies of the soil borings for each proposed lot.

14. Signature and address of person submitting the plat and all required documentation.

\_\_\_\_\_  
Signature

Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(street)

\_\_\_\_\_  
(City) (State) (Zip)

For Office Use Only	
Receipt Number: _____	Date Submitted: _____
Platting Committee Meeting: _____	
Planning Commission Public Hearing: _____	
Fee: \$400	

## Summary of the Platting Process

### Preliminary Plat Application

- Completed application signed by the owner, 10 full size copies of the plats and an 11"x17" reduction submitted to Department of Development along with the application fee. Soil borings and wetland delineation are required to be submitted with the application.
- The application will be scheduled for the Planning Commission when all the information is received.

### Meetings

- Townships typically require a separate public review of proposed plats and you will need to arrange that meeting with the Township. The Township should review the plat prior to the Planning Commission meeting. The Township can provide comments on the attached acknowledgement form.
- The Parks Commission will review the plat and make a recommendation to the County Board on whether to accept a dedication of land (typically 10%) or contribution in lieu of dedication (typically \$600 per lot). In some cases an easement may be requested for trails. The Parks commission meets the first Wednesday of the month and your attendance is welcomed but not required.
- The Platting Committee will review the plat. The Platting Committee is a technical review of the application by staff. Notice will be sent on the time and date of the meeting. Attendance by the owner and/or surveyor is welcomed but not required.

### Planning Commission Public Hearing

- The Planning Commission public hearing will review and take action on the preliminary plat. Your attendance is required and failure to attend typically results in the application being continued to a future meeting. A public notice is sent to the newspaper and residents within ½ mile of the plat. You will receive a copy of the staff report and reminder of the meeting date and time prior to the meeting.

### County Board Public Hearing

- After the Planning Commission approves the preliminary plat you are required to update your abstract and have a title opinion prepared by an attorney at law based upon the examination of the title. Any deed restriction should be incorporated at this time.
- If there is a mortgage involved the mortgage company will need to consent to the plat, release the area being platted from the mortgage or sign the plat.
- After Planning Commission approval your surveyor should prepare the final plat and submit to the County Surveyor for review. There is a fee for the County Surveyor review that will need to be submitted at this time. The title opinion is required for the plat review.
- Once the County Surveyor determines that the final plat meets the statutory submission requirements 5 paper copies and an 11"x17" reduction needs to be submitted with the application and fee to the Department of Development.
- Once the above steps have been completed a County Board meeting will be scheduled for the final public hearing. This meeting is also advertised and notices sent to adjacent residences. Attendance at the Board meeting is expected.

### Recording the Plat

- After approval you need to request your surveyor to prepare the mylars.
- You will need to obtain the signatures on the mylars for all non-County agencies (including the township supervisor).
- The signed mylars should be delivered to the Highway Department and they will be circulated for County signatures.
- At this time you can also submit a check for recording the plat and other documents to the County Records office. The park dedication fees can be paid at this time to the Department of Development. The full year taxes will also be required to be paid to the Auditor-Treasurer prior to the plat being recorded.
- Once the plat is recorded, deed for the lots will have to be created and than the lots can be sold.

## Township Acknowledgement Form

The Township hereby acknowledges that the Township reviewed the Plat titled \_\_\_\_\_ revised as of \_\_\_\_\_. The Plat (was/was not) presented at a public meeting dated \_\_\_\_\_. The Township acknowledges they reviewed the plat in terms of roads, access, right-of-way, and fire protection and have the following comments:

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Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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Signature \_\_\_\_\_ Title \_\_\_\_\_

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Signature \_\_\_\_\_ Title \_\_\_\_\_

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Signature \_\_\_\_\_ Title \_\_\_\_\_

## TOWNSHIP RESOURCE INFORMATION

Townships are required to sign the final plat and are requested to review and sign an acknowledgement form for the preliminary plat. Some townships require that the plat be presented at a Township public meeting prior to approving a plat. Please contact the township early in the process to prevent delays. Please note that meetings dates and times may have changed so verify with the Township.

Alberta: Meeting Day: 2nd Tuesday of the month @ 8:00 PM  
Township Hall Location: 10716 Pine Road NE -- Foley.  
Clerk: Robert Thaler 387-3466

Alberta requests that plats with a Township road involved be presented at their meeting.

Gilmanton: Meeting Day: 1<sup>st</sup> Tuesday of the month @ 8:00 PM  
Township Hall Location: 8475 - 105th Ave. NE -- Foley.  
Clerk: Patricia Lezer 387-3272

Gilmanton Township will not sign plats or acknowledgement forms without a public meeting being conducted first. Please attend a township meeting with the plat early in the process to avoid delays. Township will only sign plats at a public meeting.

Glendorado: Meeting Day: Last Thursday of the month @ 7:00 PM  
Township Hall Location: 792 - 190th Ave. NE -- Princeton.  
Clerk: Jane Anderson 968-7445 (4130 159th Ave NE, Foley)

Glendorado requests applicants contact the clerk to schedule the plat for a public meeting early in the process. Meetings maybe held at the Clerk's residence

Graham: Meeting Day: 2nd Monday of the month @ 8:10 PM  
Township Hall Location: 14255 - 45th Ave. NE -- Rice.  
Clerk: Deborah Scott 393-3294

Graham requests you contact the Clerk to schedule the plat for a public meeting early in the process.

Granite Ledge: Meeting Day: 2nd Wednesday of the month @ 7:00 PM  
Township Hall Location: 14965 - 130th St. NE – Foley.  
Meetings are held at the Clerk's house during the winter months.  
Clerk: Dorothy Gruba 387-2262 (16658 - 135th St NE Oak Park)

Granite Ledge requests you contact the clerk or supervisor early in the process. Township will sign plats or acknowledgement forms only at public meeting.

Langola: Meeting Day: 3rd Wednesday of the month @ 7:00 PM  
Township Hall Location: Rice City Hall -- 205 Main St. E. – Rice.  
Clerk: Mary Olson 584-6478

Langola requests applicants contact the clerk to schedule the plat for a public meeting early in the process.

# TOWNSHIP RESOURCE INFORMATION

Mayhew Lake: Meeting Day: 1st Tuesday of the month @ 8:00 PM  
Township Hall Location: 9511 - 55th Ave. NE – Foley.  
Clerk: Lawrence Thell 387-2391

Mayhew Lake requests presentation of the plat at a public meeting prior to final plat approval. The plat should be presented early in the process to avoid delays. Meetings maybe held at the Clerks residence (5248 115th Street NE, Foley).

Maywood: Meeting Day: 2nd Tuesday of the month @ 7:00 PM  
Township Hall Location: 16708 Ironwood Rd. NE -- in Oak Park.  
Clerk: Richard Murray 294-5772

Maywood requests applicants contact the clerk to schedule the plat for a public meeting early in the process. Township will only sign final plats at public meeting.

Minden: Meeting Day: 2nd Tuesday of the month @ 8:00 PM  
Township Hall Location: 2989 Golden Spike Road NE -- Sauk Rapids.  
Clerk: Glenica Mehrwerth 492-6470 - Chair: Mike Ebnet 252-1202

Minden requests applicants contact the chair and clerk to schedule the plat for a public meeting early in the process.

St. George: Meeting Day: 2nd Wednesday of the month @ 7:00 PM  
Township Hall Location: 1310 - 105th Ave NE – Foley.  
Clerk: Christine Scherbing 248-4059

St. George requests applicants contact the clerk to schedule the plat for a public meeting early in the process.

Sauk Rapids: Meeting Day: 1<sup>st</sup> Monday of the month @ 7:00 PM  
Township Hall Location: 4749 Mayhew Lake Rd  
Clerk: Tina Douvier 259-0720

Sauk Rapids requests applicants contact the clerk to schedule the plat for a public meeting early in the process.

Watab: Meeting Day: 1st Tuesday of the month @ 7:00 PM  
Township Hall Location: 660 - 75th St. NW -- Sauk Rapids  
Clerk: Pat Spence 255-8916

Watab requires public meetings on plats and applicants need to contact the clerk to be scheduled for a public meeting. For additional info: [www.wabtownship.com](http://www.wabtownship.com)