



**Environmental & Economic
Development Department**
1902 County Road B East
Maplewood, MN 55109
(651) 249-2300 (651) 249-2319 fax
www.MaplewoodMN.gov

Fee: \$430

FINAL PLAT APPLICATION

Address of site:

Applicant name:	
Contact person:	
Address:	Zip:
Telephone (work):	(home):
Email address:	
Interest in property:	

Property owner(s) of record:	
Address:	Zip:
Telephone (work):	(home):
Email address:	

The applicant hereby grants permission for the City's employees, officials and agents to enter onto the property that is subject to this application for the purposes of viewing the property and reviewing this request.

Applicant Signature _____

Date _____

OFFICE USE ONLY

Date Received _____ By _____ Receipt # _____

Revised 07/2016

FILING REQUIREMENTS

You must provide all of the following items with your application:

- One 8 ½" x 11" reduction of the final plat.
- One reproducible copy of the final plat drawn to 1" = 200' scale.
- Ten 11" x 17" reductions of the final plat.
- An Adobe.pdf file of all project plans (8 ½" x 11" in size).
- Electronic copies of written project statements or narratives.
- If you want the Mayor to sign the plat at the Council meeting, please submit the mylar or linen reproducible copies as well.
- Application fee of \$430. **This fee is nonrefundable.** Make your check payable to the City of Maplewood.

NOTES

- The Ramsey County Surveyor must check and approve your final plat before the City reviews it. You may reach the County Surveyor at 651-266-2600. If the site is next to a state highway, MnDOT must also approve the plat. Please call MnDOT at 651-582-1387 for more information.
- Check to see which watershed district your plat is in. The district will require that you get a permit from them before you have your grading started. Applications for the Ramsey-Washington Metro Watershed District are available from the District Administrator. Please call 651-792-7950 for more information.
- **NOTE: The City will not issue building permits until the County records the plat, water service is installed and in service, and an all-weather access road is constructed. This is a requirement of the Uniform Fire Code which Minnesota has adopted as law.**

PROCEDURE

- Return this application to: Environmental and Economic Development Department
1902 County Road B East
Maplewood, MN 55109
- The Environmental and Economic Director will schedule a meeting with the City Council. The Director will not schedule a meeting unless you have met all of the conditions for preliminary plat approval.
- City staff will inform you of the meeting.