



CHISAGO COUNTY ENVIRONMENTAL SERVICES

PLATTING PROCEDURAL GUIDE *Land Subdivisions in Chisago County*

Platting Guide V
Revised January 2016

Since June 2, 1999, subdivisions of land within Chisago County have been regulated through the formal platting process outlined in the Chisago County Subdivision Ordinance, as well as Minnesota Statute 505. This was a rather significant departure from historical practice in Chisago County, where, since 1970, the only subdivisions of land requiring county approval were those less than five acres in size, or having less than 300 feet of road frontage. Formal platting is in contrast to simple metes and bounds conveyance by deed with legal description, as was commonplace in years past.

At present, any subdivision of land which results in a parcel(s) less than 20 acres in size, and/or 500 feet in width, requires formal platting. In addition, the Chisago County Board of Commissioners has directed the Planning Commission to apply the principle of permitting one access per subdivision unless extraordinary circumstances dictate otherwise. This is intended to encourage cluster development and decrease the number of new accesses onto existing roads in the interest of safety and aesthetics. This generally means the construction of a new township road, often hardsurfaced. Platting is a time-consuming, costly, and complex process which can be challenging to the non-professional developer attempting to subdivide his land. To try to clear up some of the mystery and help landowners through the complicated process, the Department of Environmental Services has developed the following Platting Procedural Guide. While not intending this informal outline to take the place of the actual ordinances and laws governing the process, we hope that this will outline some of the typical steps followed during the normal platting process.

*Chisago County Environmental Services
313 No. Main Street Room 243
Center City, MN 55012
(651) 213-8371*

PRELIMINARY PLAT PROCEDURE:

Outline of Preliminary Plat steps and Final Plat steps

- 1. PRESENT SKETCH PLAN:** Meet and confer informally with Zoning Staff to present a sketch plan of the proposed subdivision. At this time the sketch is given a cursory review, and checked basically for compliance with zoning district, flood plain, lot size requirements and lot widths, and other relevant dimensional criteria. ***Concept approval of a sketch plan in no way constitutes approval of a preliminary plat!*** Actual approval will only be forthcoming after a formal preliminary plat is filed and approved by the County Board, in accordance with MN Statute 505 and Chisago County's Plat Manual, with all accurate dimensions and calculations provided by a MN registered land surveyor.
- 2. SELECT YOUR PROFESSIONAL CONTRACTORS:** You will need to contract with a number of professionals to proceed with your platting process. These professionals will include a registered land surveyor, a soil tester/site evaluator, a wetland delineator, and an engineer if you are constructing a road in your plat, if you require an NPDES permit submittal to MPCA, or if your development requires an Environmental Assessment Worksheet. Please see the attached list of firms commonly doing this sort of work in Chisago County. If your surveyor has not previously worked in Chisago County, have him contact this office at (651)213-8371 to obtain a copy of this guide, the Subdivision Ordinance, and the Chisago County Plat Manual.
- 3. MEET WITH COUNTY PUBLIC WORKS:** If affected property fronts on, or will require a new road or driveway access onto a County Road, meet with the right-of-way agent to determine if proposed location will be permissible, if improvements will be necessary (i.e. new turn lanes, etc.) and how much additional County Road right-of-way you will be required to dedicate during the platting process. You must contact Public Works and obtain necessary permits prior to undertaking any construction or work within the County right-of-way. Please refer to the Chisago County Access Management Ordinance which governs and limits accesses into new subdivisions. Subdivisions that front on or will impact state highways should be submitted to MN DOT to determine if upgrades to the state highway may also be required. Contact information is available from this office.
- 4. MEET INFORMALLY WITH TOWNSHIP:** *If your subdivision requires construction of a new township road*, we suggest meeting informally with the township board in which the plat is located. (In Sunrise Township you must also meet with their township planning commission.) If the township has an engineering firm, contact them to discuss road specifications, conditions for the township's acceptance of the road, and developer's agreements, and other relevant issues.
- 5. WETLAND DELINEATION:** If wetlands are present in the subject property, all such lands shall be delineated by a private consultant prior to platting. If no wetlands are present a truing letter from the consultant must declare so. If the subject property is cropland, a 20 year historical photo review will be required as an inclusion to the delineation report. The historical photos may be obtained from the Chisago Soil and Water Conservation District (651-674-2333). After you make preliminary plat application, the County Wetland Specialist will ground-truth the wetland delineation report for accuracy, provided the report is ***completed AND submitted*** for truing between the months of May and October, in years of normal weather. All wetlands identified shall be indicated on the hardshells of the final plat.
- 6. FILE APPLICATION FOR PRELIMINARY PLAT AND PAY PROCESSING FEES:** Prior to the first of the month, file application for preliminary plat and pay the hearing fee at the Chisago County Environmental Services Office. Staff will provide you with a list of required meetings, and will notify the Township of your application so they will place your application on their agenda. The hearing fee for the preliminary plat is variable, as follows:

REQUIRED SUBMITTALS:

Preliminary plat applications will be considered incomplete without all of the following submittals (if they apply to your project). Your public hearing process may be delayed if your application is incomplete.

- Chisago County’s application forms with applicable fees to be paid.
- Two *properly engineer-folded* full-sized copies of the preliminary plat consistent with MN Statute 505.
- One reduced 11 x 17 inch copy of the plat.
- One full sized copy of the preliminary plat with soil borings displaying one acre of buildable land on each proposed lot. Soil borings must be consecutively numbered and directly correspond to those in the soils report.
- The soils report proving one acre buildable for each lot. *Soil borings must be accurately staked on-site.*
- An electronic file of the plat (jpeg or TIF file) sent by your surveyor to Tara Guy at tara.guy@chisagocounty.us
- The wetland report and delineation.
- NPDES permit application as submitted to MPCA, if your project will disturb over one acre of soil (pursuant to NPDES Phase II storm water permit requirements as mandated and processed by MPCA.
- Engineered grading and drainage plan.
- Engineering data and road design if constructing new road.
- Yield plan for plat if clustering or using transferred development credits. Yield plan must show soil borings proving one acre of buildable land on each parcel being used in the density calculation.

FEE SCHEDULE

Preliminary Plat Fees

Preliminary Plat of 1 to 3 lots.....	\$500.00 plus wetland fees (see below)
Preliminary Plat of more than 3 lots.....	\$500.00 plus \$35 per lot plus wetland fees
PUD/Clustered Preliminary Plat.....	\$750.00 plus \$35 per lot plus wetland fees
Plat Compliance Fee.....	\$150 for plat with no road \$100.00 per lot for plats with new road
CUP hearing fee if plat is clustered or a PUD.....	\$525.00
Final Plat.....	\$500.00
Park Fees.....	\$1,600.00 per lot

****Preliminary Plat fees will include one site visit per lot for groundtruthing of soils. Any additional trips will be charged at the ISTS fee of \$75.00 per trip.*

Wetland fees

Ground-truthing fee for plat having three lots or less.....	\$200.00
Ground-truthing fee for plat having more than three lots on ten acres or less.....	\$360.00
Ground-truthing fee for plats having three or more lots on more than ten acres.....	\$500.00

****See wetland fee schedule for ground-truthing fees on parcels with no plat application.*

7. ATTEND PLAT REVIEW COMMITTEE MEETING: Meet with the Plat Review Committee (Zoning Administrator, County Surveyor, Wetland Specialist, County Right-of-Way Agent, DNR, SCS Office, Utility Companies, Township Officers, Engineers, etc.) to discuss technical aspects of plat, and any required changes or alterations to your proposed subdivision. The Zoning Office will schedule this meeting.

8. ATTEND TOWNSHIP BOARD MEETING: Present preliminary plat to the township board (and township planning commission if there is one) at their monthly meeting. Get recommendations/conditions/approvals from them to present to the County Planning Commission. Failure to attend the meeting will cause a delay in your hearing process. If the Township has its own Planning Commission, you will have to attend that meeting as well.

9. ATTEND COUNTY PLANNING COMMISSION HEARING: Attend the Planning Commission hearing, present preliminary plat and other related information, obtain recommendation for approval, for action by County Board of Commissioners. If the plat or the information is incomplete or inadequate, your proposal may be tabled if you request more time to provide the necessary data.

FINAL PLAT PROCEDURE:

1. **EXECUTE DEVELOPER'S AGREEMENT, SECURE FINANCIAL GUARANTEE PRIOR TO COMMENCING IMPROVEMENTS:** After obtaining final approval of preliminary plat, if a developer's agreement is required, negotiate the terms with the township or County, execute developer's agreement, and present a financial guarantee in favor of the township or County as necessary, (i.e. bond, letter of credit or escrow account) guaranteeing completion of the road, permanent staking of the lot lines, and/or other improvements, pursuant to Subdivision Ordinance Section 5.07. **No work may begin on improvements until proof of a signed developer's agreement and the financial guarantee has been submitted to Chisago County Environmental Services.** In addition, the developer's agreement must be recorded with the final plat.
2. **OBTAIN ALL NECESSARY ACCESS PERMITS FROM CHISAGO COUNTY PUBLIC WORKS IF AN ACCESS IS ONTO A COUNTY ROAD. ABSOLUTELY NO ROAD WORK MAY BEGIN UNTIL PROOF OF AN APPROVED ACCESS PERMIT IS SUBMITTED TO ENVIRONMENTAL SERVICES.** If the new road is accessing onto a Township Road contact the Township to obtain an access permit from them.
3. **FINAL PLAT CHECK:** Have your surveyor generate the final plat, and submit it to the County Surveyor for the Final Plat Check. There will be a Plat Check Fee of at least \$300.00 collected by the Surveyor for this service. The amount is computed as a base fee of \$200.00 plus \$20.00 per lot, with a minimum of \$300.00. When the final plat has been checked and approved, have your surveyor generate the final plat mylars.
4. **CONSENT TO PLAT:** If the subject property has a mortgage, obtain signed "consent-to-plat" from lender.
5. **PRESENT FINAL PLAT MYLARS TO TOWNSHIP:** Take the final plat mylars to the township board for their Chair and Clerk signatures.
6. **FINAL PLAT MYLARS:** Take the final plat mylar documents (2) to County Surveyor Paul Gibson, at the Department of Public Works, for his signature and the County Engineer Joe Triplett, if project is located on a County Road. Public Works is located at 31325 Oasis Rd. in Center City. ***You must make an appointment to obtain signatures. Please call: 651-213-0769.***
7. **PAY REAL ESTATE TAXES THROUGH YEAR'S END:** Pay any current and delinquent taxes due on the entire parent parcel of land, at the office of the County Treasurer.
8. **PAY PARK FUND FEES:** Pay the park fee into the Park Fund at the office of Environmental Services. The fee is \$1600.00 per lot created within the new plat, even if there is an existing dwelling on one of the lots.
9. **SUBMIT NEW TITLE OPINION:** Submit a title opinion on the subject property prepared by your attorney, (***no older than 45 days***) and ***addressed to the Chisago County Board of Commissioners***, but sent or brought to the Zoning Office. (A title insurance commitment is also acceptable.)
10. **PRESENT FINAL PLAT MYLARS TO ZONING OFFICE:** If the final plat is received by 11:00 a.m. on the Wednesday preceding the next County Board meeting, and if the final plat is unchanged from the approved preliminary plat, and all signatures are affixed, the final plat will be presented directly to the County Board without further public hearings. **PAY FINAL PLAT FEE:** Environmental Services Final Plat fee is currently \$500.00 and must be paid at time final plat is submitted.
11. **PAY RECORDING FEE:** Attach a check payable to the County Recorder for \$56.00, to the final plat when you bring it to the Zoning Office. If you have additional documents for recording (i.e. declaration of covenants, articles of incorporation, developers agreement, etc.) there will be additional recording fees for each document. Please contact the County Recorder at (651) 213-8584 for their fee schedule.
12. **PRESENT FINAL PLAT TO COUNTY BOARD:** Upon completion of all the above listed steps, the Zoning Administrator will present the final plat to the County Board for Board resolution and signatures.
13. **RECORD FINAL PLAT:** Zoning Administrator will present final plat mylars to the office of the County Recorder. Building permits will be issued only after recording the final plat.

Registered Land Surveyors & Platting Specialists

This list is NOT comprehensive nor should it be considered a recommendation, it is merely an alphabetical listing of surveyors/technical specialists who regularly work in Chisago County. You may select any Minnesota-registered land surveyor to prepare the plat, and any consultant to assist you through the platting process.

*Dale Anderson Land Surveying
Cambridge, MN
763-689-4042*

*Bolton & Menk, Inc.
Craig Johnson
Ramsey, MN
763-433-2851*

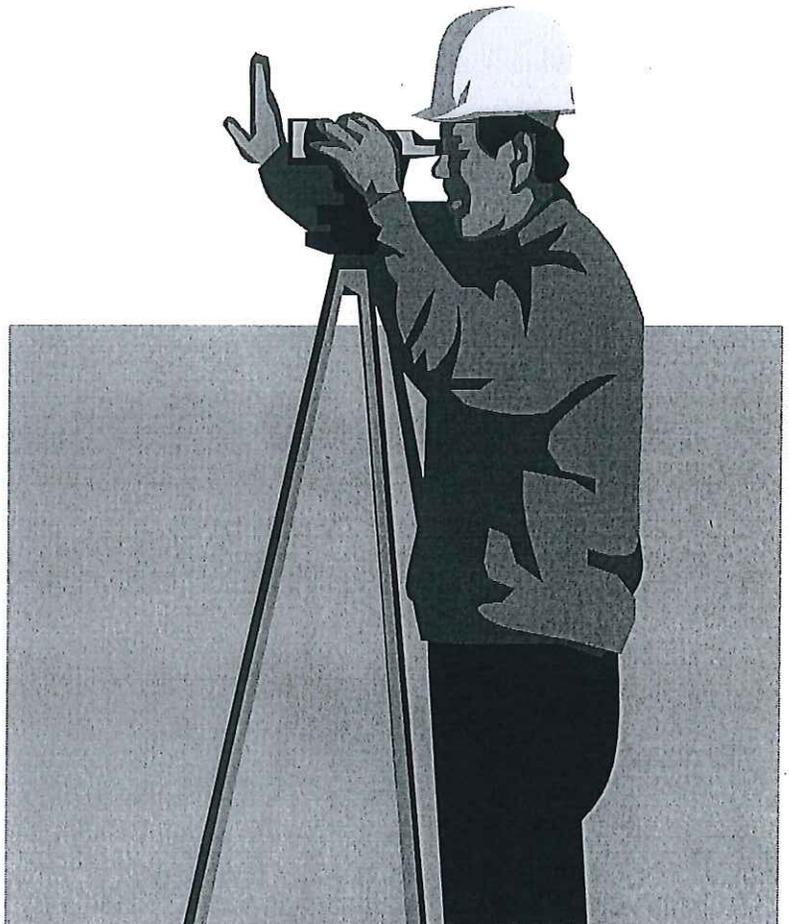
*Hult and Hebeisen
Forest Lake, MN
(651) 464-3130*

*Ned H. Froberg (Platting Consultant)
Scandia, MN
Ph & Fax 651-433-4024
nfroberg@frontiernet.net*

*Don Hansen Surveying
Cambridge, MN
(763) 689-4749*

*Landmark Surveying
Scandia, MN
(651) 433-3421*

*Carlson Professional Services
Lino Lakes, MN
763-489-7915*



*Metro Land Surveying
(Formerly M.B. Rude)
Pine City, MN (320) 629-3267*

*Pioneer Engineering
Mendota Heights/Coon Rapids, MN
(651) 681-1914 / (763) 783-1880*

Corps of Engineers - St. Paul District

Wetland Consultants List

19 DECEMBER 2003

PLEASE NOTE: The following list represents consultants who have indicated that they are available for hire by the public in Minnesota to delineate wetlands or other waters of the United States or design wetland compensatory mitigation projects, and who have requested to be included on this list. *The St. Paul District, Corps of Engineers, does not certify or recommend any consultants.* You may wish to contact more than one consultant to obtain a comparison of costs and qualifications for services. You may also wish to consult other sources of information such as telephone/business listings, Internet search engines, etc.

American Engineering, PC
Stephen Hoetzer, PE
846 45th Ave. NW
Hazen, MN 58545
701 487-3669
amereng@westriv.com

Aquatic EcoSolutions, Inc.
Robert J. F. Merila
2116 Marquis Road
Golden Valley, MN 55427
merila@infopac.com
763 545-0912

Barr Engineering Co.
Mark Jacobson
4700 West 77th Street
Minneapolis, MN 55435
952-832-2764
www.barr.com

MFRA
15050 23rd Avenue North
Plymouth, MN 55447
763 476-6010
www.mfra.com**Braun Intertec
Corporation**

George A. Klumetske, CEO
11001 Hampshire Ave. S.
Minneapolis, MN 55438
952 995-2000
info@braunintertec.com
www.braunintertec.com

North American Wetland Engineering
Ryan C Brandt, Biologist
20 North Lake Street
Suite 100
Forest Lake, MN 55025
651 255-5049
rbrandt@nawe-pa.com
www.nawe-pa.com

CH2M HILL
Jeff Olson
1380 Corporate Center Curve
Suite 200
Eagan, MN 55121-1200
651 688-8100 ext. 16

**Critical Connections Ecological
Services, Inc.**
Jason Husveth/Scott A. Milburn
14758 Ostlund Trail North
Marine on St. Croix, MN 55047
651 433-4410
cciecology@att.net

Dave Banta Consulting
David Banta, CF
P.O. Box 253
Rock Creek, MN 55067
320 629-1257

Parsons
Dan Lutenegger
111 Third Avenue South
Minneapolis, MN 55401
612 370-2620
daniel.j.lutenegger@parsons.com

Peterson Environmental Consulting
Ronald P. Peterson
1355 Mendota Heights Rd.
Suite 100
Mendota Heights, MN 55120
651 686-0151
pecinc@petersonenv.com
www.petersonenv.com

Earth Tech, Inc.
Knapp, Leslie H., Program Director
3033 Campus Drive
Minneapolis, MN 55441
763 551-2467
Leslie.Knapp@earthtech.com
www.earthtech.com

Prairie Restorations, Inc.
P.O. Box 327
Princeton, MN 55371
763 389-4342
info@prairieresto.com
www.prairieresto.com

Schoell-Madson, Inc.
Meg Jeffery, Dir. Of Natural Resources
10580 Wayzata Blvd.
Minnetonka, MN 55305
952 847-9637
megj@schoellmadson.com
www.schoellmadson.com

ENSR International
Chris Boehm
4500 Park Glen Road, Suite 210
St. Louis Park, MN 55406
952 924-0117
cboehm@ensr.com
www.ensr.com

Short Elliott Hendrickson, Inc.
Todd Ulvig
3535 Vadnais Center Drive
St. Paul, MN 55110
651 490-2000
tudvig@sehinc.com

Southern Mn. Agronomic & Env. Services
Arlo Habben
R 1 Box 31
Chatfield, Mn 55923
507 867-9044
smales@juno.com

SRF Consulting Group, Inc.
Elaine Samolytz
One Carlson Parkway North
Suite 150
Minneapolis, MN 55447-4443
763 475-0010
esamolytz@srdconsulting.com
www.wrfconsulting.com

Howard R. Green Co.
Jacob Cunningham, Theresa Foster
1356 Energy Park Drive
St. Paul, MN 55108
651 644-4389
tfoster@hrgreen.com
jcunningham@hrgreen.com
www.hrgreen.com

Ulteig Engineers, Inc.
Rich Revering, PE
5210 East River Road
308
Minneapolis, MN 55421
763 571-2500
revering@ulteig-mpls.com
www.ulteig-mpls.com

Houston Engineering, Inc.
Mark D. Aanenson
10900 73rd Ave. N.
Ste. 106
Maple Grove, MN 55369
763 493-4522
maanenson@houstonengineeringinc.com
www.houstonengineeringinc.com

Hult & Associates Inc.
David M. Heinrichs
6641 Lake Boulevard
Forest Lake, Minnesota 55025
651 464-3130
dheinrichs@mfra.com

Westwood Professional Services, Inc
Rob Bouta
7699 Anagram Drive
Eden Prairie, MN 55344-7399
952 906-7436
888 937-5150
rob.bouta@westwoodps.com

Westwood Professional Services, Inc
Matt Vollbrecht
3701 12th Street North, Suite 206
St. Cloud, MN 56303
320 253-9495
800 270-9495
matt.vollbrecht@westwoodps.com

Pioneer Engineering
2422 Enterprise Drive
Mendota Heights, MN 55120
(651) 681-1914

Mn/DOT Notification Requirements

Relating to proposed subdivisions and access permits

Send development plans to:

Development Reviews
MnDOT Metro Division
Waters Edge - 1500 W. Co. Rd. B 2
Roseville, MN 55113

or e-mail to: metrodevreviews@state.mn.us

Send either:

- ◆ One electronic PDF that can be printed 11 x 17, and is less than 20 MB in size,
- or
- ◆ Seven full size paper copies

Access and permit questions: Questions should be directed to Buck Craig at 651-234-7911 at Metro Division.

Planning Staff at MnDOT Metro:

Jon P. Solberg
Tod Sherman 651-294-7794
Wayne Lemaniak
Mark Beatty
Todd Clarkowski
Richard Scarrow
Karen Bulena
Buck Craig 651-234-7911
Amy Braden

License # Business Name	Contact Info	Specialty Areas	Contractor Info
L356 Bergerson Sewer Service	PO Box 66 Chisago City, MN 55013 651-257-6899	Installer Maintainer	Ronald Bergerson Wade Bergerson
L313 Bluhm Construction, Inc	PO Box 708 Lindstrom, MN 55045 651-257-2877	Designer Installer	Kirk Bluhm Donald Bluhm
L2425 Boettcher Excavating & Septic	28995 Jodrell Dr NE Cambridge, MN 55008 763-444-4930	Designer Installer Maintainer	Shannon Boettcher
L2630 C & H Construction	5050 -- 470th St Harris, MN 55032 612-232-2307	Installer	Henry Gregoire , Jr.
L926 Custom Fit Homes, Inc	11878 Lake Ln Lindstrom, MN 55045 651-775-6861	Designer	Stephen Peloquin
L2956 D. George Excavating & Septic LLC	24160 Morgan Ave N Chisago City, MN 55013 651-257-6830	Installer	David Pickerign
L2113 Don Ramberg	55535 Fairfield Ave Pine City, MN 55063 320-629-8932	Installer	Don Ramberg , Jr.
L454 G.N. Excavating, Inc.	25614 Goodwin Rd Wyoming, MN 55092 651-408-1124	Installer	Gregory Cardinal
L1055 Gustafson Excavating, Inc	PO Box 788 6610 -- 410th St North Branch, MN 55056 651-674-7430	Installer	Dion SanNicolas Kevin Gustafson Jonathan Sampson
L3287 Hassel Free Septic	PO Box 702 North Branch, MN 55056 651-442-6599	Maintainer	Michael Haseltine
L2612 Jimmy's Johnnys Inc	39578 Grand Ave North Branch, MN 55056 651-277-5912	Maintainer	Rich Anderson
L3009 J & S Holmquist Inc.	PO Box 364 Chisago, MN 55013 651-257-9409	Installer	Jon Holmquist
L1025 Keller Excavating, Inc	PO Box 102 Stacy, MN 55079 651-462-2703	Designer Installer	Richard Keller
L1837 Maple Ridge Sewer Service, Inc	PO Box 72 Cambridge, MN 55008 763-689-6803	Designer Installer Service Provider Maintainer	Richard Weller

L3314 Muddy Gap Hollow Inc.	988 -- 522nd St W Stanchfield, MN 55080 320-396-0320	Installer	John J Sutcliffe
L3259 Nicholas Construction Inc.	50955 Almond Ave Stanchfield, MN 55080 763-689-2463	Installer	Patrick Mattson
L216 Olson's Sewer Service, Inc	17638 Lyons St NE Forest Lake, MN 55025 651-464-2082	Installer Maintainer	Matthew Olson Nancy Starfield Daryl Lindstrom , Sr. Jon Olson David Drury Thomas Strauch Daniel Westlund Joel Hippen
L1273 Perry & Sons Excavating, Inc.	9752 -- 292nd St Chisago City, MN 55013 651-257-6278	Installer	Mitchell Perry
L2613 Peterson Companies, Inc.	8326 Wyoming Trl Chisago City, MN 55013 651-257-6864	Installer	Jonathan Peterson
L3070 R & M Septic Service	37654 Falcon Ave North Branch, MN 55056 651-674-8520	Maintainer	Ronald Lindquist
L387 R & J Landscape Service, Inc.	26245 Olinda Trl Lindstrom, MN 55045 651-257-6748	Designer Installer	Ronald Peloquin Doug Maloney
L3448 Ross' Sewer Service, Inc.	9288 County Road 5 NE North Branch, MN 55056 651-674-4349	Maintainer	Ryan Green Jeffery Green
L3309 Rowe Sewer	PO Box 236 412 Bench Street Taylors Falls, MN 55084 651-465-6841	Installer Maintainer	James Deilke Jeremy Vitalis
L2914 Scandia Contracting & Farming Inc.	10500 -- 250th St Scandia, MN 55073 651-257-2004	Installer	David Brott
L2624 Septic Check, Inc.	6074 Keystone Rd Milaca, MN 56353 320-983-24470	Installer Service Provider Maintainer Advanced Designer Advanced Inspector	James Hoffman Travis Johnson Brian Koski Jared DeBoer Eric Larson
L1675 Sherco Construction, Inc.	21833 Viking Blvd NE Wyoming, MN 55092 612-462-1817	Installer	Thomas Carlisle

L363 Strelow Excavating	1210 W 6th St Rush City, MN 55069 320-358-4378	Installer	Franklin Strelow Mark Strelow Justin Buehring
L2013 T A Schmidt & Sons Excavating Inc	9633 -- 273rd St Chisago City, MN 55013 651-257-6611	Installer	Mark Schmidt
L261 Thompson Sewer Service & Soil Testing	49861 Government Rd Rush City, MN 55069 320-358-9941	Designer Installer Maintainer	Amy Thompson Gerald Thompson Cindy Thompson Phillip Thompson
L2428 V.E.S., Inc.	23893 Pomroy Ave N Scandia, MN 55073 651-433-3934	Installer Maintainer	Keith Valento
L119 Zierke Soil Testing	27072 Flintwood Cir N Wyoming, MN 55092 651-462-2294	Designer Inspector	Christopher Zierke