



Community Development Department  
 3400 Plymouth Boulevard  
 Plymouth, MN 55447  
 (763) 509-5450

## FINAL PLAT SUMMARY APPLICATION CHECKLIST

**APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED**  
 (For a complete list of required materials refer to Section 512 of the Plymouth City Code)

_____	<b>DIGITAL VERSION AND ONE ASSEMBLED PAPER SET</b> (maximum size – 24" x 36") at a scale not exceeding 1" = 50' of the following: <b>ACCURATE CERTIFIED SURVEY</b> (current within 1 year) showing existing conditions and the complete legal description of all parcels within the proposed plat. <b>FINAL PLAT</b> <b>FINAL GRADING, EROSION CONTROL, AND STORM WATER DRAINAGE PLAN</b> (including storm sewer and calculations for storm water runoff and treatment with map) <b>FINAL UTILITY PLAN</b> (sanitary sewer and water main) <b>FINAL TREE PRESERVATION PLAN, REFORESTATION PLAN</b> including a tree inventory (if applicable) <b>FINAL LANDSCAPE PLAN</b> <b>FINAL STREET (PLAN</b> including R-values)
_____	<b>ONE COMPLETE SET OF PLANS REDUCED TO 11" X 17"</b>
_____	<b>DIGITAL VERSION OF A NARRATIVE</b> describing proposal including the number of lots, development type, and anticipated completion date.
_____	<b>FIRE FLOW CALCULATIONS</b>
_____	<b>ONE SPECIFICATION BOOK</b> for construction of public improvements
_____	<b>COST ESTIMATES</b> for grading and all public and private improvements
_____	<b>LOT SIZES</b> for all lots/outlots (in tabular form)
_____	<b>PLAT MONITORING INFO SHEET</b> providing gross acreage, acreage of wetlands, wetland buffers, floodplain, water bodies & ponds, acreage of rights-of-way for arterial roads, acreage of public parks & open space, and acreage for other uses (e.g., outlots for future platting, conservation easements, association-maintained private amenity lots, trail outlots or easements, etc.)
_____	<b>HOMEOWNERS ASSOCIATION DOCUMENTS</b> , private covenants or deed restrictions (if applicable)
_____	<b>COMPLETED APPLICATION FORM</b> , signed by the property fee owner(s).
_____	<b>APPLICATION FEE</b> (check or cash) payable to the City of Plymouth. --For plats with 3 or fewer lots, \$200 base fee <b>plus</b> a cash escrow of \$2,000. --For plats with 4 or more lots, \$300 base fee <b>plus</b> a cash escrow of \$3,000.

**BEFORE COUNCIL CONSIDERATION**

(OVER)

**ONE ORIGINAL AND TWO COPIES OF SIGNED/NOTARIZED APPROVED DEVELOPMENT CONTRACT** (original ink on both copies)

**FOLLOWING COUNCIL APPROVAL**

**TWO COMPLETED MYLAR COPIES OF THE APPROVED FINAL PLAT** (hand receipt issued)

- A. The city will release the mylar copy and the approving resolution only after the following have occurred:
  - 1) The responsible party or parties has or have executed the approved development contract.
  - 2) The applicant has submitted the required fees and guarantees.
  - 3) The applicant has met all conditions in the resolution related to filing the plat with Hennepin County.
  
- B. The subdivider shall submit electronic files of the drawings in a manner specified by the city.