

## Final Plat Application Checklist

Please submit digital (emailed, USB) copies of the following items via email to [planning@plymouthmn.gov](mailto:planning@plymouthmn.gov) to submit your application.

Applications will be processed once all items on this checklist are submitted.

### Requirements

- **Completed [Application Form](#)**, signed by the property owner.
- **Accurate Certified Survey** showing the proposal, drawn to scale, including all dimensions and square footages, and the complete legal description of all parcels affected.
- **Final Plat**
- **Final Grading, Erosion Control, and Storm Water Drainage Plan** (including storm sewer and calculations for storm water runoff and treatment with map)
- **Final Utility Plan** (Sanitary sewer and water main)
- **Final Tree Preservation Plan, Reforestation Plan** including a tree inventory (if applicable)
- **Final Landscape Plan**
- **Final Street Plan** (including R-values)
- **Digital Version of a Narrative** describing proposal including the number of lots, development type, and anticipated completion date.
- **Fire Flow Calculations**
- **One Specification Book** for construction of public improvements
- **Cost Estimates** for grading and all public and private improvements
- **Lot Sizes** for all lots/outlots (in tabular form)
- **Plat Monitoring Info Sheet** 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.)
- **Homeowners Association Documents**, private covenants or deed restrictions (if applicable)
- **Completed Application Form**, signed by the property fee owner(s)
- **Application Fee** (check or cash) payable to the City of Plymouth:
  - 3 or fewer lots, \$350 base fee **plus** \$2000 cash escrow
  - 4 or more lots, \$350 base fee **plus** \$3,000 cash escrow



**Before Council Consideration**

- **One original and two copies of signed/notarized approved development contract** (original ink on both copies)

**Following Council Approval (if approved)**

- **Two completed mylar copies of the approved final plat** (hand receipt issued)
- 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.
- The subdivider shall submit electronic files of the drawings in a manner specified by the city.

