



PLATTING

All **plats** in the City of Richfield must be approved by City Council resolution. In many instances preliminary and final plats are processed and acted upon by the Council simultaneously; however, they may also be processed separately.

Process:

1. An application and all supporting documentation is submitted online via [Citizen Serve](https://www5.citizenserve.com/richfield). (<https://www5.citizenserve.com/richfield>) *Title work must be submitted as part of the application.*
2. The preliminary plat is reviewed by the Administrative Review Committee (ARC). ARC is made up of staff members from different city departments who review the request for compliance with applicable codes and standards and for the possible effects the request may have on city services or adjacent properties. ARC members may request additional information and/or ask changes to be made to the proposal prior to the application being placed on an agenda.
3. The preliminary plat is also reviewed by the City Attorney, Hennepin County and the MN Department of Transportation (when applicable). The County and MnDOT are allowed 30 days to review the preliminary plat. The City Council will not decide on the plat until it has heard from these agencies, consequently, the City has 120 days to review and decide upon plats.
4. The applicant submits the required fee and any additional information and/or changes to the application as required by any of the above-mentioned reviewing bodies.

Applications must be submitted at least 6 weeks before the scheduled Planning Commission meeting to be considered for the agenda. An application must be complete at least 2 weeks before the scheduled Planning Commission meeting to be placed on the agenda. The Planning Commission meets on the fourth Monday of every month at 7:00 pm.

5. All applicable items must be submitted for the application to be considered complete. Once an application is deemed complete, a public hearing will then be scheduled for the next Planning Commission agenda.
6. The recommendation of the Planning Commission will be forwarded to the City Council for a final determination.

Information required on preliminary plat:

- Date, title, scale, north arrow.
- Location of existing property and section lines, streets, buildings, water courses and other existing features.
- Existing and proposed centerline and paved area of any adjacent right-of-way.
- Location of ingress and egress to the platted area, including existing and proposed driveway locations.
- Location of nearby driveways, street intersections and access points onto public roadways in the vicinity of the plat.
- Proposed location and dimensions of streets, right-of-way, lots, property lines and easements.
- Proposed building footprints, setbacks, parking lot layouts and aisle configuration.

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CITY CODE
SECTION 500

MN STATUTES
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- Existing sanitary and storm sewers, water mains, culverts and other underground structures within the tract or immediately adjacent, including but not limited to the outlet for and means of disposal of surface waters from the proposed platted area.
- The title under which the proposed subdivision is to be recorded and the name of the subdivider platting the tract.
- The names of all adjoining subdivisions or a description of unplatted areas.
- Topography
- Any adjacent streets and/or public right-of-way

Information regarding final plat.

An application and all supporting documentation is submitted online via [Citizen Serve](https://www5.citizenserve.com/richfield). (<https://www5.citizenserve.com/richfield>) Two full-size mylar hard copies must also be submitted as part of the application. Final plats require Council approval only, so long as:

- The plat is substantially consistent with the approved preliminary plat,
- The plat contains all modifications required by preliminary plat approval, and
- The plat conforms to the requirements of MN Statutes and the Hennepin County Plat Manual.

Once approved, staff will return one signed mylar copy of the final plat and a certified copy of the Council resolution to the applicant. The applicant is responsible for recording the plat with the County. Evidence of recording must be submitted prior to the issuance of either a construction permit or a final occupancy permit, depending upon the project.

Because the City's park system is fully built-out, park dedication is not required.

In cases where platting requirements result in an unnecessary hardship and failure to comply with said requirements does not interfere with the purpose and intent of the City's subdivision regulations, a **subdivision waiver** may be granted. This can sometimes allow a Registered Land Survey or a Minor Subdivision in instances where a plat is usually required. The application fee for a subdivision waiver is: \$350. See the "Minor Subdivision" handout for instances where a minor subdivision would typically be allowed.

Application Fee:

The fee for plat review is as follows:

Preliminary Plat = \$500.

Final Plat = \$275.

This is a guide to the most common questions and problems. It is not intended nor shall it be considered a complete set of requirements.