



City of International Falls

Final Plat Procedure

[Section 12-4 \(a\)](#)

Procedure

1. Applicant receives proceedings of the Planning Commission approving the Preliminary Plan
 - Planning Commission decision of the Preliminary Plan is recorded in meeting minutes and given to the applicant
2. Within **one year** following approval of the Preliminary Plan, submit a complete Final Plat application to City Staff with the following:
 - Two cloth-on-cloth prints and two paper prints of the Final Plat, together with an up-to-date abstract of title or a certificate of title together with a registered property certificate
 - An inspection fee of \$25.00 plus \$5.00 per lot up to a maximum total of \$100.00
 - Checklist items on next page
3. Application is considered complete
 - All requested materials have been submitted and payment is received
 - Applicant is notified of complete application within 15 days of submittal
4. The City Council shall act on the Final Plat within 60 days of the date on which the application was considered complete. Final Plats *must*:
 - Conform to a Preliminary Plan approved by the Planning Commission
 - Meet the design standards and engineering specifications set forth in this chapter
 - Conforms to all plans as adopted by the commission and the council
 - Meets all requirements and laws of the State of Minnesota
5. Upon City Council approval, the applicant shall record the Final Plat with the county recorder



City of International Falls

Final Plat Checklist

[Section 12-4 \(b\)](#)

Checklist

The Final Plat Application shall include the following information:

- Fee of \$25.00 plus \$5.00 per lot up to a maximum total of \$100.00
- A Final Plat Application
- A copy of proceedings from the Planning Commission approval of the Preliminary Plan
- Form for endorsement (*please use the form located on the next page*)
- An up-to-date abstract of title or a certificate of title together with a registered property certificate
- Plat drawings

Plat drawings shall include:

- Two cloth-on-cloth prints and two paper prints of the final plat
- Water supply
- Sewage disposal
- Drainage
- Flood control
- Soil and percolation tests
- Data required under regulation of state laws including accurate angular and lineal dimensions for all lines, streets, easements, areas to be reserved for public use, and other legal requirements
- An identification system for all lots and blocks
- The dimensions of all lot and building setback lines
- A diagram to scale, showing that part of the section subdivision necessary to properly determine the boundaries of the platted area. The diagram shall show all survey corners found or restored and used in making said subdivision
- Complete curve data including radii, internal angles, tangent bearings, and lengths of all arcs
- Accurate location of all monuments
- Certification by a registered land surveyor to the effect that the plat represents a survey made by him and that monuments and markers shown thereon exist as located and that all dimensional and geodetic details are correct
- Notarized certification by owner, and by any mortgage holder of record of the adoption of the plat and the dedication of streets and other public areas in the form approved by the city attorney



City of International Falls
Final Plat Endorsement Form

Approved by the City Council of International Falls, Minnesota at their regular meeting held
this _____ day of _____, 20____.

President of the council

Attest:

City Administrator