

Application # _____	Date Application Rec'd ___/___/___	Fee Collected \$ _____
	Date Application Aprvd ___/___/___	Zoning Administrator Initials _____

(for office use only)

**ALEXANDRIA TOWNSHIP
FINAL PLAT APPLICATION**

Name of Applicant _____ Phone _____

Subdivision Name _____

Mailing Address _____ Local Phone _____
(if different than above)

City, State, Zip _____

Applicant is:		Title Holder of Property <i>(if other than applicant)</i>
Legal Owner	()	_____
Contract Buyer	()	(Name)
Option Holder	()	_____
Agent	()	(Address)
Other _____		_____
		(City, State, Zip)

Signature of Legal Owner, authorizing application (required): _____
By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): _____
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Legal description of property involved in this request, including total acreage:

Property ID # _____
(9 digit # on tax statement)

Note: An application for final plat approval must incorporate any changes or conditions required by the Alexandria Town Board during the approval of the preliminary plat. Applications for final plat approval must be received within 12 months of preliminary plat approval or such approval becomes null and void.

**ALEXANDRIA TOWNSHIP
FINAL PLAT CHECKLIST**

The following information shall be provided as part of an application for a final plat (incomplete applications, as determined by the Zoning Administrator, will not be accepted or scheduled for a hearing):

Final Plat Procedures for Major Subdivisions. Within **one (1) year** following the approval of the preliminary plat or the extension period provided in Section 3. 7 (8) the applicant shall file an application for review approval from the Township Board of the final plat according to the following:

Complete Submittal. The submittal shall include:

- A completed application for a Final Plat on forms available from the Township Zoning Administrator. Three (3) paper copies (no larger than 11” x 17”) of the final plat as described in Section 6 and complying in all respects with these regulations;

*****NOTE: It is recommended that the applicant not have mylar copies of the final plat made until the Township has approved the final plat, in case there are errors found or items that need to be changed. This is intended to avoid unnecessary cost to the applicant in having revised mylars made. The applicant may submit paper copies of the final plat for the proper review to be conducted.***

- The developer’s agreement and security, if required, in a form satisfactory to the Township Board and in an amount established by the Township. The developer’s agreement shall include a provision that the subdivider shall comply with all the terms of the resolution of final subdivision plat approval as determined by the Township Board and shall include, but not be limited to, the performance of all required subdivision and off-site improvements, and that all improvements and land included in the irrevocable offer of dedication shall be dedicated to Alexandria Township or other appropriate public agency free and clear of all liens and encumbrances on the premises.
- Three (3) copies of the final construction plans for any required improvements.
- If there were any changes required to be made to the preliminary plat, a revised preliminary plat depicting such changes;
- A title insurance commitment or an Opinion of Title by the subdivider’s attorney prepared within **sixty (60) calendar** days of submittal;
- Copy of any draft Restrictive Covenants, if proposed.
- Douglas County Park Dedication Fee, if required (Township Staff will forward a copy of the final plat submittal to the County Parks Director to determine the correct fee). Fee must be paid before the Township will sign off on the final plat.

- **Township Board Review and Approval.** The Zoning Administrator will forward any public comments, staff report, and application to the Township Board for their review. The Township Board shall approve, conditionally approve, or disapprove the final plat.

- **Standards for Approval of the Final Plat.**
 - The final plat complies in all respects with the preliminary plat or an approved amended preliminary plat and the conditions of approval from the Township Board in approving the preliminary plat or as amended;
 - All applicable provisions of the Township Ordinances and State laws are complied with or to the requirements of a variance if one has been granted.

- **Sectionalizing Major Subdivision Plats.** Prior to granting final approval of a major subdivision plat, the Township Board may require or permit the plat to be divided into two or more sections and may impose such conditions upon the filing of the sections as it may deem necessary to assure the orderly development of the plat. The Township Board may require that the developer's agreement and security be in such amount as is commensurate with the section or sections of the plat to be filed and may defer the remaining amount of the security until the remaining sections of the plat are offered for filing. Such sections must contain at least thirty percent (30%) of the total number of lots contained in the approved preliminary plat. The approval of all remaining sections not filed with the County Recorder's Office within three (3) years of the date of the final subdivision approval shall automatically expire unless such sections have been approved for filing by the Planning Commission, all fees have been paid, all instruments and offers of dedication have been submitted and any developer's agreements or security and performance bonds have been approved.

**ALEXANDRIA TOWNSHIP
FINAL PLAT APPLICATION**

APPLICATION:

1. Applicant shall complete Final Plat Application provided by the Zoning Administrator and submit to the Township Offices in person at 610 Fillmore Street (behind Trumm Drug next to Trumm Home Medical) or by mail at PO Box 445, Alexandria, MN 56308. See the attached schedule of public hearings for relevant application deadlines. Applications for final plat must be submitted at least five (5) business days prior to the date of the Town Board meeting to allow time for review.
2. Application shall be accompanied by any required Douglas County Park Dedication fees made payable to Alexandria Township. To ensure timely processing of the final plat application, the applicant is requested to submit one 11" x 17" paper copy of the final plat to the Douglas County Parks Director stating the total park dedication fee due, if any, as this needs to be obtained before the final plat can be approved. *These fees do not cover any Land Use Permits which may be necessary once the final plat is approved.*
3. The Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Applicant shall be notified within five business days if additional information is required to complete the application. An application will not be accepted until it has been deemed complete by the Zoning Administrator.

Recording the Approved Subdivision Plat

1. **Recordation of Plat.** Upon approval of the final plat by the Town Board, the subdivider shall record such final plat with the Douglas County Recorder as provided for by that office, within sixty (60) days after the approval. The subdivider shall, within thirty (30) days of recording, furnish the Township with three black line prints and a reproducible print of the final plat showing evidence of the recording.
2. **Rescind Approval of the Final Plat.** If the developer has not recorded the final plat within one year of the Township Board's approval, except as provided in Section 3.8 above for plats that are sectionalized, the Township may rescind approval of the final plat. The Township Zoning Administrator shall give at least ten (10) business days written notice to the applicant prior to the action to rescind.

Vested Rights

1. **Effect of Recordation.** Except as otherwise provided in this Section, no vested rights shall accrue to the owner or developer of any subdivision by virtue of the recordation of a final plat.

ALEXANDRIA TOWNSHIP CONTACT INFORMATION

Alexandria Township, effective January 1, 2007, will begin administering and enforcing its own Zoning and Subdivision ordinances. Land Use and other Permit Applications can be obtained at the township website (www.alexandriatownship.org) or at the Township office. Completed applications should be dropped off at the Township Offices during office hours (9am-1pm, Mon-Fri) or in the drop box outside of the office between the hours of 8am and 5pm, Mon-Fri).



Applications may be mailed (along with required fee) to:

Alexandria Township
P.O. Box 445
Alexandria, MN 56308
Phone: 320-759-5300
Fax: 320-763-5320
Email: admin@alexandriatownship.org
www.alexandriatownship.org

The Township Zoning Administrator is:

Community Growth Institute
Attn: Ben Oleson
610 Fillmore Street, Suite #4
Alexandria, MN 56308
Phone: 866-900-3064
Fax: 866-924-1928
E-mail: oleson@communitygrowth.net
www.communitygrowth.com/alexandria_township

The Alexandria Township Land Use and Subdivision Ordinance, Comprehensive Plan, permit fee schedule and applications, upcoming P&Z meeting dates, and other planning documents are available on the Alexandria Township website (www.alexandriatownship.org).