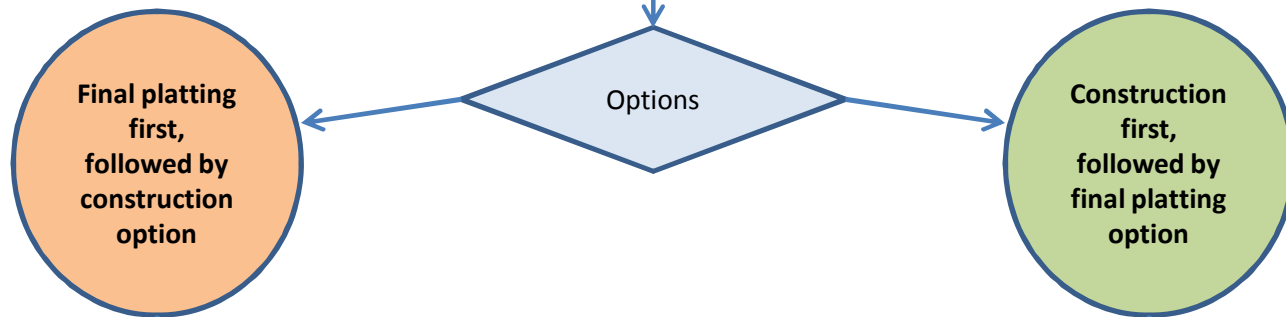


Platting and Construction of Improvements Process

Preliminary Plat Processing. Formal application, staff review, Planning Commission recommendation, Council approval.
 • May require larger area concept plan and/or Preliminary Plat Agreement approved by Council.

Construction Plan Development and Approval. Preparation of materials for needed for city to issue construction permit.
 • Submit construction plans to City Engineer for written city staff approval. May be for part or all of preliminary plat area, but must be same area as final plat.
 • Obtain off-site easements, if necessary, once construction plans are approved.
 • Request City Attorney to draft Developer's Agreement and Post-Construction Stormwater (BMP) Maintenance Agreement for City Council approval..



Final Plat Processing. Formal application, staff review, Planning Commission recommendation, Council approval.
 • Prior to Council approval:
 ○ Bond or letter of credit provided by developer to secure construction of improvements, based on estimates of cost approved by City Engineer.
 ○ Fees such as sanitary hookup, water hookup, road improvement, paid in full.
 • Plat, Developer's Agreement and BMP Agreement recorded by developer after Council approval.
Lots may legally be sold at this point, but no building permits will be issued until improvements are built and accepted.

Construction Permitting. Developer obtains all permits/approvals needed for construction, including at least:
 • NPDES Permit (from state DNR): National Pollution Discharge Elimination System. 1-5 years duration, during construction on more than 1 acre. Includes a SWPPP: [Storm Water Pollution Plan. Plans for containing silt and water runoff on construction site during construction, such as silt fences, grading, seeding, intake protections.] Copy of permit to City staff.
 • Water and sanitary sewer system permits (from state DNR): Permits to extend the city underground systems through the new development during construction. Copy of permit to City staff.
 • Wetlands permit, if necessary (from Corps of Engineers): Permits for preserving or replacing wetlands on the development site. 5 year duration. Copy of permit to City staff.
 • CSR: Construction Site Runoff Permit (from city staff). Required for lots larger than 1 acre, except required for all lots that are part of a larger plat for which an NPDES Permit was required. Same SWPPP as submitted for NPDES.
Construction permit issued. Staff may require a preconstruction meeting.

Construction in accordance with permits and approved plans.
 • Developer responsible for construction management and supervision including erosion control.
 • City performs inspections and testing of the improvements.
 • Changes from the approved construction plans during construction must be approved by the city.
 • Final inspections (walk-throughs) by City Engineer and City staff when improvements are completed.
Construction acceptance by city resolution after recommendation from city staff and submission of maintenance bonds and as-built record drawings. All improvements must be completed prior to Council action.

Building permits may be issued.

Construction Permitting. Developer obtains all permits/approvals needed for construction, including at least:
 • NPDES Permit (from state DNR): National Pollution Discharge Elimination System. 1-5 years duration, during construction on more than 1 acre. Includes a SWPPP: [Storm Water Pollution Plan. Plans for containing silt and water runoff on construction site during construction, such as silt fences, grading, seeding, intake protections.] Copy of permit to City staff.
 • Water and sanitary sewer system permits (from state DNR): Permits to extend the city underground systems through the new development during construction. Copy of permit to City staff.
 • Wetlands permit, if necessary (from Corps of Engineers): Permits for preserving or replacing wetlands on the development site. 5 year duration. Copy of permit to City staff.
 • CSR: Construction Site Runoff Permit (from city staff). Required for lots larger than 1 acre, except required for all lots that are part of a larger plat for which an NPDES Permit was required. Same SWPPP as submitted for NPDES.
 • Developers Agreement approved by Council but not recorded.
Construction permit issued. Staff may require a preconstruction meeting.

Construction in accordance with permits and approved plans.
 • Developer responsible for construction management and supervision including erosion control.
 • City performs inspections and testing of the improvements.
 • Changes from the approved construction plans during construction must be approved by the city.
 • Final inspections (walk-throughs) by City Engineer and City staff when improvements are completed.
Construction acceptance by city resolution after recommendation from city staff and submission of maintenance bonds and as-built record drawings. All improvements must be completed prior to Council action.

Final Plat Processing. Formal application, staff review, Planning Commission recommendation, Council approval.
 • Fees such as sanitary hookup, water hookup, road improvement, paid in full prior to Council action.
 • Final plat approved by Council and recorded by developer.
 • Previously-approved Developers Agreement recorded by developer.

Lots may be sold and building permits may be issued.