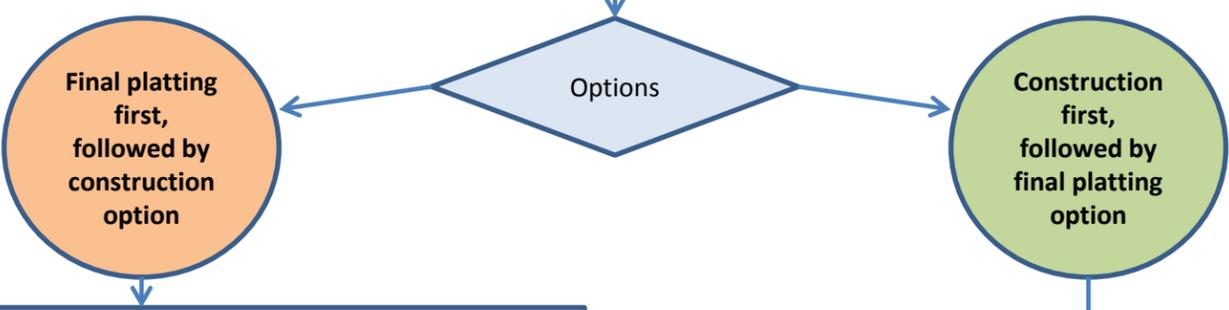


# Platting and Construction of Improvements Process

**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 and to City Construction Inspector for written city staff approval. Also submit drainage calculations and stormwater management calculations to City Engineer with plans. May be for part or all of preliminary plat area, but must be same area as final plat. A written report will be prepared by staff and submitted to the project engineer for plan finalization.  
 • Obtain off-site easements, if necessary, once construction plans are approved.  
 • Request City Attorney to draft Developer's Agreement and Post-Construction **Stormwater Management Facility (SMF) Maintenance Agreement** for City Council approval.



**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, for construction on more than 1 acre. Includes a SWPPP [Storm Water Pollution Prevention 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. City Administrator signs off on application, but City approval not required. Provide copy to City once approved by State.  
 • Wetlands permit, if necessary, from Corps of Engineers: Permits for preserving or replacing wetlands on the development site. 5 year duration. City approval not required, but provide copy once approved by the Corps.  
 • 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. Usually use same SWPPP as submitted for NPDES.  
**Construction permit issued. Staff may require a preconstruction meeting prior to start of construction.**

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 • Developers Agreement approved by Council but not recorded.  
**Construction permit issued. Staff may require a preconstruction meeting.**

**Final Plat Processing.** Application with 7 copies for staff review and City Council approval. Application not limited to deadline dates.  
 • Prior to Council approval:  
 o Bond or letter of credit provided by developer to secure construction of improvements, based on estimates of cost approved by City Engineer.  
 o Fees such as sanitary hookup, water hookup, road improvement, paid in full.  
 • Plat, Developer's Agreement and SMF 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 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.  
 • Developer is responsible for recording final plat changes resulting from construction of improvements.  
 • 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.**

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**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.**

**Final Plat Processing.** Application with 7 copies for staff review and City Council approval. Application not limited to deadline dates.  
 • 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.**

**Construction Plan Review Submission to City:**  
 Full-size paper plans are reviewed by City staff and comments are submitted to the owner's engineer for corrections, generally within two weeks.  
 • One set of plans including SWPPP to City Inspector.  
 • One set of plans including SWPPP to City Engineer.  
 • Drainage calc and stormwater management calcs to City Engineer.