



BENTON COUNTY PLANNING & ZONING DEPARTMENT
531 DEWEY STREET, PO BOX 129
FOLEY, MN 56329-0129
PHONE: (320) 968-5065 FAX: (320) 968-5351

APPLICATION FOR MINOR PRELIMINARY PLAT APPROVAL

Date: _____

1. Name of subdivision: _____

2. Name of Applicant: _____ Phone: _____

Address: _____
(street no. and name) (City) (State) (Zip)

3. Owner of Record: _____ Phone: _____

Address: _____
(street no. and name) (City) (State) (Zip)

4. Engineer: _____ Phone: _____

Address: _____
(street no. and name) (City) (State) (Zip)

5. Land Surveyor: _____ Phone: _____

Address: _____
(street no. and name) (City) (State) (Zip)

6. Postal Delivery Area: _____ School District: _____

7. Total Acreage: _____ Zone: _____ Number of Lots: _____

8. Has the Board of Adjustment granted any variance concerning this property? _____

If so, list Case No. and Name: _____

9. Has the Planning Commission granted any conditional use permit for a cluster subdivision concerning this property? _____

If so, list Case No. and Name: _____

10. List the parcel identification numbers (PID) of all area to be platted: _____

11. Attach one 11"x17" reduction of the proposed preliminary plat and have the surveyor email a digital copy to the Zoning Administrator.

Application for Minor Preliminary Plat Approval

12. Submit copies of the soil borings for each proposed lot.
13. Signature and address of person submitting the plat and all required documentation.

For Office Use Only	
Receipt Number: _____	Date Submitted: _____
Platting Committee Meeting: _____	
Planning Commission Public Hearing: _____	
Fee: \$400	

Summary of the Platting Process

Preliminary Plat Application

- Completed application signed by the owner, one 11"x17" reduction and a digital copy need to be submitted to Planning & Zoning Department along with the application fee. Soil borings and wetland delineation are required to be submitted with the application.
- The application will be scheduled for the Planning Commission when all the information is received.

Meetings

- Townships typically require a separate public review of proposed plats and you will need to arrange that meeting with the Township. The Township should review the plat prior to the Planning Commission meeting. The Township can provide comments on the attached acknowledgement form.
- The Parks Commission may review the plat and make a recommendation to the County Board on whether to accept a dedication of land (typically 10%) or contribution in lieu of dedication (typically \$600 per lot). In some cases an easement may be requested for trails.
- The Platting Committee will review the plat. The Platting Committee is a technical review of the application by staff. Notice will be sent on the time and date of the meeting if a meeting is necessary. Attendance by the owner and/or surveyor is welcomed but not required.

Planning Commission Public Hearing

- The Planning Commission public hearing will review and take action on the preliminary plat. Your attendance is required and failure to attend typically results in the application being continued to a future meeting. A public notice is sent to the newspaper and residents within ½ mile of the plat. You will receive a copy of the staff report and reminder of the meeting date and time prior to the meeting.

County Board Public Hearing

- After the Planning Commission approves the preliminary plat you are required to update your abstract and have a title opinion prepared by an attorney at law based upon the examination of the title. Any deed restriction should be incorporated at this time.
- If there is a mortgage involved the mortgage company will need to consent to the plat, release the area being platted from the mortgage or sign the plat.
- After Planning Commission approval your surveyor should prepare the final plat and submit to the County Surveyor for review. There is a fee for the County Surveyor review that will need to be submitted at this time. The title opinion is required for the plat review.
- Once the County Surveyor determines that the final plat meets the statutory submission requirements one 11"x17" reduction and a digital copy needs to be submitted with the application and fee to the Planning & Zoning Department.
- Once the above steps have been completed a County Board meeting will be scheduled for the final public hearing, if a public hearing is necessary. This meeting is also advertised and notices sent to adjacent residences. Attendance at the Board meeting is expected.

Recording the Plat

- After approval you need to request your surveyor to prepare the mylars.
- You will need to obtain the signatures on the mylars for all non-County agencies (including the township supervisor).
- The signed mylars should be delivered to the Planning & Zoning Department and they will be circulated for County signatures.
- At this time you can also submit a check for recording the plat and other documents to the County Recorders office. The park dedication fees can be paid at this time to the Planning & Zoning Department. The full year taxes will also be required to be paid to the Auditor-Treasurer prior to the plat being recorded.
- Once the plat is recorded, deeds for the lots will have to be created before the lots can be sold.

Township Acknowledgement Form

The Township hereby acknowledges that the Township reviewed the Plat titled _____ revised as of _____. The Plat (was/was not) presented at a public meeting dated _____. The Township acknowledges they reviewed the plat in terms of roads, access, right-of-way, and fire protection and have the following comments:

Dated this _____ day of _____, 20__.

Signature Title

Signature _____ Title _____

Signature _____ Title _____

TOWNSHIP RESOURCE INFORMATION

Townships are required to sign the final plat and are requested to review and sign an acknowledgement form for the preliminary plat. Some townships require that the plat be presented at a Township public meeting prior to approving a plat. Please contact the township early in the process to prevent delays. Please note that meetings dates and times may have changed so verify with the Township.

Alberta: Meeting Day: 1st Tuesday of the month @ 8:00 PM
Township Hall Location: 10716 Pine Road NE -- Foley.
Clerk: Robert Thaler 320-387-3466 thaler4@jetup.net

Alberta requests that plats with a Township road involved be presented at their meeting.

Gilmanton: Meeting Day: 1st Tuesday of the month @ 7:30 PM
Township Hall Location: 8475 - 105th Ave. NE -- Foley.
Clerk: Patricia Lezer 320-387-3272 pl.gilmanton@jetup.net

Gilmanton Township will not sign plats or acknowledgement forms without a public meeting being conducted first. Please attend a township meeting with the plat early in the process to avoid delays. Township will only sign plats at a public meeting.

Glendorado: Meeting Day: Last Thursday of the month @ 7:00 PM
Township Hall Location: 792 - 190th Ave. NE -- Princeton.
Clerk: JoDee Kampa, 320-980-3232 (2755 Ronneby Rd NE, Foley)
jodeekampa@gmail.com

Glendorado requests applicants contact the clerk to schedule the plat for a public meeting early in the process. Meetings maybe held at the Clerk's residence

Graham: Meeting Day: 2nd Monday of the month @ 8:00 PM
Township Hall Location: 14255 - 45th Ave. NE -- Rice.
Clerk: Deb Scott 320-241-8595 grahamtwp@jetup.net

Graham requests you contact the Clerk to schedule the plat for a public meeting early in the process.

Granite Ledge: Meeting Day: 2nd Wednesday of the month @ 7:00 PM
Township Hall Location: 14965 - 130th St. NE – Foley.
Clerk: Kathy Gorecki 320-355-2382 graniteledgetownship@jetup.net

Granite Ledge requests you contact the clerk or supervisor early in the process. Township will sign plats or acknowledgement forms only at public meeting.

Langola: Meeting Day: 3rd Wednesday of the month @ 7:00 PM
Township Hall Location: Rice City Hall -- 205 Main St. E. – Rice.
Clerk: Anita Sevoila 320-266-5324 daseviola@gmail.com

Langola requests applicants contact the clerk to schedule the plat for a public meeting early in the process. www.langolatownship.org

TOWNSHIP RESOURCE INFORMATION

Mayhew Lake: Meeting Day: 1st Tuesday of the month Dec-Apr @7:00 PM; May-Nov @ 8:00 PM

Township Hall Location: At home of the Town Clerk – 5248 115th St NE, Foley
Clerk: Lawrence Thell 320-250-5966

Mayhew Lake requests presentation of the plat at a public meeting prior to final plat approval. The plat should be presented early in the process to avoid delays.

Maywood: Meeting Day: 2nd Tuesday of the month @ 7:00 PM

Township Hall Location: 16708 Ironwood Rd. NE -- in Oak Park.
Clerk: Richard Murray 320-294-5772

Maywood requests applicants contact the clerk to schedule the plat for a public meeting early in the process. Township will only sign final plats at public meeting.

Minden: Meeting Day: 2nd Tuesday of the month @ 7:00 PM

Township Hall Location: 2989 Golden Spike Road NE -- Sauk Rapids.
Clerk: Cynthia Abraham 320-253-7915 cabraham5756@hotmail.com

Minden requests applicants contact the chair and clerk to schedule the plat for a public meeting early in the process. www.mindentownship.com

St. George: Meeting Day: 2nd Tuesday of the month @ 7:00 PM

Township Hall Location: 1310 - 105th Ave NE – Foley.
Clerk: Christine Scherbing 320-248-4059 cs6479@gmail.com

St. George requests applicants contact the clerk to schedule the plat for a public meeting early in the process.

Sauk Rapids: Meeting Day: 1st Monday of the month @ 6:00 PM

Township Hall Location: 4749 Mayhew Lake Rd
Clerk: Daryl Sheetz 320-293-1027 dsheetz64@gmail.com

Sauk Rapids requests applicants contact the clerk to schedule the plat for a public meeting early in the process.

Watab: Meeting Day: 1st Tuesday of the month @ 7:00 PM

Township Hall Location: 660 - 75th St. NW -- Sauk Rapids
Clerk: Kathy Sauer watabts@gmail.net

Watab requires public meetings on plats and applicants need to contact the clerk to be scheduled for a public meeting. For additional info: www.watabtownship.com