



# City of *Chaska*

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## **FILING REQUIREMENTS**

Unless waived by the Planning Department, you must provide all of the following items with the Final Plat application. An incomplete application will not be accepted.

- \_\_\_ Six large sets (24"x36" preferred) and 25 reduced copies (11"x17") of the final plat.
- \_\_\_ Complete all preliminary plat conditions required for final plat approval. (Refer to the City Council minutes approving the preliminary plat.)
- \_\_\_ Submission of an electronic AutoCAD file (Carver County Coordinates).
- \_\_\_ Certificate of title, title opinion, or title insurance policy must be submitted no more than 30 days before release of the final plat.
- \_\_\_ The Carver County Surveyor must check and approve your final plat before the City reviews it. (To verify approval, call Carver County Surveyor's office at 952-361-1023.)
- \_\_\_ If wetlands are being impacted as part of the project, then the delineation and mitigation plan must be approved by the Technical Evaluation Committee and City prior to submittal for final plat approval.

## **PROCEDURE**

1. The developer and consultants shall meet with Planning Staff to explain proposed project and to receive information from staff relative to the site, prior to commencing project design.
2. Consult with the Community Development Department to determine the ordinances and procedures that apply to your application. Request application packet from Staff.
3. The completed application and required development fees, along with all supporting documentation requested herein must be returned on or before the established submittal date.

### **Late and/or incomplete submittals will not be placed on the Planning Commission agenda.**

4. The Planning Director will schedule a meeting with the Planning Commission after preparing a report and recommendation. Allow at least 30-60 days from the application date to the Planning Commission meeting. A copy of the staff report will be mailed to the applicant on the Friday before the Planning Commission Meeting.
5. Appear before the City Planning Commission. The Planning Commission meets on the second Wednesday of each month. Depending on the Planning Commission recommendation, the proposal will either go on to the City Council or come back to the Planning Commission for further review.
6. Following Planning Commission approval, the proposal will be presented to the City Council. The City Council meets on the first, third and fifth Mondays of each month.
7. You may take the plat to the County for recording after the City Council approves the plat and the Mayor and City Clerk sign it. For single-dwelling lots, the City will not issue any building permits until the County has recorded the plat.