



MORRISON COUNTY

Morrison County will provide cost effective, high quality Services to county residents in a friendly and respectful manner.

Land Services Department

213 1st Avenue S.E., Little Falls, MN 56345

Telephone (320) 632-0170

Toll Free 866-401-1111

All Public Hearings will be held in the County Board Room of the Government Center.

Morrison County Plat

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Parcel: \_\_\_\_\_ Township: \_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_ Sec: \_\_\_\_\_ Twp: \_\_\_\_\_ Rge: \_\_\_\_\_

Lake/River Name: \_\_\_\_\_

Land is presently zoned: \_\_\_\_\_ Total Amount of Land Involved: Acres \_\_\_\_\_

EXPLAIN PROPOSAL HERE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If there are street signs to be posted due to a plat, the expense of the signs and posting of them will be billed to the applicant.

Public Hearing Fees: (Non-refundable)

Plat Fee: \$1,100.00 payable to "Morrison County Treasurer".

(Please add an additional \$25.00 for each lot over four).

Next Meeting Date: \_\_\_\_\_ Deadline Date: \_\_\_\_\_

Signature

Date

# **2023 BOA/MCPC Deadlines & Meeting Dates**

**(Meetings will be held in correspondence with the County Board Meetings each month except if a Holiday)**

## **Deadline**

Wed. December 14, 2022  
Wed. January 4, 2023  
Wed. January 18, 2023  
Wed. February 1, 2023  
Wed. February 22, 2023  
Wed. March 8, 2023  
Wed. March 22, 2023  
Wed. April 5, 2023  
Wed. April 19, 2023  
Wed. May 3, 2023  
Wed. May 17, 2023  
Wed. May 31, 2023  
Wed. June 21, 2023  
Wed. July 12, 2023  
Wed. July 26, 2023  
Wed. August 9, 2023  
Wed. August 23, 2023  
Wed. September 6, 2023  
Wed. September 20, 2023  
Wed. October 4, 2023  
Wed. October 18, 2023  
Wed. November 1, 2023  
Wed. November 15, 2023  
Wed. November 29, 2023

## **Meeting**

Tues. January 10, 2023  
Tues. January 31, 2023  
Tues. February 14, 2023  
Tues. February 28, 2023  
Tues. March 21, 2023  
Tues. April 4, 2023  
Tues. April 18, 2023  
Tues. May 2, 2023  
Tues. May 16, 2023  
Tues. May 30, 2023  
Tues. June 13, 2023  
Tues. June 27, 2023  
Tues. July 18, 2023  
Tues. August 8, 2023  
Tues. August 22, 2023  
Tues. September 5, 2023  
Tues. September 19, 2023  
Tues. October 3, 2023  
Tues. October 17, 2023  
Tues. October 31, 2023  
Tues. November 14, 2023  
Tues. November 28, 2023  
Tues. December 12, 2023  
Tues. December 26, 2023

(Viewing: prior to meeting date if viewing properties)

## **Platting Procedure Guide**

- \_\_\_\_\_ *Development Review Team (DRT) meeting with Land Services staff, Township, County Engineer or other Road Authority, Soil and Water Conservation District to present a sketch plan of the proposed subdivision. At this time the sketch plan will be given a cursory review for compliance with the Morrison County Land Use Control Ordinance*
- \_\_\_\_\_ *Contract with a licensed surveyor to develop the preliminary plat, refer to the Morrison County Land Use Control Ordinance for requirements*
- \_\_\_\_\_ *Establish a name for your plat - Check with the Recorder's Office to avoid duplication of plat names*
- \_\_\_\_\_ *Contract with a licensed septic designer to determine locations on each proposed lot for placement of two (2) Type I soil treatment systems – this information shall be part of your application to the Land Services Department.*
- \_\_\_\_\_ *Contract with a licensed wetland delineator to determine if there are any wetland issues with the proposed subdivision – any delineated wetlands shall be on your surveyor's plat.*
- \_\_\_\_\_ *Surveyor completes required Preliminary Plat copies and submits to the County to distribute copies to appropriate agencies.*
- \_\_\_\_\_ *Proposer makes application and submits all fees and required documents; including a current title opinion. The title opinion must conform to the legal description on the plat dedication page and needs to be current (within 30 days) & Abstract needs to be up to date, to the Land Services Department*
- \_\_\_\_\_ *Plat is presented at public hearing to the Planning Commission. Applicant must attend this meeting. Application deadlines and meeting dates are available from the Land Services Department*
- \_\_\_\_\_ *If a road is proposed the proposer must enter into a Development Agreement and establish required financial assurance.*
- \_\_\_\_\_ *Submit draft of Final Plat to County Recorder/County Surveyor for review. Allow 2 weeks for checking before Surveyor must complete Final Plat copies.*
- \_\_\_\_\_ *Plat is presented to the County Board of Commissioners for board action.*
- \_\_\_\_\_ *Taxes must be paid in full on said property prior to recording.*
- \_\_\_\_\_ *Obtain final mylars from surveyor and gather ALL required pre-recording signatures, which must be signed (and NOT smudged) with an official "PLAT PEN"*
- \_\_\_\_\_ *Developer and/or landowner is responsible to obtain all required signatures on the final mylars before submitting for recording (including township officials) except for the County Recorder, County Auditor, County Treasurer, County Attorney and County Surveyor.*
- \_\_\_\_\_ *Record plat (with any covenants) at Morrison County Recorder's Office along with applicable fees.*

**"NO LOTS MAY BE ADVERTISED FOR SALE  
PRIOR TO THE PLAT BEING LEGALLY RECORDED"**