

**TOWN OF MAY
FINAL PLAT CHECKLIST**

- _____ Completed and signed application form, including full legal name (first, middle, and last) and address of the applicant, fee owner, and any other persons having a legal interest in the property.
- _____ Fee, escrow and deposits as set forth in Chapter 13 of the May Town Code
- _____ Opinion of Title prepared by the subdivider's attorney or a current title insurance policy or commitment certified to within 30 days of submission of the final plat
- _____ Approval of plans/permit from the Watershed District.
- _____ Approval of septic sites from Washington County.
- _____ One (1) written report stating full compliance with preliminary plat approval, or any deviations from said approval.
- _____ Final storm water management plan.
- _____ Estimated and itemized costs of all required improvements.
- _____ Seven (7) assembled sets of drawings on 22" x 34" sheets and one electronic copy printable to 11" x 17" including the following information:
 1. Final Plat @ 1" = 100' scale, including:
 - Proposed subdivision name, north arrow, name and address of record owner, subdivider, engineer and/or designer, date of plat preparation,
 - Topography at two-foot contours (unless on Grading/Drainage Plan)
 - Layout of proposed lots, including lot and block numbers, consistent with yield plan calculation
 - Lot area (acres), dimensions, and buildable area for each lot
 - Minimum building setback lines
 - Existing and proposed easements (drainage, open space, trails, etc.)
 2. Construction Plans @ 1" = 100' scale, including:
 - Final Construction Plans:
 - Street plan and profile drawings
 - Existing and proposed roads, including additional right-of-way needs
 - Grading and Drainage, including:
 - Lowest floor elevation for each lot
 - Septic sites (primary and alternate drainfields), including soil boring area(s) and letter of certification from a certified professional
 - Location of proposed wells
 - Storm water management facilities

- Erosion Control Plan
- Planting details for ponds, ditches, buffers, disturbed areas
- Specification books for construction of public improvements conforming to the Town and County Engineering Standards

NOTE: The development agreement is drafted by the Township after the Planning Commission and Town Board have approved the Preliminary Plat. Items to be included in the Final Development Agreement are stipulated by the Town Board at the time of final plat approval.

Subsequent to Town Board approval, and prior to signature of mylars by Township officers, the following are required:

- _____ Two (2) originals of an approved and signed Final Development Agreement
- _____ If an “Open Space Design” subdivision, two (2) originals of an approved and signed Conservation Easement(s) and open space plan. If both the Town and the Minnesota Land Trust or similar entity holds the Conservation Easement(s), three (3) originals must be submitted.
- _____ Evidence of proper Financial Guarantee
- _____ Two (2) completed mylars of the approved plat
- _____ Final payment of any outstanding debt owed the Township

NOTE: The Town may waive or modify some of these submittal requirements if appropriate to the specific situation. Call the Town Planner, Nate Sparks at (651) 726-7297 if you have questions about specific submittal requirements.