

MEEKER COUNTY
SUBDIVISION
ORDINANCE

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ARTICLE I
TITLE, INTENT AND PURPOSE

Section 1.01. TITLE. This Ordinance shall be known, cited and referred to as the Meeker County Subdivision Ordinance. When referred to herein, it shall be known as “this Ordinance”

Section 1.02. INTENT AND PURPOSE. This Ordinance is adopted for the purpose of:

- A. Protecting the public health, safety, and general welfare of the inhabitants of the unincorporated areas of Meeker County.
- B. Assuring, to the maximum extent possible, that all lands will be developed for the best possible use.
- C. Encouraging well-planned subdivisions through the establishment of adequate design standards.
- D. Safeguarding the best interests of the County while assisting the subdivider in harmonizing his/her interests with those of the County and affected municipalities and townships.
- E. Conserving the natural and scenic beauty of the County and assuring adequate protection is given to the natural resources of the County.
- F. Discouraging poor and piecemeal subdivision developments which might adversely affect property values, the tax base and necessitate excessive governmental operating and maintenance costs.
- G. Facilitating the adequate and economical provision of transportation, water supply and sewage disposal facilities and other public utilities.
- H. Securing the rights of the public with respect to public lands and waters.
- I. Placing a fair share of the cost of improvements against those persons benefiting from their construction.
- J. Implementing those municipal, County, watershed, regional or state comprehensive plans or Ordinances or their components as adopted by the County.
- K. Preserving the quantity and quality of surface and groundwater in Meeker County and being consistent with the Goals, Objectives and Action Steps contained in the Meeker County Comprehensive Local Water Management Plan, including but not limited to the following:
 - 1. Require that adequate erosion and sediment control measures be implemented on subdivision and replats.
 - 2. Encourage the use of storm water retention basins, rather than natural wetlands, for runoff retention and water quality treatment.

L. Being consistent with the Goals, Objectives and Policy Guidelines contained in the Meeker County Comprehensive Land Use Plan, including but not limited to the following:

1. To protect, preserve and enhance the County's resources, including but not limited to agricultural land, wooded areas, water (both surface and groundwater), native vegetation, recreational areas, scenic areas, and significant historic and archaeological sites.
2. Support providing open space and recreational opportunities.
3. To preserve the rural character of the County, new housing development should be located in those areas consistent with the County's Land Use Plan.
4. Subdivisions that tie into existing public services or which can develop closed or municipal-like sewer systems should be encouraged.

ARTICLE II
GENERAL REGULATIONS

Section 2.01. JURISDICTION. The jurisdiction of this Ordinance shall apply to all the area of the County outside the incorporated limits of municipalities.

Section 2.02. SCOPE. From and after the effective date of this Ordinance and subsequent amendments, no plat or any other subdivision of land shall be recorded unless it is in conformity with the provisions of this Ordinance.

The regulations contained herein shall apply to the subdivision of a non-platted lot, tract or parcel of land into two (2) or more lots, tracts or other division of land for the purpose of sale and/or building development, whether immediate or future, including the resubdivision or replatting of land or lots except when following the requirements in Article 11 and Article 12A of the Meeker County Zoning Ordinance for the development of tracts to construct a dwelling.

Any split of a recorded subdivision that will result in two (2) conforming size lots that will each have a dwelling on said lots must have an approved Conditional Use Permit and shall meet the requirements of the Zoning Ordinance without a variance.

Section 2.03. INTERPRETATION. In interpreting and applying the provisions of this Ordinance, they shall be held to the minimum requirements for the promotion of the public health, safety, comfort, convenience and general welfare.

It is not intended by this Ordinance to repeal, abrogate, annul, impair or interfere with any existing easements, covenants, deed restrictions, agreements, ordinances, rules, regulations or permits previously adopted or issued pursuant to law.

Where the provisions of this Ordinance impose greater restrictions than those of any statute, other ordinance or regulation, the provisions of this Ordinance shall be controlling. Where the provisions of any statute, other ordinance or regulation impose greater restrictions than this Ordinance, the provisions of such statute, other ordinance or regulation shall be controlling.

Section 2.04. COMPLIANCE. No plat of any subdivision shall be entitled to record in the County Recorder's Office or have any validity until the plat thereof has been prepared, approved and acknowledged in the manner prescribed by this Ordinance. No permit shall be issued by the County for the construction of any building, structure or improvement to any land or to any lot in a subdivision, until all requirements of this Ordinance have been complied with.

All plats lawfully recorded in the County Recorder's Office prior to the effective date of this Ordinance shall be exempt from the provisions of this Ordinance.

Section 2.05. SEPARABILITY. It is hereby declared to be the intention that the several provisions of this Ordinance are separable in accordance with the following.

- A. If any court of competent jurisdiction shall adjudge any provision(s) of this Ordinance to be invalid, such judgment shall not affect any other provision(s) of this Ordinance not specifically included in said judgment.

- B. If any court of competent jurisdiction shall adjudge invalid the application of any provision of this Ordinance to a particular property or subdivision, such judgment shall not affect other property, lots of subdivisions.

Section 2.06. RELATION TO LAND USE PLAN. It is the policy of the County Board that the enactment, amendment and administration of this Ordinance be accomplished with due consideration of the purposes and objectives of the County Land Use Plan as adopted or approved and amended from time to time by the Board. The Board recognizes that the Land Use Plan is a guide for the future development of the County and the basis for the enactment of this Ordinance.

Section 2.07. DELAYED APPROVAL OF SUBDIVISIONS. Where a proposed park or other public site as shown in the comprehensive plan and/or official map is embraced in part or in whole by the boundaries of a proposed subdivision, such public land shall be reserved and no application for approval of a preliminary plat shall be accepted for a period not to exceed six (6) months from the date formal written notice of intent to plat is filed with the Zoning Administrator, to allow the opportunity to consider and take action toward acquisition of such land by the appropriate governing body.

Section 2.08. LAND SUITABILITY. No land shall be subdivided which is found unsuitable for the proposed use by the County Board or the Commissioner of the Department of Natural Resources for reason of flooding, inadequate drainage, soil and rock formations with severe limitations for development, severe erosion potential, unfavorable topography, inadequate water supply or sewage disposal capabilities or any other feature likely to be harmful to the health, safety or welfare of the future residents of the proposed subdivision or of the County.

Section 2.09. INCONSISTENT PLATS. All proposed plats which are inconsistent with this Ordinance and include lands within the Shoreland or Recreation River Overlay Management District shall be reviewed by the Commissioner of Natural Resources before final approval by the County Board may be granted.

- A. Within the Shoreland Management Overlay District such review shall require that proposed plats be received by the Commissioner at least ten (10) days prior to the County Board meeting at which said final plat is considered for approval.
- B. Within the Recreation River Management Overlay District such review shall consist of the certification by the Commissioner that the approval of the inconsistent plat is permissible only if the detrimental impact of the inconsistency is more than overcome by other protective characteristics of the proposal. The procedure for the certification process shall be in the manner as required by Minnesota Regulations NR 81 (b)(3).

ARTICLE III
PLATTING PROCEDURE

Section 3.01. PLATTING PROCEDURE. The following procedure shall be followed whenever any subdivision of land is proposed to be made unless specifically exempted from the requirements of this Ordinance. There shall be no offer to sell any lots in a subdivision until the requirements of this Article have been complied with and the plat has been filed and recorded with the County Recorder.

Section 3.02. SKETCH PLAN.

- A. Prior to the submission of a preliminary plat for consideration by the Planning Commission and the affected Township Board, the subdivider may meet with the Planning Commission. This meeting shall be held so that the person or representative may introduce him/herself as a potential subdivider and learn what shall be expected of him/her in such capacity. The subdivider may also submit one (1) copy of the sketch plan to the Township Clerk of the township(s) where the plan is proposed. The subdivider may then meet with the Township Board(s) who may review the sketch plan. It is the applicant's responsibility to include a copy of the Township's written comments, if any regarding the proposed plat along with all other required application materials to the Planning Commission.
- B. At this time or at subsequent informal meetings, the subdivider shall submit a general sketch plan of the proposed subdivision. The sketch plan shall contain the following information:
1. Legal description, certification of ownership and local address of the property involved.
 2. North arrow.
 3. Tract boundaries.
 4. Zoning district classification.
 5. Significant topographical and physical features.
 6. Proposed use of subdivision parcels.
 7. Streets on and adjacent to the tract.
 8. Proposed general street layout.
 9. Proposed general lot layout.
 10. Description of existing restrictions on the use of the land, except zoning.
- C. The Planning Commission shall consider the sketch plan and offer informal advice and assistance to the subdivider.

- D. The sketch plan should show that consideration has been given to the relationship of the proposed subdivision with the existing land use, topography of the site, vegetative cover and other natural features, and existing public utilities and facilities.
- E. As far as practical based on a review of the sketch plan, the Planning Commission shall advise the subdivider on the extent to which the proposed subdivision conforms to the design standards of this Ordinance and to the County Zoning Ordinance. The necessity of plan modifications to ensure compliance with these and other applicable regulations should be discussed and should include a list of any supplementary data needed for the preliminary plan.
- F. Submission of the subdivision sketch plan and informal meetings shall not constitute formal filing of a plat, or application therefore, with the County.
- G. No fee shall be required of the subdivider for the submission of a sketch plan or informal meetings.

Section 3.03. PRELIMINARY PLAT.

The initial requirement herein is approval of a preliminary plat, which is a separate and distinct process from approval of a final plat. This process commences with the filing of an application for a Preliminary Plat with the Zoning Administrator.

A. Preparation.

1. The preliminary plat shall contain the following information and all distances shall be shown at a scale of not less than one (1) inch equals one hundred (100) feet.
 - a. Identification and description.
 - (1) Proposed name of subdivision (name shall not duplicate nor too closely resemble names of existing subdivisions).
 - (2) Location by section, town, range or other legal description.
 - (3) Names and addresses of the owner, subdivider, land surveyor, engineer and designer of the plat.
 - (4) Graphic scale.
 - (5) Date of preparation.
 - (6) General location map including the area within a one (1) mile radius of the proposed subdivision.
 - (7) North arrow.
 - (8) Zoning classification of lands to be subdivided and all adjacent lands.

- (9) Any letter of comment received from the township in which the subdivision is proposed.
 - (10) All lot's established for the construction of a dwelling, excluding lot's in a conservation subdivision pursuant to Article 12B of this ordinance, shall have a minimum lot area of thirty thousand (30,000) square feet of land that is (1) above the Ordinary High Water Line, (2) that is above the 100 year floodplain elevation, (3) that is outside the perimeter of the delineated wetland area; and (4) that is outside the perimeter of any mapped soil area defined in the Soil Survey of Meeker County as having severe limitations for construction of a dwelling due to slope.
- b. Existing conditions in the tract and within a one hundred (100) foot radius.
- (1) Boundary line of proposed subdivision, clearly indicated and to a close degree of accuracy.
 - (2) Location, widths and names of all existing, platted or dedicated streets, easements, railroad rights-of-way and utility easements.
 - (3) All existing sewers, water mains, gas mains, culverts, power or communication cables and other underground installations.
 - (4) Location and names of adjacent subdivisions and the owners of unsubdivided land.
 - (5) Location of all existing permanent buildings, structures or other development on the tract.
 - (6) Topography, showing watercourses, drainage ditches, lakes, marsh areas and their water elevations, and elevation contours of all land in the subdivision at two (2) foot intervals.
 - (7) Adequate soils information to determine suitability for on-site sewage treatment capabilities for every lot from the most current existing sources or from field investigations such as soil borings, percolation tests, or other methods. Each lot shall meet the minimum lot size and dimensional requirements, including at least a minimum contiguous lawn area that is free of limiting factors, sufficient for the construction of two standard soil treatment systems. Lots that would require use of holding tanks shall not be approved.
 - (8) When the subdivision borders a lake, river or stream, a line shall be shown indicating an elevation of three (3) feet above the recorded high water elevation of the water body.
 - (9) Designation of areas which are subject to inundation or stream overflow and outline of the 100 year flood plain.
- c. Proposed subdivision features.
- (1) Total approximate acreage.

- (2) Approximate dimensions of the exterior boundaries of the land being subdivided.
 - (3) The location and width of proposed streets and roads, showing rights-of-way widths, centerline gradients and typical cross sections.
 - (4) The names for all proposed streets.
 - (5) The location and dimensions or capacities of all proposed public utility lines including sewers (storm and sanitary), water, gas, and electricity
 - (6) Layout, numbers and the approximate dimensions of all lots and blocks.
 - (7) Approximate radii of all curves and lengths of all tangents.
 - (8) Location and size of proposed parks, playgrounds, open space or special uses of land to be considered for dedication to the public.
 - (9) Explanation of all covenants or lands reserved for the use of property owners in the subdivision and any conditions of such dedication, reservation or covenant.
 - (10) Front yard setback lines.
 - (11) Indication if any use other than residential is proposed by the subdivider.
 - (12) If any zoning changes are contemplated, the proposed zoning district proposed for the area.
 - (13) A plan for soil erosion and sediment control during development of the subdivision.
 - (14) A stormwater management plan must accompany all preliminary plats. This plan must utilize the natural depressions or artificial settling ponds or basins for the entrapment of sediment and debris and to provide storage and retention of waters to reduce peak flows into receiving waters.
- d. Supplemental data: Upon request of the Planning Commission or County Board, supplementary data shall be submitted, including but not limited to the following:
- (1) If the proposal is in close proximity to a municipality, a central sewer and water feasibility study completed by a qualified engineer.
 - (2) Where a subdivider owns property adjacent to that being proposed for the subdivision, the subdivider shall be required to submit a sketch plan illustrating the relationship between the proposed subdivision and any future subdivision.
 - (3) A vegetation preservation and protection plan which shows the trees to be removed and those which will remain and the types and locations of trees and other vegetation proposed to be planted.

- (4) A statement from a soil scientist or other qualified person relating to the suitability of the affected lands for any development which may occur (i.e., individual sewage disposal system, basements, etc.).
 - (5) Any other information or exhibits as requested by the Planning Commission or County Board necessary to make findings, recommendations and disposition on the proposal.
 - (6) Supplemental Data: Upon request of the Planning Commission or County Board supplemental data shall be submitted, including but not limited to:
 - a. Location and capacities of all existing sewers, water mains, gas mains, culverts, power or communication cables and other underground installations.
 - b. Percolation test results with a minimum of two (2) per lot, together with six (6) feet deep soil borings for every acre, said tests to be conducted by a qualified person.
 - c. Location and dimensions or capacities of all proposed public utility lines including sewers (storm and sanitary), water, gas, electricity and communications.
 - d. Explanation of all covenants or lands reserved for the use of property owners in the subdivision and any conditions of such dedication, reservation or covenant.
 - e. A complete set of street profiles showing centerline gradients and cross sections prepared by a professional civil engineer registered by the State of Minnesota.
 - f. The applicant shall submit any other information or exhibits as requested by the Planning Commission or County Board necessary to make findings, recommendations and disposition on the final plat.
 - (7) The Zoning Administrator shall have the option of deleting any informational requirements determined to be not applicable to a particular proposal.
 - (8) The final plat shall have incorporated all changes and modifications as determined by the County Board and/or Planning Commission necessary for approval of the preliminary plat.
 - (9) At least four (4) copies or as requested of the preliminary plat and supplementary material shall be filed with the Zoning Administrator-
2. The Zoning Administrator shall have the option of deleting any informational requirements determined to be not applicable to a particular proposal.

3. At least twelve (12) copies (or as requested) of the preliminary plat and supplementary material shall be filed with the Zoning Administrator accompanied by the fee as set by the County Board.
 4. The proposal shall be submitted to the Zoning Administrator at least 5 days prior to the required date for submittal to the official newspaper of the County for public notice.
- B. Processing.
1. Upon receipt of the proposal, the Zoning Administrator shall within 5 days forward a copy of the completed proposal and attachments to the Planning Commission.
 2. Additional copies shall be provided to the Zoning Administrator for distribution to the following persons, who shall have ten (10) days to submit comments and/or reports to the Zoning Administrator for consideration by the Planning Commission.
 - a. The Township Clerk(s) of the township(s) in which the subdivision will be located.
 - b. The City Clerk of any municipality within two (2) miles of the proposed subdivision.
 - c. The Commissioner of the Department of Natural Resources if the proposed subdivision includes lands within a Shoreland or Recreation River Management Overlay District.
 - d. The County Engineer, State Commissioner of Transportation, appropriate utility companies or any other agencies deemed necessary.
 3. The Zoning Administrator shall place the proposal on the agenda for a public hearing at the next available meeting of the Planning Commission. The meeting shall be held within forty-five (45) days but not sooner than fifteen (15) days after the filing of a complete proposal, unless time limits are tolled or extended.
 4. The Zoning Administrator shall give proper notice of the public hearing in the following manner:
 - a. Notice of the time, place and purpose of the public hearing shall be given by publication in the official newspaper of the County at least ten (10) days before the hearing.
 - b. Written notice of the time, place and purpose of the public hearing shall be mailed at least ten (10) days but not more than thirty-(30) days prior to the hearing to:
 - (1) All property owners of record within five hundred (500) feet of the affected property in incorporated areas.
 - (2) All property owners of record within one half (1/2) mile of the affected property, or to the ten (10) properties nearest to the affected property, whichever would provide notice to the greatest number of owners in unincorporated areas.
 - (3) The affected Board of Township Supervisors and the City Council of any municipality within two (2) miles of the affected property.

- (3) The Commissioner of Natural Resources if the affected property is within a Shoreland or Recreation River Management Overlay District.
 - (4) The Secretary of any applicable Watershed District.
- c. For the purpose of giving mailed notice, the current records on file in the Office of the County Treasurer shall be deemed sufficient. The failure of any property owner to receive written notice or any defects in the notice shall not invalidate the proceedings, provided a bona fide attempt to comply with the notification requirements has been made.
 - d. A copy of the notice and a list of property owners and addresses to which the notice was sent shall be made a part of the record.
 - e. At least one Planning Commission member, or his/her delegee, and the Zoning Administrator shall view the property being considered in the subdivision proposal prior to the public hearing.
 - f. The Planning Commission may, after having notified the subdivider to that affect, employ qualified persons to check and verify the surveys and plat, and to determine the suitability of the property for the proposed subdivision purposes. Such persons shall make full written reports of their findings. The County Board may require the subdivider to reimburse the County for the cost of such services. If such services are rendered by a salaried employee of the County, the charge therefore shall be computed on the basis of the employee's regular prorated salary including fringe benefits and incurred expenses.

C. Public Hearing.

1. The Planning Commission shall hold at least one (1) public hearing on the proposed subdivision.
2. The applicant or a representative shall appear before the Planning Commission at the public hearing in order to answer questions concerning the proposed subdivision. Failure to appear as scheduled is cause for denial.
3. The Planning Commission and appropriate County staff shall have the authority to request additional information from the applicant or to retain expert testimony with the consent and at the expense of the applicant concerning operational or land suitability factors, said information to be declared necessary to establish performance conditions in relation to all pertinent sections of this Ordinance and the County Zoning Ordinance.
4. An accurate record of all testimony shall be kept by the Secretary of the Planning Commission. This record shall include the names of all persons testifying or otherwise participating in the hearing.

D. Considerations and Findings.

1. The Planning Commission shall study the practicality and possible adverse effects of the proposed preliminary plat. Its judgment shall be based upon, but no limited to, the following factors.
 - a. The design or improvement of the subdivision, as is proposed, conforms substantially to presently adopted land use plans of the County and adjacent municipalities where applicable.
 - b. That the physical characteristics of the site, including but not limited to topography, vegetation, soils, drainage, and susceptibility to flooding and erosion, will support the type and density of development being proposed.
 - c. The possibility and severity of environmental damage which could be caused by the proposed improvements and developments.
 - d. That the design of the subdivision or type of improvements will not cause serious public health problems.
 - e. The effect on existing and anticipated traffic conditions, public utilities and public facilities are such that the requirements of the County Zoning Ordinance have been met and that services are sufficient to accommodate the proposal.
 - f. The conformity of the proposed plat with the design standards of this Ordinance as well as other ordinances, state and federal law.

E. Recommendation.

1. The Planning Commission shall make a recommendation to the County Board after the public hearing at which the preliminary plat proposal was considered unless the public hearing is continued or additional hearings are required. When possible the Zoning Administrator shall report the findings and recommendations of the Planning Commission to the County Board at its next regularly scheduled board meeting. The report shall recommend approval, disapproval or modified approval of the application.
2. The Planning Commission may recommend disapproval if it makes any of the following findings:
 - a. That the proposed use of the land within the subdivision is not allowed within the zoning district involved.
 - b. That the proposed subdivision is in conflict with the Comprehensive Land Use Plan of the County or municipalities and towns required to receive notice herein.
 - c. That the proposed subdivision does not conform to the provisions of this Ordinance or to the applicable provisions of the County Zoning Ordinance.
 - d. That the physical characteristics of the site are such that the site is unsuitable for the type of development contemplated.

- e. That the design of the proposed plat and improvements are likely to cause substantial environmental degradation or cause serious public health problems.
- f. That the proposed subdivision cannot satisfy all applicable bulk regulations in relation to lot area, frontage, arrangement and setbacks as required by the County Zoning Ordinance.
- g. The municipal town or county resources are inadequate to provide services accessible to the proposed plat.

F. Decision.

- 1. The County Board shall upon receiving no report from the Planning Commission with forty-five (45) days of the date of the application, place the proposal on the agenda of its next regularly scheduled meeting (or a special meeting if necessary) and either extend the timelines if allowed or make a decision based on the record before it.
- 2. The County Board shall have the option to set and hold a public hearing if deemed necessary. After the hearing, if any, the County Board may approve the proposal in such forms as it deems acceptable and considers necessary to comply with the requirements of this Ordinance.
- 3. The concurring vote of a majority of the full County Board shall be necessary for the approval or denial of a proposed preliminary plat.
- 4. The Board shall make written findings in each case and state the reasons for its decision.
- 5. The decision together with any conditions for approval or reasons for disapproval shall be filed with the Zoning Administrator who shall mail written notice of the County Board's decision to the subdivider.

G. Approval.

- 1. The approval of a preliminary plat is an acceptance of the general layout as approved, and indicates to the subdivider that he may proceed with the final plat in accordance with the provisions of this Ordinance.

H. Amendments.

- 1. Should the subdivider desire to substantially amend the preliminary plat as approved, he shall submit the amended plat following the procedures as if it were a new preliminary plat proposal. Unless the Planning Commission considers the scope of the revisions to constitute a new plat, the amended plat shall be exempt from the fee and public hearing requirements.

I. Approval Expiration.

1. The approval of the preliminary plat shall be effective for a period of twelve (12) months from the date of approval by the County Board, unless an extension is granted for good cause by the Board.

Section 3.04. FINAL PLAT.

The final plat is a separate and distinct process from the preliminary plat. Approval of the final plat commences with the applicant's filing of an application for approval of a final plat along with the final plat drawing and any other requirements herein. No additional fees shall be required if the final plat application is submitted within 12 months of the approval of the preliminary plat, otherwise fees shall be as determined by the County Board.

A. Preparation.

1. After the subdivider has met the requirements for submittal and approval of the preliminary plat he shall be authorized to prepare a final plat.
2. If desired by the subdivider, the final plat may constitute only that portion of the preliminary plat, which is proposed to be recorded and developed at that time, provided that such portion conforms with all of the requirements of this Ordinance. Any portion of the preliminary plat not submitted within twelve (12) months of its date of approval by the County Board may require the proposal to be submitted as a new preliminary plat to be considered by the Planning Commission and County Board.
3. The final plat shall be drawn as follows:
 - a. It shall be black ink on white matte surface photographic card stock with double cloth back mounting or material of equal quality.
 - b. It shall measure thirty (30) inches in length by twenty (20) inches in width and shall have a border of two (2) inches along the left side of the twenty (20) inch sides and a margin of one-half (1/2) inch along the remaining three (3) sides. There shall also include one (1) copy of an 11 x 17 inch reduction of an exact transparent reproducible copy.
 - c. It shall be drawn at a scale of not less than one (1) inch equals one hundred (100) feet.
 - d. When more than one (1) sheet is required for any plat, each sheet shall be numbered consecutively and contain a notation of the total number of sheets encompassing the plat (i.e., 1 of 4, 2 of 4, 3 of 4, etc.).
4. The final plat shall be prepared in accordance with Minnesota Statutes, Chapter 505 as amended, by a land surveyor licensed in the State of Minnesota and conform to the approved preliminary plat.
5. The final plat shall contain the following information:
 - a. Identification and description.

- (1) Name of subdivision.
 - (2) Location by section, town, range or other legal description.
 - (3) Names and addresses of the subdivider, land surveyor, engineer and designer of the plat.
 - (4) Graphic scale.
 - (5) Date of preparation.
 - (6) North arrow.
- b. Existing conditions in and adjacent to the subdivision.
- (1) Exact location, widths and names of all existing, platted or dedicated streets, railroad rights-of-way, dedicated drainage and utility easements.
 - (2) Location and names of adjacent platted lands.
 - (3) Surface features including rivers, streams, creeks, lakes, ponds and swamps with common names and water elevation.
 - (4) The exact location and width of all easements, whether public or private and a notation under and along the strips marked “utility easements”.
 - (5) The location and area of all lots with accurate dimensions in feet and decimals of feet, with the length of radii and arcs of all curves.
 - (6) The location of monuments shall be shown in reference to existing official monuments.
 - (7) Lots and blocks shall be clearly numbered near the center of the area encompassed. Outlots shall be lettered alphabetically.
 - (8) The names of all streets which are to be dedicated.
 - (9) Exact location and area of all land to be dedicated for public use or reserved by deed covenant for common use of all property owners with the purpose indicated thereon. All lands dedicated for public use, other than streets, shall be marked “Dedicated to the Public”.
 - (10) All certifications as required by this Ordinance.
6. Supplemental Data: Upon request of the Planning Commission or County Board

- f. The applicant shall submit any other information or exhibits as necessary to make findings, recommendations and disposition on the final plat.
7. The Zoning Administrator shall have the option of deleting any informational requirements determined to be not applicable to a particular proposal.
8. The final plat shall have incorporated all changes and modifications as determined by the County Board and/or Planning Commission necessary for approval of the preliminary plat.
9. At least four (4) copies or as requested of the final plat and supplementary material shall be filed with the Zoning Administrator.

B. Processing.

1. Upon receipt of the proposal, the Zoning Administrator shall forward a copy of the completed final plat and attachments to the Planning Commission.
2. The Zoning Administrator shall place the proposal on the agenda for consideration at the next available meeting of the Planning Commission. The meeting shall be held within forty-five (45) days but not sooner than fifteen (15) days of the filing of the completed final draft.

C. Planning Commission Meeting.

1. The applicant or his/her representative shall appear before the Planning Commission as scheduled in order to answer questions concerning the final plat. Failure to attend may be cause for denial.
2. The Planning Commission shall study the final plat to determine its consistency with the approved preliminary plat and to see if it meets all ordinances and regulations of the County.

D. Recommendation.

1. The Planning Commission shall make a recommendation to the County Board within forty-five (45) days of the date of filing unless the time limits are extended. The Planning Commission shall recommend approval, modified approval or disapproval.
2. The Zoning Administrator shall report the findings and recommendations of the Planning Commission to the County Board at its next regularly scheduled Board meeting.
3. In case the plat is disapproved, the subdivider shall be notified of the reason for such recommendation.

E. County Board Decision.

1. After review and consideration of the final plat by the Planning Commission, the County Board shall take action on the final plat within sixty (60) days of the filing of the application for approval unless the time limits are extended. The County Board shall, upon

receiving no report from the Planning Commission within forty-five (45) days of its filing, place the final plat on the agenda for its next meeting and decide the matter within 60 days of filing, unless the time limits are extended in which case it shall be placed on the agenda prior to the expiration of the time limits.

2. The concurring vote of a majority of the full County Board shall be necessary for the approval or denial of the final plat.
3. In the event Planning Commission's recommendation is overturned, the Board shall make written findings in each case and state the reasons for its decision.
4. The decision together with any conditions for approval or reasons for disapproval shall be filed with the Zoning Administrator who shall mail written notice of the County Board's decision to the subdivider.

F. Approval and Filing.

1. Upon approval of the final plat by the County Board the subdivider shall record such final plat with the County Recorder after incorporating the following required certifications on the final plat.
 - a. Notarized certification by the owner or owners dedicating to the public for full public use all street rights-of-way and other lands designated as "Dedicated for the Public's Use" and the granting of utility easements as shown on the plat.
 - b. Notarized certification of the registered land surveyor preparing the plat that the plat, as presented, fully complies with the requirements of this Ordinance and applicable Minnesota Statutes; that the plat is a correct representation of all exterior boundaries of the land surveyed; that the plat represents a survey made by him/her and that all monuments indicated thereon exist and their location, size and material are correctly shown.
 - c. Certification as to county state-aid highways and county highways by the county engineer or the engineer's designated assistant.
 - d. Certification issued by the County Auditor and County Treasurer stating that there are no unpaid taxes or special assessments on any of the lands included in the plat.
 - e. Certification issued by any mortgage company holding a mortgage on the land included in the plat if they are available to sign. If the mortgage company is not available to certify said plat, a consent to plat form must be recorded in the County Recorders Office immediately prior to the Recording of said final plat.
 - f. Certifications of approval to be filled in with the date and signatures of the Chairman of the County Planning Commission, and by the Chairman of the County Board attested to by the County Auditor.
 - g. A certificate of approval shall be signed and dated by the appropriate municipal and/or township official(s).

ARTICLE IV
DESIGN STANDARDS

Section 4.01. DESIGN STANDARDS. The design standards contained in this Article are to ensure that the style, character and form of new developments are consistent with the growth objectives and goals of the Comprehensive Land Use Plan and will be in conformity with the County Zoning Ordinance and all other applicable ordinances of the County.

Section 4.02. BLOCKS.

- A. The length, width and shape of blocks shall be determined with due regard to:
1. The provision of adequate building sites suitable to the particular needs of the type of use proposed or contemplated.
 2. Zoning requirements as to lot size, dimensions and layout.
 3. The needs for convenient access, circulation, control and safety of traffic within and adjacent to the subdivision.
 4. Limitations and opportunities afforded by topography, vegetation and other natural features.
- B. Intersecting streets and roads which determine block lengths shall be provided at such intervals as to serve cross traffic adequately and to merge with existing streets and roads, except that:
1. Block lengths in residential subdivisions shall not normally exceed thirteen hundred twenty (1,320) feet in length.
 2. Block lengths in commercial and industrial subdivisions shall not normally exceed six hundred (600) feet in length.
- C. The width of the block shall normally be sufficient to allow two (2) tiers of lots of appropriate depth except that:
1. Block widths along lakeshores shall normally allow for a single tier of lots between the road and the water body.
 2. Block widths along major thoroughfares may provide for a single tier of residential lots with the rear lot lines in common with the right-of-way line of the thoroughfare.
 3. Block widths along major thoroughfares may provide for a single tier of commercial or industrial lots with the front line in common with the right-of-way line of the thoroughfare or service drive as applicable.

In these cases, the lot depth shall be at least fifteen (15) feet greater than the minimum requirements to allow for screen planting.

- D. Exceptions to the block design standards may be allowed:

1. Where topography or other conditions justify a departure from the regulations.
 2. In order to foster design originality, provided that such exceptions do not violate sound planning and design principles.
- E. Pedestrian ways may be required on blocks longer than nine hundred (900) feet, or in other areas, to provide access to schools, parks and other destinations. Pedestrian ways shall be at least ten (10) feet wide and shall be located so as to minimize intersections with streets.

Section 4.03. LOTS.

- A. The size, width, shape and orientation of lots shall be determined by the minimum requirements of the County Ordinance for the district in which the plat is situated.
- B. Every lot must have the minimum required frontage on a public dedicated road or street other than an alley.
- C. Side lot lines shall be approximately at right angles to straight street lines or radial to curved street lines.
- D. Double frontage lots shall be avoided except where lots back on a highway or other arterial road, or where topographic or other conditions require. Such lots shall have an additional depth of at least fifteen (15) feet in order to allow for screen planting along the rear lot line.
- E. Corner lots shall have additional width to permit the required setback from both roads as required by the County Zoning Ordinance.
- F. All proposed remnants of lots not meeting the requirements of the County Zoning Ordinance shall be combined or added to adjacent lots rather than be allowed to remain as unusable parcels.

Section 4.04. STREETS.

- A. Streets. Streets within the subdivision shall be developed according to the following standards that promote road safety, minimize visual impacts, minimize impervious surfaces and also follow the standards set forth in the Minnesota Department of Transportation booklet “Best Practices for Rural Entrance Policy”:
1. Public streets shall be designed to minimize the visual size and scale of the development and help discourage excessive speeds.
 2. Street widths shall meet the following specifications:
 - A. Dedicated public roads shall have a minimum 32-foot graded base with a 24-foot drive surface and with a minimum ditch size of 2-feet deep and 4-feet wide and a 66 foot road right of way.

- B. Private roads shall have a minimum 24-foot graded base with a 16-foot drive surface and a 50-foot road right of way, except if the private road could serve 3 or more dwelling units then the road shall have a 20-foot drive surface with a 26-foot graded base.
3. Street surface for public streets within the subdivision may be gravel, or other surface with high permeability, unless the streets are an extension of existing paved roads.
 4. The number of local street intersections with collector and arterial roads should be minimized, however, the applicant must demonstrate that such intersections are adequate, have the capacity to handle traffic generated by the proposed project, and will not endanger the safety of the general public.
 5. If subdivisions abut one another or existing development, direct street links should be made to emphasize the connection between existing and new development. The extension of municipal streets must conform to municipal standards, if any.
 6. Curved and one-way streets are permitted and shall have a minimum 24 foot graded base and 16-foot drive surface, except if the private road could serve 3 or more dwelling units then the road shall have a 20-foot drive surface with a 26-foot graded base.
 7. Cul-de-sacs and dead ends are only permitted if alternate street designs are not feasible. Feasibility shall be determined at the discretion of the Meeker County Planning Commission and the Meeker County Engineer.
- B. The street system of a subdivision shall be designed to facilitate adequate traffic circulation from the subdivision to adjacent areas. The arrangements, character, extent, width and location of all streets shall be determined through consideration of:
 1. The Comprehensive Land Use Plan.
 2. The relationship of the area to existing and planned streets.
 3. The reasonable, safe and efficient movement of traffic in volumes generated by the proposed use or ultimate function.
 4. Topographic conditions.
 5. Stormwater runoff.
 6. Accessibility for fire protection, snow removal and other road maintenance equipment.
 - B. Where adjoining unsubdivided areas may be subdivided, the arrangement of new streets in the subdivision shall make provision for the future projection of streets by providing for a public right-of-way to the boundary with the unsubdivided land at appropriate locations.
 - D. Where the plat to be submitted includes only part of the tract owned or intended for development by the subdivider, a tentative plan of a proposed future street and road system for the unsubdivided portion shall be prepared and submitted by the subdivider.

- E. When a tract is subdivided into larger than normal building lots or parcels in areas, which will undergo future resubdivision, such lots or parcels shall be so arranged and developed as to allow the logical location and openings for future roads and appropriate resubdivision.
- F. Local streets shall be designed to discourage through traffic and to provide the minimum amount of street necessary for safe access to adjacent properties.
- G. The street arrangement shall be such so as not to cause hardship to owners of adjoining property when platting their land and providing convenient access to it.
- H. Dedication of half-streets or roads shall be prohibited except where the County Board determines that:
 - 1. It is essential to the reasonable development of the subdivision and no practical alternative exists.
 - 2. It will be practical to require the dedication of the other half when the adjoining property is subdivided.
 - 3. It is necessary to acquire the remaining half by condemnation so that it may be improved in the public interest.
- I. Where a proposed subdivision abuts upon, or contains an existing or proposed major thoroughfare, or railroad right-of-way, the County Board upon recommendation by the Planning Commission may require reverse frontage lots or provision of suitable local service drives approximately parallel and adjacent to the boundary of such right-of-way. Such service drives shall afford separation of through and local traffic while providing access to adjacent properties.
- J. In the platting of small tracts of land abutting or containing an existing or proposed major thoroughfare, or railroad right-of-way, provisions may be required for the future development of a service drive. Temporary entrance permits shall be issued as a condition to any land use permit application involving said tracts of land.
- K. Alleys may be allowed in commercial and industrial districts. No alleys shall be allowed in residential areas.
- L. Names: All street names shall be approved by the County Highway Engineer.
- M. The following street design specifications shall be based upon the intended use as determined by their functional classification and as set forth herein or by the County Engineer.
 - 1. Right-of-way width.
 - 2. Surface width.
 - 3. Base material.

4. Minimum horizontal curve radii.
5. Minimum tangent between curves.
6. Minimum grade.
7. Maximum grade.
8. Pavement requirements.
9. Intersections.
10. Cul-de-sac street length.
11. Street jogs.
12. Alley width.
13. Pedestrian way.

Section 4.05. EASEMENTS.

- A. Utility easements shall include electrical, communication, water, sewer/septic and/or drainage.
- B. A utility easement of sufficient size shall be provided along the sideline of lots and/or the rear line of lots to form a continuous right-of-way for said utilities, where necessary. If necessary for the extension of main water or sewer lines, electrical transformer pads, or similar utilities, easements of greater width may be required along lot lines or across lots.
- C. Utility easements shall connect with easements established in adjoining properties. These easements, when approved, shall not thereafter be changed without the approval of the County Board, by Ordinance, upon the recommendation of the Planning Commission.
- D. Additional easements for pole guys should be provided at the outside of turns. Where possible, lot lines shall be arranged to bisect the exterior angle so that pole guys will fall along side lot lines.
- E. Where a subdivision contains or is traversed by a water course, drainageway, channel, lake or stream, a storm water easement, drainage right-of-way or park dedication, whichever the Planning Commission may deem the most adequate, conforming substantially with the lines of such water courses, shall be provided, together with such further width or construction, or both, as will be adequate for the storm water drainage of the area. The width of such easements shall be approved by the County Engineer.
- F. All easements shall be dedicated by appropriate language on the plat as required by Minnesota Statutes, Section 505.

Section 4.06. PUBLIC SITES AND OPEN SPACES.

- A. In subdividing land or resubdividing an existing plat, due consideration shall be given by the subdivider and by the Planning Commission upon review, to the dedication or reservation of suitable sites for parks, playgrounds, conservation areas, or other public or semi-public recreational areas or open space. Areas so dedicated or reserved shall conform as nearly as possible to the Comprehensive Land Use Plan. Whenever the Comprehensive Land Use Plan shows the proposed park or recreational area partially or completely within a proposed subdivision, the preliminary and final plats of said subdivision shall show the proposed site as reserved and the County shall have one (1) year from the date of approval of the preliminary plat by the Planning Commission in which to purchase said land or to initiate condemnation proceedings with respect thereto.
- B. Where deemed essential by the Planning Commission, upon consideration of the particular type of development proposed in the subdivision, and especially in larger scale neighborhood developments not anticipated in the Comprehensive Land Use Plan, the Planning Commission may require the dedication or reservation of such other areas or sites of a character, extent and location suitable to the needs created by such a development for schools, parks and other neighborhood purposes.

Section 4.07. ENVIRONMENTAL CONSIDERATIONS.

- A. In the subdivision of land, adequate measures shall be taken to ensure that all natural features which will add attractiveness and stability to the development are preserved.
- B. Standards dealing with tree removal, conservation of vegetation and erosion and sediment control as stipulated in the Performance Standards Section of the County Zoning Ordinance shall be applicable to all subdivisions.

ARTICLE V
REQUIRED IMPROVEMENTS

Section 5.01. REQUIRED IMPROVEMENTS. Before the final plat is approved by the County Board, the subdivider shall execute and submit to the County Board an agreement, which shall be binding on his/her or their heirs, personal representatives and assigns, that he will cause no private construction to be made on said plat or file or cause to be filed an application for land use permits for such construction until all improvements required by this Ordinance have been made or arranged for in the manner following.

Section 5.02. MONUMENTS. Monuments of a permanent character, as required by Minnesota Statutes 505.02, shall be placed at all block corners, lot corners, angle points, points of curves in streets and at intermediate points as shown on the final plat.

All U.S., state, county or other official benchmarks, monuments, or triangulation stations in or adjacent to the property shall be preserved in precise position. Permanent County land cast iron monuments shall be placed at all section and quarter section points and meander and witness points within the subdivision or on its perimeter.

Section 5.03. STREETS. All roads and streets shall be improved in accordance with the engineering specifications established by the County Engineer.

- A. Paving: The County Board may require that all streets be improved with a cement concrete or bituminous surface of the proper design capacity.
- B. Curb and Gutter: Concrete curb and gutter may be required for all paved streets.
- C. Sidewalks: Sidewalks may be required to protect pedestrian traffic in commercial or residential areas.
- D. Road Banks or Ditches: Road banks or ditches adjacent to the surfaced portion of the roadway shall be sodded or seeded with a grass cover to provide protection from erosion over that area lying between the right-of-way lines and the edge of the surfaced roadway.
- E. Drainage: Adequate provisions for the collection and disposal of surface and storm water shall be provided within the street right-of-way. Culverts, stormwater inlets and other drainage facilities shall be constructed as approved by the County Engineer.
- F. Traffic Signs: All signs necessary for the protection of the motorists, public and pedestrians, including street signs, shall be installed as determined and approved by the County Engineer.

Section 5.04. WATER SUPPLY. In lieu of proposing individual wells, the subdivider shall be responsible for establishing that an adequate, safe water supply is available to each lot in the subdivision.

- A. Where a municipal water supply is available within a reasonable distance, the subdivider may be required to provide a connection to the municipal system. The feasibility of this requirement

shall be evaluated based on the cost of constructing the connection weighed against the cost of installing individual wells and the likelihood of a municipal connection in the future.

- B. Where it is determined that a municipal connection is unfeasible the subdivider may install a system providing each lot with an adequate supply of potable water meeting all State Health Department standards.

Section 5.05. SANITARY SEWER. In lieu of proposing individual on-lot sewage disposal systems, it shall be the responsibility of the subdivider to assure that adequate means of sewage disposal is available for each lot in the subdivision.

- A. Where it is feasible to utilize a public municipal sanitary sewer, the subdivider may be required to provide a connection to the municipal system. The feasibility of this requirement shall be evaluated based on the cost of constructing this connection weighed against the cost of installing individual sewage disposal systems and the likelihood of a municipal connection in the future.
- B. Where it is determined a municipal connection is unfeasible the subdivider may install a complete and adequate community sanitary sewer system and plant meeting all State Health Department and Pollution Control Agency standards.

Section 5.06. PUBLIC UTILITIES. It shall be the responsibility of the subdivider to contact the appropriate electric, gas, telecommunications, etc. utility companies to determine the availability of services and to make the necessary arrangements for their installation.

- A. All utility lines shall be placed underground, excepting transformers, pedestals and other necessary appurtenances.
- B. All underground utility installations which traverse privately owned property shall be protected by easements.

ARTICLE VI
CONSTRUCTION AND PAYMENT FOR IMPROVEMENTS

Section 6.01. CONSTRUCTION AND PAYMENT FOR IMPROVEMENTS. Prior to approval of the final plat, the subdivider shall agree, in the manner set forth in this Article, to install or pay for the installation of improvements in conformity with construction plans approved by the County Board and in conformity with the requirements of this Ordinance.

Section 6.02. CONSTRUCTION PLANS. If so ordered, construction plans for the required improvements conforming with the standards of the County and applicable ordinances shall be prepared at the subdivider's expense by a professional engineer who is registered in the State of Minnesota. Such plans shall contain his/her seal. Such plans, together with the quantity of construction materials shall be submitted to the County Engineer for his/her approval and estimate of total cost of the required improvements. Upon approval, the plans shall become a part of the contract for installation of improvements. Two (2) copies of the plan as approved by the County Engineer shall be submitted and placed on file with the County Engineer.

Plans for the installation of electric, telephone, gas, or other public utilities shall be submitted to the County Engineer upon their submission and approved by the appropriate agencies. The appropriate agencies shall have approved the plans prior to the approval of the final plat. Financial arrangements for these facilities shall be between the subdivider and the appropriate utility agency and shall be in accord with the policies of the County.

Section 6.03. PAYMENT FOR IMPROVEMENTS. The required improvements which are listed and described in this Ordinance are to be furnished and installed at the sole expense of the subdivider and at no expense to the Township, unless otherwise stated, provided however:

- A. In the case of an improvement, the cost of which would by general policy be assessed only in part to the improved property and the remaining costs paid out of the general tax levy, provision shall be made for payment of a portion of the cost by the subdivider and the remaining portion of the cost by the Township.
- B. If any improvement installed within the subdivision will be of substantial benefit to lands beyond its boundaries, the Township Board may make provision for causing a portion of the cost of the improvement, representing the benefit to such lands, to be assessed against the same and in such case the subdivider will be required only to pay for such portion of the whole cost of said improvements as will represent the benefit to the property within his/her subdivision.
- C. The subdivider shall be responsible only for trunk facilities, collectors, mains or laterals to the lot line and shall not be responsible for the costs of individual wells, individual sewage disposal systems or any private utility connection beyond the lot line or utility easement.

Section 6.04. CONTRACT FOR INSTALLATION OF IMPROVEMENTS. Prior to installation of any required improvements and prior to recording of the final plat, the subdivider shall enter into a contract in writing with the County requiring the subdivider to furnish and construct the improvements at his/her sole expense in accordance with the construction plans and specifications and usual contract conditions approved by the County Board. The contract, if ordered, shall include provisions for supervision of construction details by the County Engineer and grant to the

County Engineer authority to coordinate the work to be done under said contract by the subdivider and/or subcontractor authorized to proceed thereunder and with any other work being done or contracted by the community in the vicinity. Any agreement for improvements to be made after the plat is recorded shall require the subdivider to make an escrow deposit or to furnish a performance bond as a financial guarantee as specified in this Ordinance.

Section 6.05. FINANCIAL GUARANTEE. At the option of the County Board, the Board may exercise (1) or more of the following financial guarantees to assure completion of the minimum necessary required improvements.

- A. Escrow Deposit: An amount equal to one hundred twenty-five (125) percent of the County Engineer's costs of the improvements to be furnished and/or installed by the subdivider per his/her contract shall be deposited with the County Auditor by the subdivider. The County shall be entitled to reimbursement from said deposit for cost and expense incurred by the County for the inspection of the construction and for the completion of work not approved by the County Engineer and/or other civil engineer and for any damages sustained by the breach of contract. Upon completion of the work and termination of any liability, the remaining balance of the escrow deposit shall be refunded to the subdivider.

- B. Performance Bond: The subdivider may furnish a public contractor's performance bond as prescribed by Minnesota Statutes, with corporate surety in a penal sum equal to one hundred twenty-five (125) percent of the County Engineer's cost estimate for the required improvements to be furnished and/or installed by the subdivider. The performance bond shall be approved by the County Attorney prior to its acceptance. A certified check shall be submitted by the subdivider for the estimated inspection costs of the required improvements to be furnished and/or installed by the subdivider. Said check is to be submitted at the time of the submission of the performance bond.

Section 6.06. COMPLETED IMPROVEMENTS. Improvements within a subdivision which have been completed prior to recording of the final plat or execution of the contract for installation of the required improvements shall be accepted as equivalent improvements in compliance with the requirements of this Ordinance, only if the County Engineer shall certify that he is satisfied that the existing improvements conform to the applicable standards.

Section 6.07. INSPECTION OF IMPROVEMENTS. At least ten (10) days prior to commencing construction of the required improvements the subdivider shall notify the Zoning Administrator and the County Engineer in writing of the time when he proposed to commence construction of such improvements so that they may cause inspection(s) to be made to assure that all specifications and requirements shall be met during the construction of required improvements and to assure the satisfactory completion of the improvements and utilities required.

If the County Engineer shall find, upon inspection of the improvements performed before the expiration date of any performance bond that any of the required improvements have not been constructed in accordance with plans and specifications filed by the subdivider, he shall so report to the County Board and Planning Commission. The Zoning Administrator then shall notify the subdivider and, if necessary, the bonding company, and take all necessary steps to preserve the County's rights under the bond and/or escrow deposit. No plat shall be approved by the Planning Commission as long as the subdivider is in default on a previous approved plat.

Section 6.08. MODIFICATION OF REQUIRED IMPROVEMENTS. If at any time before or during the construction of the required improvements it is demonstrated to the satisfaction of the County Engineer that unforeseen conditions make it necessary or preferable to modify the location or design of such required improvements, the County Engineer may, upon approval by the Planning Commission, authorize modifications provided these modifications are within the spirit and intent of the original approval and do not extend to waiver or substantially alter the function of any improvements required.

The County Engineer shall issue any authorization under this Section in writing and shall transmit a copy of such authorization to the Planning Commission and the County Board. It shall be the responsibility of the subdivider to have all necessary changes, amendments and modifications noted on the construction plans. Drawings showing all improvements as built shall be filed with the County Engineer.

ARTICLE VII
PLATTING – MISCELLANEOUS REQUIREMENTS

Section 7.01. CERTIFICATE OF SURVEY. The following procedure shall be followed whenever any person proposes to subdivide land by a certificate of survey and metes and bounds description as provided by this Article, unless specifically exempted.

- A. A certificate of survey shall be required for any conveyance that divides an existing tract of land not otherwise platted herein. Said certificate shall be filed with the auditor at the time the conveyance is recorded.

- B. Preparation.
 - 1. Prior to submission of a certificate of survey for consideration by the Planning Commission, the subdivider shall meet with the Zoning Administrator so that he may introduce himself/herself as a potential subdivider and learn what shall be expected of him/her in such capacity.
 - 2. If it shall be determined that the proposed subdivision meet the general requirements and conditions of this Article, the subdivider shall be authorized to prepare a certificate of survey. The certificate of survey shall be prepared by a land surveyor registered in the State of Minnesota.
 - 3. The certificate of survey shall contain the following information and all distances shall be shown at a scale of not less than one (1) inch equals one hundred (100) feet.
 - a. Identification and description.
 - (1) Names and addresses of the owner, subdivider, land surveyor and engineer.
 - (2) Date of preparation.
 - (3) Location by section, town, range and township name.
 - (4) Graphic scale.
 - (5) General location map including the area within a one (1) mile radius of the proposed certificate of survey.
 - (6) North arrow.
 - b. Existing conditions in the tract and within a fifty (50) foot radius.
 - (1) Exact location, widths and names of all existing, platted or dedicated streets, railroad rights-of-way, dedicated drainage and utility easements and a statement of easement rights.

- (2) Surface features including rivers, streams, creeks, and lakes with common names and water elevation.
- (3) Location of all existing permanent buildings, structures or other development of the tract.

Section 7.02 EXEMPTIONS. The following shall be exempt from the requirements of this Article providing there is certification of lot size and:

- A whole tract is conveyed, whether it be by one deed or multiple deeds.
- B. The subdivision and conveyance of lands into quarter-quarter sections (40 acres), government lots and combinations thereof as described by government survey.
- B. The easement or conveyance is for highway, street or road purposes.

Section 7.03. TORRENS LAND AND REGISTERED TITLE

- A. If any tract shall be subdivided, it shall be completed as per the Meeker County Subdivision Ordinance.

ARTICLE VIII
ADMINISTRATION AND FEES

Section 8.01. ZONING ADMINISTRATOR. The office of the Zoning Administrator, as established by the County Board, shall perform the following duties in the administration of this Ordinance.

- A. Enforce and administer the requirements of this Ordinance.
- B. Receive, file and forward to the County Planning Commission all sketch plans, preliminary plats, final plats, certificates of survey subdivision proposals and applications for amendments.
- C. Receive, file and forward to the County Board all findings and recommendations of the Planning Commission necessary for the final disposition of sketch plans, preliminary plats, final plats, certificates of survey subdivision proposals and applications for amendments.
- D. Receive, file and forward to the Board of Adjustments, all appeals and applications for variances as provided by this Ordinance.
- E. To have published and attend to the service of all notices as required by the provisions of this Ordinance.
- F. To serve as Secretary to the Planning Commission and Board of Adjustment.
- G. Act as an advisor and provide technical assistance to the Planning Commission, Board of Adjustment and County Board on matters relating to the administration of this Ordinance.
- H. Maintain current and permanent records necessary for the enforcement of this Ordinance.
- I. Receive, file and forward all decisions, recommendations and conditions from the Planning Commission, Board of Adjustment and County Board with the following, as required:
 - 1. Applicant or appellant.
 - 2. County Recorder.
 - 3. Commissioner of Natural Resources.
 - 4. Other affected agencies and governmental units as required by Minnesota Statutes.
- J. Provide and maintain a public information bureau relative to matters arising out of this Ordinance.
- K. Conduct inspections of land, construction and improvements at reasonable times, to determine compliance with and enforce the provisions of this Ordinance.
- L. Institute in the name of the County, any appropriate actions or proceedings necessary to enforce the provisions of this Ordinance.

Section 8.02. PLANNING COMMISSION. The Planning Commission, as established by the County Board, shall perform the following duties and functions as provided by this Ordinance.

- A. Review proposed plat sketch plans and offer advice and recommendations to the subdividers.
- B. Review, hold public hearings and make findings and recommendations to the County Board on preliminary plats, final plats and certificates of survey subdivision proposals.
- C. Initiate, review, hold public hearings and make findings and recommendations to the County Board on applications for amendments to this Ordinance.
- D. Review and make findings and recommendations to the Board of Adjustment as deemed necessary for the final disposition of requests for variances to said Board.

Section 8.03. BOARD OF ADJUSTMENT. The Board of Adjustment, as established by the County Board, shall perform the following duties and functions as provided by this Ordinance.

- A. Consider applications, make determinations and order the issuance of variances from and as provided by this Ordinance.
- B. Hear and decide appeals from and review any order, requirement, decision or determination made by any administrative official, Planning Commission or County Board in the interpretation or enforcement of and as provided by this Ordinance.

Section 8.04. COUNTY BOARD. The County Board shall perform the following duties and functions as provided by this Ordinance.

- A. Formulation, review and adoption of this Ordinance as provided for by Minnesota Statutes, Section 394.21 through 394.37 as amended.
- B. Appoint members to and delegate certain powers and duties to the County Planning Commission, Board of Adjustment and Zoning Administrator for the purpose of implementing and enforcing the requirements and provisions of this Ordinance.
- C. Review all applications and proposals for amendments, preliminary plats, final plats and certificates of survey subdivision proposals along with the Planning Commission's findings and recommendations and make final disposition of said applications and proposals.
- D. Establish a schedule of fees and charges necessary to defray the costs of administering the provisions of this Ordinance.

Section 8.05. VARIANCE. A variance from the provisions and requirements of this Ordinance may be authorized by the Board of Adjustment in specific cases where, owing to special conditions, the strict and literal enforcement would result in exceptional and undue hardships.

Any person, firm, corporation or an other organization or entity having an interest in real property which is subject to the provisions of this Ordinance may apply for a variance from those provisions.

The procedure for obtaining a variance from the terms of this Ordinance shall be in the same manner as provided for by the County Zoning Ordinance. Application for said variance shall be made at the time when the preliminary plat is filed for consideration by the Planning Commission and County Board.

Section 8.06. AMENDMENTS. The regulations, requirements or procedures set forth in this Ordinance may be amended, supplemented, changed or repealed whenever it is determined by the County Board that the public necessity, public welfare or good land use planning requires such. Such amendments shall not be issued indiscriminately, but shall only be issued as a means to implement changes in the goals and policies of the County as reflected in the Comprehensive Land Use Plan.

An amendment to the provisions of this Ordinance may be initiated by:

- A. A petition from the owner or owners of the affected property within the jurisdiction of this Ordinance.
- B. A recommendation of the Planning Commission.
- C. Action taken by the County Board.

The procedure for initiating an amendment to this Ordinance shall be in the same manner as provided by the County Zoning Ordinance.

Section 8.07. APPEALS. The Board of Adjustment shall have the exclusive power to hear and decide appeals where it is alleged that there is an error in any order, requirement, decision or determination made by any administrative official, Planning Commission or County Board in the interpretation or enforcement of this Ordinance. Such appeal may be taken by any person, firm or corporation aggrieved, or any officer, department, board or bureau of a town, municipality, county or state in accordance with the following procedure.

The procedure for initiating an appeal shall be in the same manner as provided for by the County Zoning Ordinance.

Section 8.08. FEES. The Board of County Commissioners shall establish a schedule of fees as required, for all applications and proposals for preliminary plats, final plats, variances, appeals, amendments and certificates of survey subdivision proposals. The schedule of fees shall be posted in the office of the Zoning Administrator and may be revised or amended only by the County Board.

The fee is payable at the time of filing an application or proposal and is not refundable. No action shall be taken on any application or proposal until all applicable fees have been paid in full.

Fees as permitted by Minnesota Statutes for the filing of final plats or certificates of survey with the County Recorder shall be in addition to the above stated fees.

ARTICLE IX
ENFORCEMENT, VIOLATIONS AND PENALTIES

Section 9.01. ENFORCEMENT

Violations of this ordinance are a misdemeanor. Additionally this ordinance may be enforced using the same procedures and penalties as contained in Article 3.06 of the Meeker County Zoning Ordinance. Each day a violation continues shall constitute a separate offense or cause of action.