CITY OF RIVER FALLS SUB-DIVISION PLATTING PROCESS

INITIAL CONTACT (Optional)

Developer meets with staff representative and is given Development Packet. Pack Contains:

- ❑ Ordinances
  - Subdivision
  - Erosion Control
- ❑ Engineering Standards
  - Roads
  - Drainage
  - Grading
- ❑ Subdivision Standards
  - Process
  - Timelines
- ❑ Utility Standards
  - Sewer
  - Water
  - Electric

SKETCH PLAT

Developer submits Sketch Plat and Location Map in accordance with Municipal Code 18.05.
Requirements Include:

- ❑ Sketch plat drawn on topographic survey map.
- ❑ Location Map showing relationship of proposed subdivision to:
  - Traffic Arteries
  - Existing Community Facilities
    - Schools
    - Sewer
    - Water
    - Storm Sewer
    - Rivers & Lakes
    - Existing Parcels
    - Existing Homes
- ❑ Sketch Plat information distributed to the following departments for comment:
  - Planning
  - Engineering
  - Police
  - Fire
  - Ambulance
  - Municipal Utility
  - Others (DNR, Schools, ETC.)
- ❑ Comments to Planning Department in 7 calendar days.
- ❑ Planning Department compiles comments and provides to Developer.
- ❑ Developer may request meeting with staff to review comments received. Planning Department establishes meeting date with Developer and notifies departments of meeting time.
- ❑ Planning Commission reviews Sketch Plat. Planning Commissions and Public comments are non-binding and do not commit Plan Commission or the Developer to those comments for Preliminary Plat process

Concurrent with Preliminary Plat
Optional

PRELIMINARY PLAT

Developer submits Preliminary Plat.

- ❑ Planning Staff confirms that submittal complies with the requirements of Municipal Code 18.05(2) including the following information with regards to the proposed development:
  - Location, width and name of all proposed streets and walkways
  - Location and approximate dimensions of any sites to be reserved or dedicated for parks or other public uses.
  - Location and size of proposed utilities, including:
    - Sanitary sewer
    - Storm sewer
    - Water
    - Electric
    - Gas Service
    - Easement locations and widths.
- ❑ If Preliminary Plat is found to comply with above:
  - Preliminary Plat information is distributed to the following departments for comment:
    - Planning
    - Engineering
    - Police
    - Fire
    - Ambulance
    - Municipal Utility
    - Others (DNR, Schools, ETC.)
  - Departments schedule reviews with any appropriate boards or commissions.
    - Park Board
    - Utility Commission
    - Plan Commission (90 day statutory time limit begins on meeting date.)
    - Others (DNR, Schools, ETC.)
  - Written comments from departments, boards and commissions are due 6 weeks from the date of Preliminary Plat Submittal.
  - Preliminary Plat is Placed on next Plan Commission Agenda
  - All written comments are included in Plan Commission packet
  - Planning Department prepares report for Plan Commission
  - Plan Commission takes action on Preliminary Plat.
    - Approval
    - Conditional Approval

Approved

Rejected

Concurrent with Preliminary Plat
Optional

PLANS & SPECIFICATIONS

Developers Engineer prepares detailed Plans and Specifications for Public Improvements associated with Plat.

- ❑ Construction of Improvements shall be in accordance with Municipal Code 18.07.
- ❑ Plan and Specifications Submitted by the developer to the following departments for review.
  - Planning
  - Engineering
  - Police
  - Fire
  - Ambulance
  - Municipal Utility
  - Others (DNR, Schools, ETC.)
- ❑ Departments schedule reviews with any appropriate boards or commissions.
  - Park Board
  - Utility Commission
  - Plan Commission
  - City Council
  - Others (DNR, Schools, ETC.)
- ❑ Written comments from departments, boards and commissions are due 6 weeks from the date of Plan submittal and shall be directed to the following appropriate authority:
  - Municipal Utility General Manager for Sewer, Water and other Utility Issues
  - City Engineer for all other matters including drainage, roads, walks, grading.
- ❑ Authorities provide written comments to developer within 7 weeks of initial Plan submittal
- ❑ Developer revises Plans ans Specifications in accordance with written comments and submits for approval.
- ❑ Utility General Manager and City Engineer sign plans if all comments have been

DEVELOPER'S AGREEMENT

Developer's Agreements are prepared in the event that the developer has outstanding obligations at the time they desire Final Plat Approval.

- ❑ These outstanding obligations may include but are not limited to:
  - Construction of Public Improvements
  - Warranty of Public Improvements
  - Dedication of Public Facilities
  - Dedication of Lands
  - Payment of Fees and Charges
- ❑ Developer's Agreements are typically prepared by the Planning Department.
- ❑ Developer may request that the Planning Department begin drafting a developer's agreement at any time.
- ❑ When a request for a developers agreement has been made, the Planning Department will notify the following departments
  - Planning
  - Engineering
  - Police
  - Fire
  - Ambulance
  - Municipal Utility
  - Others (DNR, Schools, ETC.)
- ❑ Departments shall respond to Planning Department in writing within 14 calendar days with a list of issues to be included in the developer's agreement.
- ❑ Planning Department shall revise Developer's Agreement to include issues indicated by various departments.
- ❑ Revised Developer's Agreement is distributed to the following departments for comment:
  - Planning
  - Engineering
  - Police
  - Fire
  - Ambulance
  - Municipal Utility
- ❑ Departments schedule reviews with any appropriate boards or commissions.
  - Park Board
  - Utility Commission
  - Plan Commission
  - City Council
  - Others
- ❑ Written comments from departments, boards and commissions are due 6 weeks from the date of Developer Agreement Distribution.
- ❑ Comments are incorporated into the Developer's Agreement by the Planning Department and the Developer's agreement is scheduled for the next City Council Agenda.
- ❑ City Council Takes Action on the Developer's Agreement.

FINAL PLAT SUBMITTAL

Developer submits Final Plats to the Planning Department.

- ❑ Final Plat is scheduled on next Planning Commission Agenda.
- ❑ Final Plat information is distributed to the following departments for comment:
  - Planning
  - Engineering
  - Police
  - Fire
  - Ambulance
  - Municipal Utility
  - Others (DNR, Schools, ETC.)
- ❑ Departments shall notify the Planning Department of any outstanding obligations required of the developer for Final Plat approval, that are not covered in an approved developers agreement. These outstanding obligations may include but are not limited to:
  - Construction of Public Improvements
  - Warranty of Public Improvements
  - Dedication of Public Facilities
  - Dedication of Lands
- ❑ Written Comments are due to Planning Department within 7 calendar days from distribution date.
- ❑ All written comments are included in Plan Commission packet
- ❑ Planning Department prepares report for Plan Commission
- ❑ Plan Commission considers Final Plat. (60 day statutory time begins on meeting date). Plan Commission may take the following action or defer action as follows:
  - Approval
  - Conditional Approval
  - Rejection in writing
- ❑ Upon Final Plat approval by Planning Commission, Final Plat is scheduled on next City Council Agenda.
- ❑ City Council takes action on Final Plat.
  - Approval
  - Conditional Approval
  - Rejection in writing
- ❑ NOTE: Final Plat will not be approved until the City Clerk has received State Certification of the Final Plat. It is the developers responsibility to submit necessary information for Final Plat approval to the State Department of Administration, Plat Review Section.