City Of Wyoming
26885 Forest Blvd, PO Box 188
Wyoming, MN 55092
651-462-0575
permits@wyomingmn.org

SUBDIVISION APPLICATION: SKETCH PLAN

A sketch plan application initiates the procedure for developing and subdividing property. The Sketch Plan is reviewed by individuals of the City Plat Review Committee and then is placed on the Planning Commission agenda.

Applicant(s): Name(s)_____

Address_____

City_____ State_____ Zip_____

Phone Number_____ Email_____

Owner(s) - If other than Applicant(s):

Name(s)_____

Address_____

City_____ State_____ Zip_____

Phone Number_____ Email_____

Owner(s) Signature(s) _____ **Date**_____

Legal description of property: _____

_____

Property Identification Number: 21._____

Present use of property: _____

Proposed use of property: _____

Present zoning of property: _____

This application and the following attachments must be submitted to be considered a complete application:

Total size of property: _____ Total acreage in wetlands or floodplain: _____

Number of proposed lots: _____ ☐ Septic Site Evaluation Report(s) if available.

☐ 4 full size copies of the Sketch Plan ☐ 2 reduced copies (no larger than 11 X 17).

☐ The application fee and escrow must be paid at the time of application.

Applicant(s) Signature: _____ Date: _____

As the applicant for this request, I agree to reimburse the City for all expenses incurred by the City in employing planning, engineering, legal, and other professional consultants in reviewing this application. This may include the replenishment of any escrow funds as required as part of this application. Such costs shall be paid by me, the applicant, regardless of the outcome of the review and prior to commencing any work on the project.

The meeting can be scheduled only after a complete application is received.

Applicants that submit Sketch plans with four or more proposed lots will meet with the Joint Park Planning Board in order to determine the developments Park and Trail Dedication. The Joint Park Planning Board meets on the 2nd Tuesday of each month at 6:00 pm. Developments creating three or fewer lots will dedicate the minimum Park and Trail Dedication ($1500.00 Park + $300.00 Trail, per lot) without needing to meet with the Joint Park Planning Board. Park and Trail Dedications are submitted to the City with the Final Plat application.

OFFICE USE ONLY

Permit # _____ Date Application Received: ____/____/_____

Date **Complete** Application Received: ____/____/_____ 120 Days: ____/____/_____ By: _____
Official

Fee: $100.00 + Escrow $500.00 Date Paid ____/____/_____

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SUBDIVISION APPLICATION: PRELIMINARY PLAT

A preliminary plat application is filed after the Planning Commission has reviewed the sketch plan application for the proposed subdivision. The application is reviewed by the Plat Review Committee and then forwarded on to the Planning Commission for a public hearing. After the public hearing the application is considered by the City Council.

Applicant(s): Name(s)_____

Address_____

City_____ State_____ Zip_____

Phone Number_____ Email_____

Owner(s) - If other than Applicant(s):

Name(s)_____

Address_____

City_____ State_____ Zip_____

Phone Number_____ Email_____

Signature of owner(s)_____ **Date**_____

Legal description of property: _____

_____

Property Identification Number: 21._____

Present use of property: _____

Proposed use of property: _____

Present zoning of property: _____

Total acreage of property: _____
Number of proposed lots: _____

Total acreage in wetlands or floodplain: _____
Acreage of proposed parkland dedication: _____

- ☐ 4 full size copies of the proposed preliminary plat
- ☐ 1 electronic version legibly detailing all features
- ☐ A copy of proposed protective covenants, if applicable
- ☐ Septic site evaluation reports
- ☐ Applications for any necessary variances, conditional use permits, or rezoning
- ☐ List of any special assessments
- ☐ 2 reduced copies (no larger than 11 X 17)
- ☐ Environmental Assessment Worksheet, if necessary
- ☐ Grading, drainage and erosion control plans
- ☐ Wetlands delineation report
- ☐ Copies of permit application submittals to all agencies with jurisdiction over wetlands or water bodies and channels on the development site

Applicant(s) Signature: _____ Date _____

As the applicant for this request, I agree to reimburse the City for all expenses incurred by the City in employing planning, engineering, legal, and other professional consultants in reviewing this application. This may include the replenishment of any escrow funds as required as part of this application. Such costs shall be paid by me, the applicant, regardless of the outcome of the review and prior to commencing any work on the project.

A public hearing can be scheduled only after a complete application has been received.

OFFICE USE ONLY

Permit # _____ Date Application Received: ____/____/_____

Date **Complete** Application Received: ____/____/_____ 120 Days: ____/____/_____ By: _____
Official

Fee: $450.00 + $70.00/Lot + Consultant Escrow = $_____ Date Paid ____/____/_____

Consultant Escrow = $1,000 without improvements or $10,000 with improvements + $500.00/lot for 30+ lots

Revised 9/29/26

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SUBDIVISION APPLICATION: FINAL PLAT

Applicant(s): Name(s)_____
Address_____
City_____ State_____ Zip_____
Phone Number_____ Email_____

Owner(s) - if other than Applicant(s):
Name(s)_____
Address_____
City_____ State_____ Zip_____
Phone Number_____ Email_____

Signature of owner(s)_____ **Date** _____

Legal description of property: _____

_____

Property Identification Number: 21._____

Present use of property: _____

Proposed use of property: _____

Present zoning of property: _____

Surveyor: Name _____ Phone _____

Engineer: Name _____ Phone _____

Real Estate Agent: Name _____ Phone _____

This application and the following attachments must be submitted to be considered a complete application:

Total size of property: _____ Total acreage in wetlands or floodplain: _____

Number of proposed lots: _____ Current zoning and use of property: _____

- ☐ 4 full size copies of the final plat drawings
- ☐ Improvements complete & accepted
- ☐ Performance guarantee for the improvements
- ☐ Soil perc tests and borings
- ☐ Park Dedication Submitted
- ☐ Other

OR

- ☐ 2 reduced copies (no larger than 11 x 17)
- ☐ Developers Agreement
- ☐ Certificate of Title & Opinion
- ☐ Receipt proving that the taxes have been paid
- ☐ Legal & Engineering Fees Paid

☐ The application fee and escrow must be paid at the time of application

Applicant(s) Signature: _____ Date _____

As the applicant for this request, I agree to reimburse the City for all expenses incurred by the City in employing planning, engineering, legal, and other professional consultants in reviewing this application. This may include the replenishment of any escrow funds as required as part of this application. Such costs shall be paid by me, the applicant, regardless of the outcome of the review and prior to commencing any work on the project.

The meeting can be scheduled only after a complete application is received.

OFFICE USE ONLY

Permit # _____

Date **Complete** Application Received: ____/____/_____

Fee: $200.00 + Escrow $1,000.00

Date Application Received: ____/____/_____

120 Days: ____/____/_____ By: _____
Official

Date Paid: ____/____/_____

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SUBDIVISION CHECKLIST

I. Documents that are needed for development

1. ____ City of Wyoming Zoning Ordinance (View at www.wyomingmn.org/planningzoning)
2. ____ City of Wyoming Subdivision Ordinance (See Chapter 32 of The City of Wyoming City Code)
3. ____ City of Wyoming Stormwater Management Ordinance (See Chapter 39 of The City of Wyoming City Code)
4. ____ City of Wyoming Surface Water Management Plan (Contact the City Engineer or Zoning Administrator)
5. ____ City of Wyoming Street, Utility, & Pond Requirements (Contact the City Engineer or Zoning Administrator)

These documents **MUST** be referenced and followed throughout the platting process; the following checklist is only a guide to assist the subdivider.

II. Sketch Plan Review

6. ____ Applicant submits a completed application, including:
   - a.____ **4 full size copies** of the Sketch Plan
   - b.____ **2 reduced copies** of the Sketch Plan - No larger than 11" X 17"
   - c.____ Sketch Plan application fee - $100.00 + $500.00 escrow
   - d.____ The complete legal description of the parcel and the property identification number (PIN)
   - e.____ The Zoning Administrator and the applicant discuss the procedural checklists for preliminary and final plat review
   - f.____ The Zoning Administrator places the application on the Planning Commission agenda for review
   - g.____ The Joint Park & Planning Board reviews the application for park dedication requirements - It forwards a recommendation to the City Council
   - h.____ After Planning Commission review, the applicant has their private consultants prepare documents for Preliminary Plat application.

III. Preliminary Plat Review

7. ____ Developer submits a Preliminary Plat application, including:
   - a.____ Preliminary Plat application fee - $450.00 + $70.00/lot created
   - b.____ Consultant Escrow - $1,000.00 (subdivisions without public improvements) **or** $10,000.00 (subdivisions requiring public improvements) + $500.00/lot for subdivisions with 30+ lots
   - c.____ **4 full size copies of the Preliminary Plat** - Scale not less than 1 inch equals 100 feet
   - d.____ **1 electronic version** of the plans, compatible with the City's and City Engineer's computers, developed for 11" x 17" printable format with sufficient detail so that all the features are legible
   - e.____ **2 reduced copies** - No larger than 11" X 17"

Revised 11/15/22

8. ____ The Preliminary Plat drawings must include the following:

a.____ The proposed name of subdivision

b.____ Legal description of the property

c.____ The proposed streets with names - Street names are provided by the Chisago County Zoning & Environmental Services Department

d.____ The location, size, and gradients of all proposed streets and improvements

e.____ The plans, profiles, and typical cross-sections of all improvements

f.____ In subdivisions where public/community sewer and water are not available or are not going to be constructed by the developer, the City may require the developer to submit a preliminary re-subdivision plan showing a potential and feasible way the lots may be re-subdivided in future years when public facilities are provided.

g.____ Contour lines representing: A) The existing shoreline of all lakes, ponds, wetlands, rivers and other waterways, B) The ordinary high water level of these features, and C) The 100 year flood plain for lakes, rivers and other waterways

h.____ Surface topography at a minimum of two-foot contour intervals, extending 50 feet beyond all boundary lines of the property

i.____ Lot and block numbers and preliminary dimensions on all lots

j.____ A 15 foot wide easement along all property lines abutting local roads - This is for utilities and future non-motorized pathway purposes

k.____ A 5 foot wide easement along all side property lines

l.____ Additional drainage easements where necessary

m.____ Building envelopes on all lots - Showing minimum setback from streets, rear and side lot lines, waterways and waterbodies, and bluff lines

1. ____ Building foundation type (walkout, lookout, etc.)

2. ____ Lowest allowed floor elevation

3. ____ Lowest allowed opening elevation

4. ____ Maximum allowed garage floor elevation

5. ____ Minimum frost footing depth based on soil engineering

n.____ All open spaces - Private or public

o.____ Existing permanent structures

p.____ Existing easements and improvements on the property

q.____ Boundary lines of all property, platted or not, identified by name and ownership, within 100 feet

r.____ Date of preparation

9. ____ A vicinity map of area showing geographical points for orientation within a half mile radius

10. ____ A copy of any proposed protective covenants

11. ____ Grading, drainage and erosion control plans - This must include any excavation, borrow, or fill sites – NO MATTER HOW "MINOR"

12. ____ In subdivisions where public/community sewer and water are not available - Septic site evaluation reports on all lots (if 5 or less are created) or at least 20% if more than 5 lots - The specific lots to be tested shall be determined by the City

13. ____ Wetlands Delineation Report - Wetland delineation reports are not reviewed by the City during the winter months, an application will be **incomplete** until approval is received

14. ____ Copies of permit application submittals to all agencies with jurisdiction over wetlands or water bodies and channels on the development site - This would include, for example, the US Army Corps of Engineers, the Minnesota Department of Natural Resources and the Comfort Lake/Forest Lake Watershed District

15. ____ If the proposed development falls into any mandatory Environmental Assessment category, an EAW must be submitted before the Preliminary Plat application will be considered complete

16. ____ List of any special assessments levied against any portion of the property

17. ____ Developer submits applications for any necessary variances, conditional use permits, or rezoning – **The Plat Review Committee may require additional information and will communicate with the applicant about such requirements**

    Any supplementary materials or information required for City Council or Planning Commission meetings must be submitted no later than 4:30 pm on the Thursday of the preceding week of the Tuesday meeting.

18. ____ The Zoning Administrator forwards the application to individuals on the Plat Review Committee. The Plat Review Committee consists of the following:

    a.____ MNDOT (3 copies) and/or Chisago County Public Works if any part of the site abuts a State or County road

    b.____ The Commissioner of Natural Resources if any part of the site is within a Shoreland District

    c.____ The Comfort Lake/Forest Lake Watershed District if any part of the site is within the watershed district

    d.____ The City Attorney

    e.____ The City Engineer

    f.____ The Planning Consultant

    g.____ The Planning Commission

    h.____ The Zoning Administrator

    i.____ The City Street Superintendent

    j.____ The City Septic Inspector

19. ____ The Zoning Administrator schedules a meeting of the Plat Review Committee
    Subsequent to his meeting, written comments will be prepared by each of the participants. Based upon these comments, additional information may be necessary to complete the application for Preliminary Plat approval.

20. ____ After the Plat Review Committee has submitted its comments, and after any additional materials that are needed from the developer have been submitted, the Zoning Administrator sets a public hearing date for the preliminary plat and any requested variances, conditional use permits, or rezoning - Once the public hearing date has been set, the application for the preliminary plat is considered complete

21. ____ Notice of the public hearing will be published in the official newspaper at least 10 days prior to the hearing date

22. ____ Written notice of the public hearing will be sent to all property owners within 500 feet of the subdivision

23. ____ The Planning Commission holds a public hearing and makes a recommendation for approval of the preliminary plat, with or without conditions, or a recommendation for denial - This recommendation is forwarded to the City Council

24. ____ Where the subdivider owns property adjacent to that which is being proposed for subdivision, the Planning Commission may require the subdivider to submit a preliminary plat of the remainder of the property so as to show the possible relationships between the proposed subdivisions for future subdivision

25. ____ The City Council reviews the application and acts upon it

IV. Improvements (Streets, grading, drainage, utilities, storm water ponding, etc.)

26. ____ The subdivider shall agree to install in conformity with all applicable standards and ordinances on the following improvements on-site:

    a.____ Survey Monuments - All subdivision boundary corners, block and lot corners, road intersection corners and points of tangency and curvature shall be marked with survey monuments meeting the minimum requirements of state law

    b.____ All streets must conform to the City of Wyoming's road specifications in force at the time of the approval of the preliminary plat. All new City roads are required to be blacktopped before acceptance. Prior to acceptance of the final wear course, the developer must provide the City with a one-year warranty on any street which has not gone through a freeze/thaw cycle previous to the wear course application.

    c.____ A one-year warranty bond shall be provided for all final wear courses on streets in the plat

    d.____ All materials and workmanship on improvements in the plat must be warrantied for one year

    e.____ Storm Water Drainage - A drainage system design shall be required, and may include a storm sewer system or a system of open ditches, culverts, pipes, catch basins, and ponding areas, or both systems. Such facilities and easements shall be installed so as to adequately provide for the drainage of surface waters, as needed in the public interest for purposes of flood plain management, property drainage, prevention of erosion, pedestrian access to water bodies, or other public purposes. If there is a watershed district, that Board must approve all surface water drainage.

    f.____ Street System - Streets must meet the minimum requirements set forth in Section 5 of the Subdivision Ordinance and by the City of Wyoming Road Policy. Streets shall not be accepted until they have been inspected and approved by the City Engineer

    g.____ Utilities - Trunk Facilities - Where a larger size water main, sanitary sewer, storm drain or similar facility is required to serve areas outside the subdivision, the large facility must be constructed. Additional cost is to be borne by the owners of benefiting properties and the assessments are determined by the governing body.

27. ____ Prior to the installation of any required improvements, the subdivider shall enter into a contract in writing, requiring the subdivider to furnish and construct said improvements at the developers sole cost and in accordance with plans and specifications and usual contract conditions

28. ____ The contract shall include provisions for supervision of details of construction by the City Engineer and shall grant to the City Engineer authority to correlate the work to be done under said contract by any subcontractor authorized to proceed thereunder and with any other work that is done or contracted by the community in the vicinity

29. ____ The agreement shall require the subdivider to make an escrow deposit, a performance bond, or a letter of credit from a bank or corporate surety, as the case may be, equal to 150% of the City Engineers estimate of the total cost of the improvements showing the subdivider has adequate financial backing

30. ____ Construction plans for the required improvements shall conform in all respects with the standards and ordinances of the City and shall be prepared at the subdivider's expense by the appropriate professional engineer, architect, land surveyor or landscape architect who is registered in the State of Minnesota, and said plans shall contain his certificate - Plans and the quantities of construction items shall be submitted to the City Engineer for his approval and for his estimate of the total costs of the required improvements

31. ____ Upon approval, the plans will become a part of the required contract - 3 plans will be furnished to the City

32. ____ A pre-construction meeting with the following representatives will be held prior to the start of construction - The meeting will serve to coordinate all of the parties' efforts during construction and to determine that all permits (NPDES, Wetlands, etc.) have been issued prior to commencement of construction:

    a.____ The City's engineer, street superintendent and zoning administrator

    b.____ The subdivider's authorized representatives

    c.____ The Utility Company's representatives

V. Final Plat Review

33. ____ Applicant submits a completed application, including:
    a. ____ Final Plat application fee - $200.00 + $1,000.00 escrow
    b. ____ **4 full size copies of the Preliminary Plat** - Scale not less than 1 inch equals 100 feet
    c. ____ **1 electronic version** of the plans, compatible with the City's and City Engineer's computers, developed for 11" x 17" printable format with sufficient detail so that all the features are legible
    d. ____ **2 reduced copies** - No larger than 11" X 17"
    e. ____ A receipt proving that the taxes on the parcels of land being platted have been paid in full in the year the plat is recorded.
34. ____ All improvements must be completed and accepted by the City Council or a developer's agreement may be accepted in lieu of completions of all improvements - If a developer's agreement is accepted, this agreement must be recorded along with the plat at the Chisago County Recorder's Office and proof of this recording must be provided to the City prior to any building permits being issued
35. ____ An up-to-date Abstract of Title or a Certificate of Title and Opinion of Title prepared by the subdivider's attorney
36. ____ The predetermined park dedication shall be paid
37. ____ All known legal, engineering and any other costs associated with the plat shall be paid to the City prior to approval
38. ____ In subdivisions where public/community sewer and water are not available - Soil tests on each lot must be submitted to prove that each lot has one-acre of buildable area, and 10,000 square feet reserved for the primary and alternate septic site
39. ____ The Zoning Administrator forwards the application to individuals on the Plat Review Committee. The Plat Review Committee consists of the following:
    a. ____ The City Attorney - The Attorney shall state whether the fee simple title to the platted property is in the name of the subdivider
    b. ____ The City Engineer - The Engineer shall state whether the final plat and the installed improvements conform to all engineering standards including requirements of the Minnesota Department of Transportation, if applicable
    c. ____ The Zoning Administrator - The Zoning Administrator shall confirm that the final plat substantially conforms to the preliminary plat as modified and approved by the City Council
    d. ____ The City Septic Inspector - The Septic Inspector shall confirm that that each lot has a buildable site, and an alternate septic site
    e. ____ The Planning Commission
    f. ____ MNDOT and/or Chisago County Public Works if any part of the site abuts a State or County road
40. ____ The Planning Commission holds a public meeting and makes a recommendation for approval of the final plat, with or without conditions, or a recommendation for denial - This recommendation is forwarded to the City Council
41. ____ The City Council reviews the application and acts upon it

VI. After Final Plat Approval

42. ____ When the Final Plat is approved by the City Council, the subdivider shall submit for recording to Chisago County:
    a.____ 2 - 22" x 34" reproducible copies (Media type limited to four mil transparent reproducible film or the equivalent) for M.S. 505 plats and CIC plats (M.S. 515B)
    b.____ 2 - 14" x 17" reproducible copies for a Registered Land Survey
43. ____ After all of the signatures are on the final plat it is the responsibility of the subdivider to file the plat, and the following, with the appropriate county offices:
    a.____ Any developer agreements
    b.____ Any restrictive covenants
    c.____ Any snow storage easements
    d.____ Any deeds
44. ____ After the plat is recorded in the Chisago County Recorder's Office, two signed paper copies of the recorded final plat and a copy of each of the recorded documents must be given to the Zoning Administrator - No building permits will be issued until these are in the office of the Zoning Administrator

VII. Final Acceptance of Improvements

45. ____ The final acceptance of the improvements shall only occur if the City Engineer has certified that he is satisfied that the improvements conform to all applicable standards
46. ____ The following must be submitted to the City prior to final acceptance by the City Council:
    a.____ Satisfactorily show that the subdivider has complied with the provisions of Minnesota Statutes 290.92 requiring withholding state income tax
    b.____ Evidence in the form of an affidavit that all claims against the developer by reasons of the contract have been fully paid or satisfactorily secured
    c.____ Consent of Surety to Final Payment certification from the developer's surety
    d.____ A one-year maintenance bond in an amount to be determined by the City Engineer
    e.____ As-built construction drawings
    f.____ A seal coat bond in an amount to be determined by the City Engineer