



City Hall  
1616 Humboldt Avenue  
West St. Paul, MN 55118  
651-552-4100  
FAX 651-552-4190  
[www.wspmn.gov](http://www.wspmn.gov)

## PLATTING APPLICATION

Filing Fee: \$275 + \$2 each lot  
Escrow Amount: \$600 (1-2 lots)  
                                  \$1,600 (3 or more lots)  
Total Fees: \$ \_\_\_\_\_

OFFICE USE ONLY	
Case No:	_____
Date Received:	_____
Receipt No:	_____
60 Day Date:	_____

### **CONTACT INFORMATION**

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Name of Applicant: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address of Applicant: \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

Name of Owner: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address of Owner: \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

Name of Surveyor: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address of Surveyor: \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

Name of Engineer: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address of Engineer: \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

### **PLAT INFORMATION**

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Legal/PID # of the Property Involved: \_\_\_\_\_  
Total Acreage: \_\_\_\_\_ Proposed Number of Lots: \_\_\_\_\_  
Proposed Name of Plat: \_\_\_\_\_

Plat meets all minimum subdivision requirements. If not, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXHIBITS REQUIRED**

An electronic copy, as well as four (4) 22x34 and ten (10) 11x17 copies of the proposed plat/final plat in sets and folded plans, showing information as follows:

- a. Statement of the proposed use of lots, stating type of residential building(s) with proposed dwelling units; type of business/industry,
- b. Subdivision name, lot and block layout, numbers, area and dimensions.
- c. A survey, dated, scaled and dimensioned, showing pertinent existing conditions such as boundary lines, acreage and square footage, prepared and signed by a registered surveyor,
- d. Location, width, and names of all proposed, existing and/or previously platted streets showing types, width and condition of improvements, if any, utility right-of-ways and/or easements, parks and other public open spaces, permanent buildings/structures within the tract and to a distance of 350 feet beyond the tract,
  - i. Names of streets shall not be duplicated in the St. Paul postal zone director, unless a new street is a continuation of or in alignment with the existing or platted street,
- e. Topographical data, including contours, proposed grading and drainage at intervals of not more than two feet. All elevation, topography, and vertical control data. Water courses, marshes, wooded areas, power poles and lines, and other significant features.

**ACKNOWLEDGE AND SIGNATURE**

The undersigned hereby represents upon all penalties of law, for the purpose of inducing the City of West St. Paul to take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinances and all Codes of the City of West St. Paul and the State of Minnesota.

\_\_\_\_\_  
Signature of Owner (Required)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature of Applicant (If different)

\_\_\_\_\_  
Phone Number

**NOTE: All materials relevant to this application must be filed on or before the dates listed on the Operating Procedures for Applicants page. The Planning Commission holds its regular meetings at 6:30pm on the third Tuesday of each month.**

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**LAPSE OF PLAT:** An approved plat shall lapse and become null and void six months following the date on which the Plat was approved, unless prior to the expiration of six months the Plat is recorded at Dakota County.

**FEES**

- 1. The fees to be paid by each applicant for each zoning request shall be as prescribed by the City Council. Fees shall be payable at the time applications are filed with the Zoning Administrator and are not refundable unless the application is withdrawn prior to being sent for legal publication and notice. There shall be no fee in the case of applications filed in the public interest by the City Council or by the Planning Commission. Fees shall include application fee, filing fees, consultant, legal, planning, and engineering fees.
- 2. Applicants shall deposit with the City, together with the application filing fees, the sums required by Council resolution toward prepayment of the Consultants and Attorney’s expenses and all costs to be billed and charged to the City. The prepayment amounts shall be a credit toward all reasonable fees and expenses charged by the Consultants to the City in the investigation report and recommendation to the City Council concerning the application. All reasonable expenses and fees in excess of the deposit shall be paid by the applicant to the City within 30 days of final action on the matter by the City. If not paid within 30 days, the account shall be deemed delinquent. If the fees and expenses incurred by the City from the Consultants are less than the amount of deposit, such excess shall be returned to the applicant upon final action by the City in said manner.