



Community Development
Department
1830 County Road B East
Maplewood, MN 55109
(651) 249-2300 | www.MaplewoodMN.gov

Fee: \$430

FINAL PLAT APPLICATION FILING REQUIREMENTS

Please email the following upon submission of your online application, unless waived by the Community Development Director. Applications will not be deemed complete until all supporting documentation and payment have been submitted:

1. [Property Owner Authorization form](#) (if the application is submitted by someone other than the property owner)
2. One of the following:
 - a. 8 ½" x 11" reduction of the final plat.
 - b. 11" x 17" reduction of the final plat.
 - c. Reproducible copy of the final plat drawn to 1" = 200' scale
3. PDF of all project plans (8 ½" x 11" in size).
4. Written project statement or narrative.
5. Mylar or linen reproducible copies (if you want the Mayor to sign the plat at the council meeting)
6. Application fee of \$430. **This fee is non-refundable.** Payment by credit card can be made upon submission of the online application (a 2.5% convenience fee applies). If you choose not to pay by credit card you may select 'Pay Later' and submit the application; however, a check payment must be submitted to the address above to complete the application.

NOTES

- The Ramsey County Surveyor must check and approve your final plat before the City reviews it. You may reach the County Surveyor at 651-266-2600. If the site is next to a state highway, MN DOT must also approve the plat. Please call MN DOT at 651-582-1387 for more information.
- Check to see which watershed district your plat is in. The district will require that you get a permit from them before you have your grading started. Applications for the Ramsey-Washington Metro Watershed District are available from the District Administrator. Please call 651-792-7950 for more information.
- **The City will not issue building permits until the County records the plat, water service is installed and in service, and an all-weather access road is constructed. This is a requirement of the Uniform Fire Code which Minnesota has adopted as law.**

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FINAL PLAT APPLICATION PROCEDURE

1. Submit the application using the [Accela Citizen Access portal](#).
2. The Community Development Director will schedule a meeting with the City Council. The Director will not schedule a meeting unless you have met all of the conditions for preliminary plat approval.
3. City staff will inform you of the meeting.