



<b>For Office Use Only</b>	
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Fee Paid: _____	
Escrow Paid: _____	

## Final Plat Land Use Application & Checklist

*Procedures for processing final plat requests are found in Hugo City Code Chapter 90, Section 90-338.*

Within 120 days following the City Council's approval of the preliminary plat, the applicant shall submit a complete final plat to the City for review, or the preliminary plat approval shall be null and void. The City Council may extend this deadline for extenuating circumstances.

**Name of Plat** \_\_\_\_\_

### Property Information

Street Address of Property \_\_\_\_\_ P.I.D. Number \_\_\_\_\_

Legal Description  
(Please attach description if lengthy) \_\_\_\_\_

### Applicant (Applicant will receive all correspondence from the City)

Developer: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Email \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### Engineer

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Email \_\_\_\_\_

**Property Owner(s)**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( \_\_\_\_\_ ) Cell ( \_\_\_\_\_ ) Email \_\_\_\_\_

**Affidavit of Ownership (Application must be signed by all owners in fee title to which the permit shall apply)**

That I (we) am (are) the owner(s) of the property for which a land use approval is sought or have the lawful Power of Attorney therefore. **All signatures must be notarized.** If signing with Power of Attorney, a copy of the document giving you Power of Attorney must be attached to this application. If there are additional property owners, please attach a separate sheet to provide the above information.

**All property owners must sign.**

**PRINT** Name of property owner & PIN \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

STATE OF MINNESOTA )

) ss.

(Individual Notary)

COUNTY OF WASHINGTON)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public, personally appeared \_\_\_\_\_

who signed the foregoing instrument and acknowledged said instrument to be their free act and deed.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Stamp

**ALL THE FOLLOWING INFORMATION MUST BE SUBMITTED.**

- \_\_\_\_\_ Completed Application signed by all owners, in fee title, of the property to be subdivided.
- \_\_\_\_\_ A final plat survey in conformance with the approved preliminary plat and Minnesota Statutes 505.
- \_\_\_\_\_ A final site grading plan.
- \_\_\_\_\_ Watershed District, Department of Natural Resources, Corps of Engineer, and other agency permits, as required.
- \_\_\_\_\_ Road connection permits, as required.
- \_\_\_\_\_ Individual Sewage Treatment System Permits for each lot or parcel, if required.
- \_\_\_\_\_ Proof of approval for all variances, Conditional Use Permits, and other special approvals, if required.
- \_\_\_\_\_ Plans and specifications for all streets, alleys, pedestrian ways, municipal utilities, stormsewer, and other public improvements required for the development, including location of all municipal utility services to each lot or parcel.
- \_\_\_\_\_ Completion of such other requirements made a condition of preliminary plat approval.
- \_\_\_\_\_ Buildable Acreage Calculation Worksheet (if different from preliminary plat).

**Applications must include electronic copies of plans and application items. Large copies of plans may be requested in addition to electronic copies.**

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## City of Hugo

### Buildable Acreage Calculations Worksheet

This form is used to calculate the buildable area of a development. The Metropolitan Council uses this information to track expansion and use of the City's Municipal Utility Service Area (MUSA).

Name of development \_\_\_\_\_

Name of person completing  
this form: \_\_\_\_\_ Firm: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

1. Gross area of development (acres) \_\_\_\_\_
  2. Less wetlands<sup>1</sup> \_\_\_\_\_
  3. Less steep slopes<sup>2</sup> \_\_\_\_\_
  4. Less flood plain<sup>3</sup> \_\_\_\_\_
  5. Less public water (not included  
as wetlands on line number 2)<sup>4</sup> \_\_\_\_\_
  6. Less other development restrictions  
(Please state)<sup>5</sup> \_\_\_\_\_
- Total Buildable Acreage**  
(Line 1 minus lines 2 -6) \_\_\_\_\_

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<sup>1</sup> Wetlands are defined as those areas with a predominance of hydric soils, and that are inundated by surface or ground water at a frequency and duration to support a prevalence of hydrophilic vegetation typically adapted for life in saturated soil conditions and, under normal circumstances, support a prevalence of such vegetation.

<sup>2</sup> A steep slope is where the gradient of the land equals or exceeds 30% over a horizontal distance of 50 feet in all areas, or 12% over a horizontal distance of 50 feet in shoreland areas.

<sup>3</sup> For the purposes of this form, include all areas shown as A, B, D, or V Zones, and their derivatives, on the current Flood Boundary and Floodway Map prepared by the Federal Insurance Administration for the City of Hugo. Do not include in this line those areas that have been, or are to be, removed from the floodplain district as part of the development process.

<sup>4</sup> Public waters include all lakes, ponds, swamps, streams, drainage ways, floodplains, floodways, natural water courses, underground water resources, and similar features in involving, directly or indirectly, the storage, conveyance or control of water, and all those waters defined in Minnesota Statutes, Section 103G.005, Subdivision 15. For the purposes of this worksheet do not include wetlands reported under line 2.

<sup>5</sup> Public road right-of-ways are considered part of a development's buildable area for the purposes of this report.