



**City of Ham Lake  
15544 Central Ave NE  
Ham Lake, MN 55304  
763-434-9555**

## **PLATTING/SUBDIVISION PROCEDURES**

The City of Ham Lake's Subdivision Ordinance is Article 10 of the Ham Lake City Code and can be accessed on the City's website at:

[www.hamlakemn.gov/government/city-code](http://www.hamlakemn.gov/government/city-code)

- Application forms completed
- A signed consent form executed by an owner of the property to be platted, consenting to the platting and rezoning (if necessary) of the property, and further consenting to be co-liable with the developer for the repayment of any municipal expenses incurred in the plat review process.
- Deposit Fee \$700.00 (maximum \$10,000.00) per lot or per unit (condominium plat) (cash deposit or letter of credit from a State or Federally Chartered banking institution satisfactory to the City Administrator).
- A signed City form in which the applicant agrees to accept continuing responsibility for reimbursement of municipal expenditures incurred in the plat review process, and further agrees to deposit such additional funds as required by the City Administrator if the initial deposit is exhausted.

Further, if the deposit account shall at any time be exhausted, and the developer shall fail to remit funds as required by the City Administrator within 10 days after the request is made, such delinquency shall be deemed grounds for the City Council to summarily disapprove of the plat, at any regular or special meeting, and any subsequent request to plat the land shall be required to start from sketch plan stage.

- “Non-standard” ISTS form – completed and signed
- Scaled Drawing showing the outer perimeter of the property proposed to be platted, including estimated dimensions, street configuration and lot lines (3 copies (folded) and one 11” x 17”)
- Payment of Real Estate Taxes in accordance with Article 1-1500 of the Ham Lake City Code.

Following receipt of this information, the application will be reviewed by Staff and the City Engineer and placed on the next available Planning Commission agenda. The Planning Commission will make a recommendation to the City Council and the City Council will take final action at its next City Council meeting, or when otherwise noted. The applicant’s presence shall be required at both the Planning Commission meeting and the City Council meeting.

The sketch plan will also be presented to the Park and Tree Commission and they will make a recommendation to the City Council on whether parkland should be dedicated or if money should be accepted in lieu of land (10 percent of the land or approximately \$2,500 per unit/lot.).

**PRELIMINARY PLAT and REZONING PROCEDURE**

The following information is required with the preliminary plat and rezoning application:

- Application forms completed
- Preliminary Plat drawings and information in accordance with Article 10-202 (3 copies (folded) and one 11” x 17”)

Following receipt of this information, this information shall be submitted to the City Engineer and all other agencies or entities necessary to review and comment on the plat. The applicant will be responsible for submitting information to the Minnesota Department of Transportation and the watershed district. These agencies or entities shall be allowed 30 days to comment. Following receipt of these comments, a public hearing shall be scheduled. The public hearing procedure is as follows: a notice of the public hearing will be published as a legal notice in the Anoka Union not less than 10 days prior to the hearing date. The notice of public hearing would also be mailed to all property owners within 350 feet of the subject property.

The applicant will receive notice of the public hearing and their presence is required at the public hearing meeting. The Planning Commission will make a recommendation and the City Council will take final action at its next City Council meeting, or when otherwise noted. The applicant's presence shall also be required for the City Council meeting.

### **FINAL PLAT PROCEDURE**

The following information is required with the final plat application:

- Application forms completed
- Final Plat drawings and information in accordance with Article 10-203 (3 copies (folded) and one 11" x 17")

Following receipt of the information required in Article 10-203, the final plat drawings will be submitted to the City Engineer for final review. Following the Engineers review, the application will be placed on the next available Planning Commission agenda. The Planning Commission will make a recommendation to the City Council and the City Council will take final action at its next City Council meeting, or when otherwise noted. The applicant's presence shall be required at both the Planning Commission and City Council meetings.

The developer must contact Connexus Energy (electric company) and arrange for a street lighting plan to be drafted. Contact Becky at Connexus Energy 763-323-2644 or [becky.bergherr@connexusenergy.com](mailto:becky.bergherr@connexusenergy.com)

All fees incurred which exceed the deposits must be paid in full prior to filing of the plat. At that time outstanding assessments, parkland fees, etc must also be paid. The Developer does have the option to pay parkland fees on a per lot basis prior to the first transfer of title.

updated 4/08, 10/11, 3/15, 7/16, 1/26

DATE: \_\_\_\_\_

TO: City of Ham Lake

FROM: \_\_\_\_\_  
Developer

I hereby agree to comply with the development requirements of Ordinance No. 01-08 regarding the sketch plan submitted for the following:

\_\_\_\_\_

Developer also acknowledges receipt of the following notification:

**Notice to Developers**

The Ham Lake City Code prohibits the use of “non-standard” ISTS as that term is defined from time to time by the Minnesota Department of Health. In addition, the City does not accept performance or surety bonds for financial guarantees, but will accept only cash deposits or letters of credit issued under strict guidelines, and only from FDIC-insured banking institutions. The undersigned has been notified of the City’s regulations on ISTS and performance security.

\_\_\_\_\_  
Developer Signature