



Community Development Department  
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Cottage Grove, MN 55016  
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Planning Division  
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## FINAL PLAT

### APPLICATION SUBMITTAL CHECK LIST

- Planning Commission Application completed and signed by applicant and property owners.
- Provide the property identification number and complete legal description of the property.
- Attach a written narrative explaining the reason for the application.
- Submit twelve 24" X 36" plan sets of the final plat prepared by a registered land surveyor meeting all requirements of the Subdivision Ordinance (City Code Title 10-2-8). If plat abuts a State of Minnesota highway, three additional full-sized copies must be submitted.
- Submit one 8½" X 11" and one 11" X 17" reductions of all maps/exhibits.
- Provide plans in a .pdf format via CD or e-mailed to [kdennis@cottage-grove.org](mailto:kdennis@cottage-grove.org).
- If the final plat does not include the entire development that was given preliminary plat approval, attach a tentative schedule for platting and recording the remaining development phases.
- Supply drainage and grading plans and drainage calculations.
- Submit the \$200.00 application fee.
- Submit all the information required in Title 10-2-8 of the Subdivision Ordinance.

### APPLICATION REVIEW PROCESS

- Applicant submits application, exhibits, narrative explaining the reason for the application, and the application fee.
- The City determines if application is complete.
- Staff reviews the final plat.
- Action by City Council.
- Staff coordinates signing and recording of final plat.
- Preliminary and final platting may be combined. See staff for details.