**CHISAGO LAKE TOWNSHIP**

**PLATTING PROCEDURAL GUIDE**

1. **PREAPPLICATION MEETING:**  it is suggested that you meet with the Township Board with a sketch plan which the township will share with the township engineer to review prior to submittal of the preliminary plat, to discuss if your subdivision requires construction of a New Township Road, etc. Contact the Township Clerk to receive road specifications, standards, and to receive a copy of the Township’s Standard’s for Development and Construction. which is also available on our website <https://www.chisagolaketownship.com/>

Contact the Town Clerk a week or more prior to the meeting to get on the Township agenda. The Township’s regularly scheduled meeting date and time is the third Tuesday of the month at 7:00 pm, located at 12400 316th Street, Lindstrom, MN 55045.

2. **ATTEND TOWNSHIP BOARD MEETING WITH PRELIMINARY PLAT:** Contact the Town Clerk a week or more before the meeting to get on the Township agenda. Forward copies of the preliminary plat to the Town Clerk for distribution in Township Packets. Present preliminary plat to the Township Board and get recommendations/conditions, etc.

3. Developer will be required to enter a Deposit and Disbursement Agreement with the Township for the sum of $10,000 which is the estimate of escrow funds that will be required for engineering fees, legal fees, planning fees and other incidental expenses incurred by the Township in the process.

4. **THE TOWNSHIP BOARD WILL FORWARD PRELIMINARY PLAT AND OTHER DOCUMENTATION ONTO TOWNSHP ENGINEER:** Following the Township Board Meeting, the preliminary plat package will be forwarded to the Township Engineer for review. The preliminary plat package should include:

|  |  |
| --- | --- |
| * Preliminary Plat | * Wetland Delineation Report |
| * Grading and Erosion Control Plans | * Soil Borings |
| * Street and Utility Plans | * Estimated Construction Costs |
| * Surface Water Runoff Calculations |  |

5. **UPON APPROVAL OF THE PRELIMINARY PLAT** – Once the preliminary plat is approved by the Town Board. The Town Board will provide the developer with a copy of the Developer’s’ Agreement for processing.

6. The Developer will be required to provide a cashier’s check, certified check, or letter of credit in the amount of 125% of the estimated cost for the public improvements to secure the warranty for the roadwork for one year after the Town has accepted the Development Contract. Said deposit shall be hereinafter referred to as the “Financial Guaranty”.

7. **THE TOWNSHIP BOARD WILL FORWARD FINAL PLAT TO TOWNSHIP ENGINEER**: Get approval of the final plat from the Township Engineer. The Township Engineer will forward a recommendation on the letter of credit to the Township and developer.

8.  **PRESENT THE FINAL PLAT TO THE TOWNSHIP:** Contact the Town Clerk a week or more before the meeting to get on the Township agenda. Forward copies of the final plat to the Town Clerk for distribution in Township Packets. **Present final plat to the Township Board and get approvals. Also bring to the meeting the signed developer’s agreement and letter of credit.**

**CONTACT INFORMATION**

|  |  |
| --- | --- |
| **TOWNSHIP CLERK**  Jeanette Peterson  Chisago Laket Township  PO Box 649  12400 316th Street  Lindstrom, MN 55045  Office Number: 651-257-6906  Email: [chisagolaketownship@yahoo.com](mailto:chisagolaketownship@yahoo.com) | **TOWNSHIP ENGINEER**  Dan D. Boyum, PE  Stantec  733 Marquette Ave., Suite 1000  Minneapolis, MN 55402  Direct Number: 612-712-2021  Mobile Number: 651-775-5098  Email: [Dan.Boyum@Stantec.com](mailto:Dan.Boyum@Stantec.com) |