

# CHISAGO LAKE TOWNSHIP

## PLATTING PROCEDURAL GUIDE

1. **MEET INFORMALLY WITH THE TOWNSHIP:** If your subdivision requires construction of a NEW Township Road, it is suggested that you meet informally with the Township Board prior to submittal of the preliminary plat. Contact the Town Clerk a week before 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 316<sup>th</sup> Street, Lindstrom, MN 55045. Contact the Township Engineer to discuss road specifications, standards, and to receive a copy of the Township’s Standard Detail Plates.
  
2. **FORWARD SKETCH PLAN TO TOWNSHIP FOR COMMENT.**
  
3. **ATTEND TOWNSHIP BOARD MEETING WITH PRELIMINARY PLAT:** Contact the Town Clerk a week before the meeting to get on the Township agenda. Forward 6 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/approvals. This information should be presented to the County Planning Commission. The Town Clerk will provide the developer with a copy of the developer’s agreement for processing.
  
4. **FORWARD PRELIMINARY PLAT AND OTHER DOCUMENTATION ONTO TOWNSHIP ENGINEER:** Following the Township Board Meeting, the preliminary plat package should be forwarded to the Township Engineer for review. The preliminary plat package should include:
  - Preliminary Plat
  - Grading and Erosion Control Plans
  - Street and Utility Plans
  - Surface Water Runoff Calculations
  - Wetland Delineation Report
  - Soil Borings
  - Estimated Construction Costs
  
5. **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.
  
6. **PRESENT THE FINAL PLAT TO THE TOWNSHIP:** Contact the Town Clerk a week before the meeting to get on the Township agenda. Forward 6 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

<p><b>TOWNSHIP CLERK</b>          Jeanette Peterson          Chisago Laket Township          PO Box 649          12400 316<sup>th</sup> Street          Lindstrom, MN 55045          Office Number: 651-257-6906          Email: <a href="mailto:chisagolaketownship@yahoo.com">chisagolaketownship@yahoo.com</a></p>	<p><b>TOWNSHIP ENGINEER</b>          Dan D. Boyum, PE          Stantec          733 Marquette Ave., Suite 1000          Minneapolis, MN 55402          Direct Number: 612-712-2021          Mobile Number: 651-775-5098          Email: <a href="mailto:Dan.Boyum@Stantec.com">Dan.Boyum@Stantec.com</a></p>
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