

RESOLUTION 2015-11: ESTABLISHING A TOWN OF WATAB POLICY FOR PLAT PROCESS

(This Resolution replaces Resolution 2007-2)

Information contained in this document is not meant to reflect the official document regarding zoning regulations but merely serves to show the general presentation and approval process flow of subdivision plats in the Town of Watab. Watab Township will facilitate a pre-application meeting for your preliminary plat between you, Watab Township's Stormwater Consultant, and any other applicable persons (i.e. Benton County Department of Development, SWCD, attorney, fire department). The purpose of the meeting is to understand the general parameters of the proposed project and to convey the requirements of meeting the provisions of the Township Ordinance No. 6: An Ordinance to Meet Construction Site Erosion and Sediment Control and Post-Construction Stormwater Management Regulatory Requirements for Watab Township's MS4 General Permit MNR0400000 and for review of any roads and access for the fire department. To be placed on the agenda for a preliminary plat review, please contact the Town Clerk a minimum of two weeks prior to the board meeting where you wish to appear. You or a representative are required to be present at the Town Meeting for sketch, preliminary, and final plat reviews. The Town Engineer and Stormwater Consultant require a two-week time frame to properly review the preliminary and final plans; you are required to submit a Stormwater Pollution Prevention Plan (SWPPP) for approval and review by the township prior to the town board meeting. A letter is generated from the Town Engineer and Stormwater Consultant to the Township, County Zoning Official, and the Developer stating any issues that may be outstanding for consideration at the formal preliminary plat review.

SWPPP PLAN:

- Make application with the Township Clerk for a Land Disturbance Permit and complete it with a detailed SWPPP. See Watab Township Ordinance 6, Section 4 for the permit process. Watab Township's Stormwater Consultant will review the plan within fifteen days of receipt and make recommendations for improvement or give approval for the plan to be submitted as is to the Town Board.
- The Site Design Process shall utilize, to the maximum extent possible, the Better Site Design Techniques of the current version of the Minnesota Stormwater Manual available on the Minnesota Pollution Control website. Site Design shall meet the objections of Watab Township Ordinance 6, Section 5.
- All applicants for a Land Disturbance Permit for a new development or a redevelopment shall meet with Stormwater Volume Reduction Performance Goals as outlined in Watab Township Ordinance 6, Section 6.

SKETCH PLAN:

- Submit six – 11 x 17 inch copies to the Town Clerk a minimum of two weeks prior to the board meeting.
- The Town Board will meet the first Tuesday of the month unless other notice is given. The Town Board makes recommendations pertaining to roads, drainage, and erosion control to be incorporated into the preliminary plat. If your time frame requires a special meeting of the Town Board, you must submit a payment in advance of the meeting in the amount of \$350.

PROFESSIONAL FEE RESPONSIBILITY:

- Remit \$5,000 to Watab Township for an Escrow Account to cover expenses for any legal and engineering expenses incurred by the township.
- Remit the required payment for the Land Disturbance Permit. This fee is \$3,750.
- Remit a financial guarantee in the form of a letter of credit, cash deposit or bond in favor of Watab Township equal to 125 per cent of site erosion and sediment control costs, once your Land Disturbance Permit is approved; or provide financial securities in an amount sufficient to cover the entirety of the estimated costs of permitted and remedial work based on the final design as established in a set security schedule determined by the Watab Township Board. (See Ordinance 6, Section 9).
- These fees must be paid prior to review of the preliminary plat.

PRELIMINARY PLAT REVIEW:

- Make application for your Land Use Permit with Benton County Department of Development. This is required prior to being placed on the Town Board Meeting Agenda.
- At least two weeks prior to the meeting at which you wish to appear submit a copy of the Preliminary Roadway, Grading, Drainage and Stormwater Pollution Prevention Plan and approved Land Disturbance Permit Application Form to the Township Clerk.
- At least one week prior to the meeting at which you wish to appear submit one full size copy of the Preliminary Roadway, Grading, Drainage, and SWPPP and five – 11 x 17 inch copies to the Township Clerk.
- The Town Board will receive the above plan prior to their meeting. Outstanding issues related to the plan must be addressed before Town comments are forwarded to the Benton County Department of Development.

FINAL PLAT REVIEW:

- All Stormwater and Engineering Issues must be resolved before the final review by the Township.
- The Town Board conducts its final review only after the county board has given approval to the preliminary plat.
- Contact the Benton County Department of Development to proceed with the final plat.
- Contact the Township Clerk to be placed on the meeting agenda.
- Prior to the second Wednesday of the month preceding the meeting at which you wish consideration of the Final Plat, submit the Final Plat, Final Grading Plan, Final Roadway Profiles, and SWPPP to the Town Clerk.
- Noon on the last Wednesday of the month is the deadline to submit the Final Plat to the Township Clerk including one full-size copy of the Final Plat/Plan and 5 – 11 x 17 inch copies.
- The Town Board will review the Final Plat at its regular Board Meeting on the first Tuesday of the month. Recommendations will be forwarded to the Benton County Department of Development provided that all engineering and stormwater concerns have been addressed and satisfied.

Watab Township does not allow any work to proceed in the development prior to entering into a Developer's Agreement.

DEVELOPER'S AGREEMENT:

- Submit MIDS calculations to the Township Stormwater Consultant. This is needed to determine the required escrow and/or Letter of Credit.
- Submit the following information to the Town Attorney: (1) Name of Developer; (2) Company designation (corporation, LLC, etc.); (3) Name of Person who will sign the agreement and his/her title; (4) Is the Developer the fee owner, contract holder, or other type?
- The Attorney will prepared the Developer's Agreement for signatures, which must be notarized.
- Remit checks to Watab Township for the requested escrow amount, Land Disturbance Permit, and financial security.
- Submit other required documentation as requested by the Township Stormwater Consultant or Attorney.
- Remit a check made payable to Benton County Recorder for the recording fee.

A signed Developer's Agreement, escrow check, recording fee, and any other requirements of the Township must be fulfilled prior to any work in the development and prior to the township signing the final plat mylars.

CONTACTS:

Watab Township Clerk:	Pat Spence 8900 Lakewood Shore Rd NW, Rice, MN 56367 320-255-8916 or mobile: 320-224-8242 watabts@qwestoffice.net
Watab Engineer:	Jon Bogart, Bogart, Pederson and Associates 13076 First Street, Becker, MN 55308 763-262-8822
Watab Stormwater Consultant:	Wayne Cymbaluk, WC Environmental LLC 809 3 rd Ave SE Cold Spring, MN 56320 320-241-4742 wcymbaluk@yahoo.com
Watab Township Attorney:	Adam Ripple, Rinke Noonan Suite 300 US Bank Plaza, 1015 West St. Germain Street P. O. Box 1497 St. Cloud, MN 56302 320-656-3500
Benton County Department of Development:	Joe Janish, Director Benton County 531 Dewey Street, P. O. Box 129 Foley, MN 56329 320-968-5065 joe.janish@co.benton.mn.us