



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

**PLANNING & ZONING**

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## Final Plat Approval Checklist

Upon approval of the Preliminary Plat, the following list must be completed before your plat can be placed on the agenda for final approval from the County Board of Commissioners.

**\*\*\*Please wait until all of step two is completed to produce a hard copy (mylar) final plat\*\*\***

1. The preliminary plat may have been approved with special conditions.
  - Conditions: Meet all conditions stated on the Preliminary Plat Proceedings.
  
2. Before you submit the final hard copy plat, it is important that all requirements are reviewed.
  - Todd County Surveyor Review: **Submit** two (2) paper copies of the proposed final plat, with fees, to Mark Jahner. **Submit** a copy of the receipt to Planning and Zoning showing that the review fees have been paid.
    - i. Fee: \$200 plus \$20/lot – an additional \$100 may be added if corrections are needed.
    - ii. Address: P.O. Box 366, Alexandria, MN 56308
    - iii. Phone #: 320-763-6855 mark@mnsurveying.com
  - Todd County Engineer Review Letter:  
**\*\*This item is only required for plats with new or altered roads\*\***  
**Submit** a letter from the Todd County Engineer stating that they have inspected the new/altered road construction for compliance with all applicable requirements and listing any comments they have.  
**Final plat should list all new roads as “Public Road” or “Private Road” rather than actual road names.**
  - Todd County Offices Review: **Submit** three (3) copies of the proposed final plat to the Planning and Zoning Office who will distribute them to the County Auditor, Attorney, Recorder, GIS, and Engineer. Allow one week for review.
  - Title Opinion: **Submit** one (1) copy of a title opinion from the developer’s attorney to the Todd County Attorney’s Office. This document should be based on an abstract updated within 30 days of the date that the title opinion is submitted. Allow one week for review.
  - Current Taxes: **Submit** a receipt from the Todd County Auditor/Treasurer’s Office showing that all current year’s taxes have been paid in full. If the plat has more than one owner and proprietor shown, contact the Todd county Auditor/Treasurer’s Office to identify which taxpayer should appear for which lot. Written verification that you have completed this is required.
  - Recording Fee: Submit payment at the Recorder’s Office for the plat recording fee.
  - Additional Expenses: All expenses incurred by the County as a result of reviewing and/or inspection of stormwater improvements, required road improvements, expenses associated with EAW or EIS requirements or any other costs incurred regarding the subdivision shall be reimbursed prior to placement on the agenda for final plat approval. **Check** with the Planning and Zoning Office for outstanding expenses.
  
3. Once steps 1 and 2 have been completed, **submit** a final hard copy (mylar) plat to the Planning and Zoning Office. Final hard copy plat size must be 22 x 34 inches. The hard copy plat should contain:
  - The proprietor’s signatures
  - The signature of the surveyor who prepared the plat

If all the above has been completed, the Planning and Zoning Office will be able to place the final plat on the Todd County Board of Commissioner’s agenda for review.\*

\*The plat must be submitted to the Planning and Zoning office **5 days prior** to the County Board meeting.