



Major Subdivision Procedure

1. Any subdivision of land resulting in a parcel less than 2 ½ acres or 150' in width is required to be platted. Once a developer/land owner has contacted a surveyor (see Attachment C for list of local survey companies) there will be a multi-step process to legally divide the land.
2. A complete application form, fees, and supporting drawings/documents shall be submitted to Planning & Development Staff a minimum of 15 days prior to a Planning Commission meeting.
 - Meetings are the first and third Wednesdays of each month at 7 p.m. in the Willmar City Office Building, 333 6th St. SW (see Attachment B).
 - The fee is \$450 + \$20/lot, or \$350 + \$15/lot if the preliminary and final plat approvals are consolidated.
 - Data required is generally known by area surveyors and shall comply with statutory requirements (see Attachment D). 3 large copies (22" x 34"), 5 small copies (11" x 17"), and 1 digital copy of the preliminary plat shall be submitted.
3. Once City Staff has deemed the application and submittals are complete, a public hearing before the Planning Commission will be set with notice published in the paper and mailed to property owners within 350' of the land proposed to be subdivided.
4. Between submittal and the meeting, staff requests review from various departments, so all phases of land development are considered. Staff also determines calculations for park dedication fees (see Attachment E).
5. Prior to approving a Subdivision, the Planning Commission shall make the applicable findings as found in 14-102.(e). of the Subdivision Ordinance (see Attachment A). The Planning Commission may impose conditions as deemed necessary.
6. After the preliminary plat hearing at the Planning Commission, the City Council shall consider the plat at their next meeting (see Attachment B). The applicant will be notified of all decisions and conditions by the Zoning Administrator. The applicant may relay the same to their surveyor so a final plat can be drafted.
7. Once the final plat is drafted by the surveyor, it shall be submitted to City Staff 10 days prior to a Planning Commission meeting. Data required is generally known by area surveyors and shall comply with statutory requirements (see Attachment D). 3 large copies (22" x 34"), 1 small copy (11" x 17"), and 1 digital copy of the final plat shall be submitted. The final plat shall be reviewed to ensure all necessary conditions of approval of the preliminary plat have been met. Following Planning Commission approval, the document is reviewed and approved by the City Council. The surveyor then prepares the Mylar's (the plats that get recorded at the Recorder's office), and any title work that is needed is usually done by the developer's attorney. Once Mylar's are made (2 for recording and 1 for City records), the City Officials sign the document and the developer records it at the Kandiyohi County Recorder's office.
8. Upon City Staff determination, the Major Subdivision process may be consolidated. The preliminary and final plats will be approved at the same time during Planning Commission and City Council meetings. A public hearing will still be held at Planning Commission, and the final plat shall be approved by City Staff prior to preparing the Mylar's.

Subdivision Ordinance of the City of Willmar, 14-102

(e) *Applicable Findings.* In reviewing major or minor subdivision applications under this Ordinance, the Planning Commission and City Council shall consider all aspects of the proposed subdivision; particular attention shall be paid to the width and location of streets, sidewalks, suitable sanitary utilities, surface drainage, lot sizes and arrangements, as well as requirements such as parks and playgrounds, schools, recreation sites, and other public uses when applicable. All of the following findings shall be made prior to the approval of a subdivision:

- (1) All the applicable provisions of the Municipal Code and Ordinances are complied with, including, but not limited to, the Zoning and Stormwater Ordinances.
- (2) There is no factual demonstration of a substantial/appreciable negative impact to the present and potential surrounding land uses.
- (3) The area surrounding the subdivision can be planned and developed in coordination and compatibility with the proposed subdivision.
- (4) The subdivision is consistent with the City Comprehensive Plan.
- (5) The subdivision preserves and incorporates the site's important existing natural, scenic, and historical features to the greatest extent possible.
- (6) All land intended for building sites can be used safely without endangering the residents by peril from floods, erosion, continuously high water table, severe soil conditions, or other menace.
- (7) The subdivision can feasibly be served with public facilities, infrastructure, and services, and the developer will satisfy this Ordinance's requirements for the construction of such

Submittal Due Date	Planning Commission Meeting	City Council Meeting
Tuesday, December 21, 2021	Wednesday, January 5, 2022	Monday, January 3, 2022
Tuesday, January 4, 2022	Wednesday, January 19, 2022	Monday, January 17, 2022
Tuesday, January 18, 2022	Wednesday, February 2, 2022	Monday, February 7, 2022
Tuesday, February 1, 2022	Wednesday, February 16, 2022	Monday, February 21, 2022
Tuesday, February 15, 2022	Wednesday, March 2, 2022	Monday, March 7, 2022
Tuesday, March 1, 2022	Wednesday, March 16, 2022	Monday, March 21, 2022
Tuesday, March 22, 2022	Wednesday, April 6, 2022	Monday, April 4, 2022
Tuesday, April 5, 2022	Wednesday, April 20, 2022	Monday, April 18, 2022
Tuesday, April 19, 2022	Wednesday, May 4, 2022	Monday, May 2, 2022
Tuesday, May 3, 2022	Wednesday, May 18, 2022	Monday, May 16, 2022
Tuesday, May 17, 2022	Wednesday, June 1, 2022	Monday, June 6, 2022
Tuesday, May 31, 2022	Wednesday, June 15, 2022	Monday, June 20, 2022
Tuesday June 21, 2022	Wednesday, July 6, 2022	Monday, July 4, 2022
Tuesday, June 5, 2022	Wednesday, July 20, 2022	Monday, July 18, 2022
Tuesday, July 19, 2022	Wednesday, August 3, 2022	Monday, August 1, 2022
Tuesday, August 2, 2022	Wednesday, August 17, 2022	Monday, August 15, 2022
Tuesday, August 23, 2022	Wednesday, September 7, 2022	Monday, September 5, 2022
Tuesday, September 6, 2022	Wednesday, September 21, 2022	Monday, September 19, 2022
Tuesday, September 20, 2022	Wednesday, October 5, 2022	Monday, October 3, 2022
Tuesday, October 4, 2022	Wednesday, October 19, 2022	Monday, October 17, 2022
Tuesday, October 18, 2022	Wednesday, November 2, 2022	Monday, November 7, 2022
Tuesday, November 1, 2022	Wednesday, November 16, 2022	Monday, November 21, 2022
Tuesday, November 22, 2022	Wednesday, December 7, 2022	Monday, December 5, 2022
Tuesday, December 6, 2022	Wednesday, December 21, 2022	Monday, December 19, 2022

Local Surveyors (alphabetical)

Bolton and Menk (320)231-3956
2040 Highway 12 E
Willmar, MN 56201

Bonnema Surveys (320)231-2844
1809 22nd St. SW
Willmar, MN 56201

O'Malley and Kron Land Surveyors (320)235-9492
1004 2nd St SE
Willmar, MN 56201

Preliminary Plat Data Requirements

- Proposed name of subdivision (cannot duplicate any plat name already within the County)
- Location
- Names and addresses of owner, subdivider, and surveyor
- Scale, north arrow, date of preparation
- Boundary lines
- Total acreage/sq. ft., and each lots area in sq. ft.
- Location and names of streets, parks/public open space, structures, easements, sections, and other infrastructure as applicable
- If a re-plat, original plat depicted with dotted or dashed lines, or vacations of easements for roads or utilities
- Topo contours
- Proposed streets and names
- Utility easements
- Layout of lots and proposed sizes/dimensions
- Setbacks

Final Plat Data Requirements

- Name of subdivision (cannot duplicate any plat name already within the County)
- Location
- Name and addresses of owner, subdivider, and surveyor
- Scale, north arrow, date of preparation
- Location of existing and placed monuments
- Location, names/labels, and dimensions of lots, blocks, streets, alleys, parks, and other features
- Location, width, and names of all streets, easements, and other areas to be dedicated
- Statement dedicating all easements, streets, alleys, and other public areas not previously dedicated
- Required certifications

Park Dedication Fees