



Minor 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. If the subdivision meets the following standards, a subdivider may apply for a minor subdivision:
 - No more than 4 resulting lots or parcels
 - All utilities and easements are provided
 - Design standards and minimum lot area and width are met
 - No new or changes to streets, utilities, or easements are required (excluding municipal utility & tree planting easements); No abutting wetland, lake, state highway, county road or highway or state-aid highway; No nonconformity is created or expanded
3. 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 \$200.
 - Data required is generally known by area surveyors and shall comply with statutory requirements (see Attachment D). 8 small copies (11" x 17"), and 1 digital copy of the preliminary plat shall be submitted.
4. Once City Staff has deemed the application and submittals are complete, the Minor Subdivision will be scheduled for the next Planning Commission meeting. 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. No public hearing is required for a Minor Subdivision, but the Planning Commission may choose to hold one if deemed necessary.
6. 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.
7. After the preliminary plat is reviewed by Planning Commission, the City Council shall consider the plat as a consent agenda item 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.
8. Once the final plat is drafted by the surveyor, 1 digital copy shall be submitted to Staff for review and filing. 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.

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 public facilities and infrastructure.

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

All new Subdivisions created after September 8, 2018 within the Jurisdiction of the City of Willmar Subdivision Ordinance shall be required to comply with the park dedication requirements as found in Subdivision Ordinance Section 14-113:

(d) *Land Dedication Required.* In all applicable subdivisions, a percentage of net developable land of all property to be subdivided, where a land dedication and/or cash contribution has not been made, shall be dedicated as follows:

- (1) Residential subdivision (minimum) – 7%
- (2) Commercial subdivision (minimum) – 4%
- (3) Industrial subdivision (minimum) – 4%
- (4) Other subdivision (minimum) – 7%

Land dedication and/or cash contributions for mixed-use Planned Unit Developments shall be calculated in accordance with the percentage of land devoted to each use. Net developable land shall be calculated by gross acreage of all land in the proposed subdivision excluding wetlands and areas required for stormwater ponding, public streets, rights-of-way, and trails. All calculations shall be made at the time of final plat approval.

(e) *Credit.* The following credits towards park dedication shall be considered when applicable:

- (1) Where a subdivision includes private open space intended for park and recreation use for all people within the subdivision and such land is to be privately owned and maintained, a credit towards the required land dedication and/or cash contribution may be approved by the City of up to 25%.
- (2) Where prior park land dedication and/or cash contribution has been given for land within a proposed subdivision, credit equivalent to the full amount dedicated and/or contributed shall be given.
- (3) In no case shall park land dedication credits result in a refund.

(f) *Land Suitability.* All land dedicated for parks, playgrounds, conservation, or public open spaces shall be suitable for its intended use and shall be at a 25 convenient location for the intended users. In the evaluation of adequacy of proposed park, playground, conservation, or open space areas, the City shall consider factors including size, shape, topography, geology, hydrology, tree cover, access, and location.

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(h) *Improvements and Infrastructure.* Land dedicated for public use shall be designated as an outlot on the plat. The subdivider shall be responsible for grading the land to the contours approved on the preliminary plat and the land shall be left in condition suitable for the City. Improvements shall be made to all land dedicated for parks and open space in the same degree and manor as is required for developable property in section 14-114 of this Ordinance. All existing trees shall be preserved on land to be dedicated.

The full [Subdivision Ordinance](#) can be review on the City's website.