



## MORRISON COUNTY

Morrison County provides cost effective, high quality Services to county residents in a friendly and respectful manner.

## Land Services Department

213 1<sup>st</sup> Avenue S.E., Little Falls, MN 56345

Telephone (320) 632-0170

Toll Free 866-401-1111

All Public Hearings will be held in the County Board Room of the Government Center.

# Morrison County Administrative Plat

**Name of Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Parcel:** \_\_\_\_\_ **Township:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

Sec: \_\_\_\_\_ Twp: \_\_\_\_\_ Rge: \_\_\_\_\_

**Lake/River Name:** \_\_\_\_\_

**Land is presently zoned:** \_\_\_\_\_ **Total Amount of Land Involved:** Acres \_\_\_\_\_

**EXPLAIN PROPOSAL HERE:** \_\_\_\_\_

If there are street signs to be posted due to a plat, the expense of the signs and posting of them will be billed to the applicant.

**Public Hearing Fees: (Non-refundable)**

(If the property is in Abstract and Torrens two legals must be included.

**Administrative Plat Fee: \$600.00 payable to Morrison County Treasurer.**

(Please add an additional \$15.00 for each lot over four).

**Next Meeting Date:** \_\_\_\_\_ **Deadline Date:** \_\_\_\_\_

Signature

Date

# **2026 BOA/MCPC Deadlines & Meeting Dates**

**(Meetings will be held in correspondence with the County Board Meetings each month except if a Holiday)**

<b><u>Deadline</u></b>	<b><u>Meeting</u></b>
Wed. December 10, 2025	Tues. January 6, 2026
Tues. December 23, 2025	Tues. January 20, 2026
Wed. January 7, 2026	Tues. February 3, 2026
Wed. January 21, 2026	Tues. February 17, 2026
Wed. February 4, 2026	Tues. March 3, 2026
Wed. February 18, 2026	Tues. March 17, 2026
Wed. March 4, 2026	Tues. March 31, 2026
Wed. March 18, 2026	Tues. April 14, 2026
Wed. April 1, 2026	Tues. April 28, 2026
Wed. April 15, 2026	Tues. May 12, 2026
Wed. April 29, 2026	Tues. May 26, 2026
Wed. May 13, 2026	Tues. June 9, 2026
Wed. May 27, 2026	Tues. June 23, 2026
Wed. June 10, 2026	Tues. July 7, 2026
Wed. June 24, 2026	Tues. July 21, 2026
Wed. July 8, 2026	Tues. August 4, 2026
Wed. July 22, 2026	Tues. August 18, 2026
Wed. August 5, 2026	Tues. September 1, 2026
Wed. August 19, 2026	Tues. September 15, 2026
Wed. September 2, 2026	Tues. September 29, 2026
Wed. September 16, 2026	Tues. October 13, 2026
Wed. September 30, 2026	Tues. October 27, 2026
Wed. October 14, 2026	Mon. November 9, 2026
Wed. October 28, 2026	Tues. November 24, 2026
Tues. November 10, 2026	Tues. December 8, 2026
Wed. November 25, 2026	Tues. December 22, 2026

**(Viewing:** prior to meeting date if viewing properties)

## **Platting Procedure Guide**

- \_\_\_\_\_ Development Review Team (DRT) meeting with Land Services staff, Township, County Engineer or other Road Authority, Soil and Water Conservation District to present a sketch plan of the proposed subdivision. At this time the sketch plan will be given a cursory review for compliance with the Morrison County Land Use Control Ordinance
- \_\_\_\_\_ Contract with a licensed surveyor to develop the preliminary plat, refer to the Morrison County Land Use Control Ordinance for requirements
- \_\_\_\_\_ Establish a name for your plat - Check with the Recorder's Office to avoid duplication of plat names
- \_\_\_\_\_ Contract with a licensed septic designer to determine locations on each proposed lot for placement of two (2) Type I soil treatment systems – this information shall be part of your application to the Land Services Department.
- \_\_\_\_\_ Contract with a licensed wetland delineator to determine if there are any wetland issues with the proposed subdivision – any delineated wetlands shall be on your surveyor's plat.
- \_\_\_\_\_ Surveyor completes required Preliminary Plat copies and submits to the County to distribute copies to appropriate agencies.
- \_\_\_\_\_ Proposer makes application and submits all fees and required documents; including a current title opinion. The title opinion must conform to the legal description on the plat dedication page and needs to be current (within 30 days) & Abstract needs to be up to date, to the Land Services Department
- \_\_\_\_\_ Plat is presented at public hearing to the Planning Commission. Applicant must attend this meeting. Application deadlines and meeting dates are available from the Land Services Department
- \_\_\_\_\_ If a road is proposed the proposer must enter into a Development Agreement and establish required financial assurance.
- \_\_\_\_\_ Submit draft of Final Plat to County Recorder/County Surveyor for review. Allow 2 weeks for checking before Surveyor must complete Final Plat copies.
- \_\_\_\_\_ Plat is presented to the County Board of Commissioners for board action.
- \_\_\_\_\_ Taxes must be paid in full on said property prior to recording.
- \_\_\_\_\_ Obtain final mylars from surveyor and gather ALL required pre-recording signatures, which must be signed (and NOT smudged) with an official "PLAT PEN"
- \_\_\_\_\_ Developer and/or landowner is responsible to obtain all required signatures on the final mylars before submitting for recording (including township officials) except for the County Recorder, County Auditor, County Treasurer, County Attorney and County Surveyor.
- \_\_\_\_\_ Record plat (with any covenants) at Morrison County Recorder's Office along with applicable fees.

**"NO LOTS MAY BE ADVERTISED FOR SALE  
PRIOR TO THE PLAT BEING LEGALLY RECORDED"**