

## MEMO

Date: February 1, 2017

To: Alexandria Town Board

From: Ben Oleson, Hometown Planning  
Zoning Administrator, Alexandria Township

Re: Final Plat Applications - "TQM Addition" and "Anderson Storage"

The Township has received an application for final plat approval of "TQM Addition" and "Anderson Storage".

Both preliminary plats were recommended for approval by the Planning Commission at their January 23, 2017 meeting and are being presented to the Town Board at its February 6 meeting. The applicants have both requested that final plat approval be given at the same meeting.

Normally, final plat approval is given at a later date than the preliminary plat approval, but there is nothing in the Township ordinances that requires that. Rather, it is usually for practical reasons such as the need to construct road, sewer or other improvements, to obtain a title opinion, etc. In this case, neither plat requires the construction of any improvements and the title work is reviewed by the County Surveyor, which won't sign off on the final plat until that is completed.

As such, the Township's main role in reviewing the final plat is to make sure that it complies with the approval of the preliminary plat.

The preliminary plat of the "TQM Addition" subdivision was approved with the following condition of approval:

1. No buildings or sewage-generating uses are allowed on Outlot A without the express approval of the Town Board.

The preliminary plat of the "Anderson Storage" subdivision was approved as presented, with no conditions of approval.

The requirements of the Township Subdivision Ordinance for final plat applications are as follows:

1. A completed Final Plat application
  - ) Both final plat applications have been received.
2. Three copies of the final plat.
  - ) These have been received.
3. A developer's agreement and financial security, if applicable, that provides for the construction of the required improvements after final plat approval.
  - ) Not applicable - no public improvements are required as part of either plat.
4. Three copies of final construction plans.
  - ) Not applicable - no public improvements are required as part of either plat.
5. A revised preliminary plat.
  - ) All revisions to the preliminary plat are contained within the final plat drawings and they are consistent with the preliminary plat approval.
6. A title insurance commitment or Opinion of Title
  - ) Title insurance commitment is reviewed by the County Surveyor as part of their normal review process and will be taking place at the time of their review.
7. Draft restrictive covenants, if proposed.
  - ) None have been provided and none are necessary to ensure compliance with Township requirements.
8. The appropriate fee in the Fee Schedule (including the park dedication fee).
  - ) As these are commercial subdivisions, no County park dedication fee is applicable. The Township does not have any other fees for final plats.
9. Compliance with all conditions of preliminary plat approval.
  - ) All conditions of the "TQM Addition" preliminary plat will need to be met in the future. No conditions need be met at the current time.
  - ) There were no conditions of approval for the "Anderson Storage" preliminary plat.

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**Town Board Direction:** The Town Board shall approve, conditionally approve, or disapprove the final plat.

Staff would recommend approval of the final plats, except that the Town Board Chair and Clerk not sign off on the mylars of the final plat until the County Surveyor's signature is on each of the respective plats. In addition, the Zoning Administrator shall review the final mylars to ensure they are consistent with the preliminary and final plat approval.