



NORTH BRANCH

—Minnesota—

**PLANNING COMMISSION
REGULAR AGENDA
TUESDAY, APRIL 2, 2024 @ 6:30 PM
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

Ka Bao Jennrich
Chair

Jim Ibinger
Commissioner

Gary Schaefer
Commissioner

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. OATHS OF OFFICE
 - a. Oaths of Office for Patrick Meacham and Steve Cich INFO
4. ROLL CALL
5. AGENDA APPROVAL
 - a. Approve Agenda ACTION
6. CONSENT AGENDA
 - a. Approve Meeting Minutes - February 6, 2024 Planning Commission Meeting. ACTION
 - b. Approve Meeting Minutes - March 6, 2024 Planning Commission Meeting ACTION
7. OPEN FORUM
8. PUBLIC HEARINGS
 - a. Public Hearing to Consider Preliminary Plat for Westside Commons 2nd Addition ACTION
9. GENERAL BUSINESS
10. NEXT MEETING - TUESDAY, MAY 7, 2024 @ 6:30 PM
11. ADJOURNMENT



NORTH BRANCH

—Minnesota—

PLANNING COMMISSION REGULAR AGENDA

TUESDAY, FEBRUARY 6, 2024 @ 6:30 PM
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056

Ka Bao Jennrich
Chair

Jim Ibinger
Commissioner

Patrick Meacham
Commissioner

Gary Schaefer
Commissioner

MINUTES OF THE PROCEEDINGS OF THE OF THE CITY OF NORTH BRANCH IN THE COUNTY OF CHISAGO AND IN THE STATE OF MINNESOTA

REGULAR MEETING

Tuesday, February 6, 2024

1. CALL TO ORDER

Chair Jennrich called the meeting to order at 6:32 pm.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Chair Ka Bao Jennrich, Commissioner Gary Schaefer, Commissioner Jim Ibinger,
Commissioner Patrick Meacham

Absent:

Remote:

Others Present: Community Development Director Jason Ziemer

Notes:

4. AGENDA APPROVAL

a. Approve Agenda

ACTION

Commissioner Schafer moved and Chair Jennrich seconded the motion to approve the agenda. Motion passed 4-0.

5. CONSENT AGENDA

Chair Jennrich moved and Commissioner Ibinger seconded the motion to approve the Consent Agenda. Motion passed 4-0.

a. Approve Minutes of the Planning Commission - Regular Meeting - December 5, 2023 ACTION

b. Approve the 2024 Planning Commission Meeting Calendar ACTION

6. OPEN FORUM

There was no one in attendance for Open Forum.

7. GENERAL BUSINESS

- a. Elect Planning Commission Chair and Vice Chair for 2024

ACTION

Commissioner Meacham moved and Commissioner Ibinger seconded the motion to appoint Ka Bao Jennrich as Chair and Gary Schaefer as Vice Chair. Motion passed 4-0.

8. PUBLIC HEARING ITEMS

- a. Public Hearing to Consider Preliminary Plat Approval for Parsons Family Plat

ACTION

Community Development Director Ziemer presented a preliminary plat approval request from Keith Parsons, 6407 376th Street (Owner). The plat proposed to re-plat two existing parcels owned by the Owner for the purpose of reconfiguring them to increase the size of Lot 1. Ziemer noted the Owner received previous approval from the City as part of a lot line adjustment, but that item was ultimately rejected by Chisago County, requiring the Owner to apply to re-plat the two parcels. He noted the benefit of the re-plat is the City was able to secure any new rights of way and drainage and utility easements versus securing them by agreement. The proposed plat name is Parsons Family. The property is guided Low Density Residential and zoned R1 - Single-Family Residential; the plat and lots to be created meets all minimum lot standards.

Chair Jennrich opened the public hearing at 6:45 pm. Chair Jennrich closed the public hearing at 6:46 pm, noting no one was present for the application or to provide comment.

Commissioner Meacham moved and Chair Jennrich seconded the motion to recommend to the City Council approval of the Preliminary Plat request for Parsons Family with conditions typical to plat approvals and the following additional conditions. Motion passed 4-0.

1. The Owner may use and maintain the existing accessory structure on Lot 1, Block 1 of said Plat, but may not move, alter and/or enlarge said structure, except by which a change lessens the non-conformity and/or brings the non-conforming use into conforming status, including, but not limited to the construction of a residential home. Such changes must be approved by the City.
2. The accessory structure and Lot 1 may only be used for uses typically associated with a residential lot zoned R-1 – Single-Family Residential. The accessory structure and/or Parcel A may not be leased and/or sold for commercial uses.
3. Any new residential home constructed on Lot 1, Block 1 of said Plat shall connect to municipal water and sanitary sewer services, except if municipal utilities are not available as defined by City Code §58-76, at which time well and septic may be acceptable provided the property can satisfy all minimum standards for such private utilities as may be required by City Code and subject to City approval.

- b. Public Hearing to Consider Preliminary Plat Approval for Happy Acres 2nd Addition ACTION

Community Development Director Ziemer presented a preliminary plat request from Fred Schmidt (Applicant) for the purpose of re-platting the existing Outlot A of Happy Acres Morning View into two (2) rural residential lots. The proposed plat name is Happy Acres Morning View 2nd Addition. The property is guided Rural Residential and zoned Rural Residential; the plat and lots to be created meets all minimum lot standards. The Applicant will be required to pay park dedicate fees for both of the new

residential lots created.

Chair Jennrich opened the public hearing at 6:49 pm. Chair Jennrich closed the public hearing at 6:50 pm, noting no one was present for the application or to provide comment.

Commissioner Meacham moved and Chair Jennrich seconded the motion to recommend to the City Council approval of the Preliminary Plat request for Happy Acres Morning View 2nd Addition with conditions typical to plat approvals and the following additional conditions. Motion passed 4-0.

1. Driveways for Lots 1 and 2 shall be located to meet all minimum requirements, including, but limited to: setbacks, distance and width, etc.; and shall be designed and constructed according to the North Branch Engineering Design Standards.
2. The Applicant shall pay the per unit Park Dedication Fee for each of the two (2) residential lots created with this Plat.
3. The Applicant shall move or demolish the accessory structure adjacent to Hemingway Avenue and located on the new lot line boundary between Lots 1 and 2, and located within the proposed Drainage and Utility Easements on Lots 1 and 2 prior to the issuance of any building permit for either lot.

- c. Public Hearing to Consider Preliminary Plat Approval for Carchedi Commons 2nd Addition ACTION

Community Development Director Ziemer presented a preliminary plat request from Josh Wicklund (Applicant) and Joseph and Catherine Carchedi (Owners) to re-plat a 15,000 square foot residential lot, located at the intersection of Grand Avenue and Birch Street, creating two (2) residential lots, each 7,500 square feet. The Applicant is proposing to build a twin home. The proposed plat name is Carchedi Commons 2nd Addition. The property is guided Low Density Residential and zoned R1 - Single Family Residential; the plat and lots to be created meets all minimum lot standards. Twin homes are permitted uses in the R1 zoning district. The Applicant will be required to pay park dedicate fees for both of the new residential lots created. No additional right of way is proposed with the plat; all drainage and utility easements are proposed as typically required.

Chair Jennrich opened the public hearing at 7:09 pm. Chair Jennrich closed the public hearing at 7:10 pm, noting no one was present for the application or to provide comment.

Chair Jennrich moved and Commissioner Schaefer seconded the motion to recommend to the City Council approval of the Preliminary Plat request for Carchedi Commons 2nd Addition with conditions typical to plat approvals and the following additional conditions. Motion passed 4-0.

1. Driveways for Lots 1 and 2 shall be located to meet all minimum requirements, including, but limited to: setbacks, distance and width, etc.; and shall be designed and constructed according to the North Branch Engineering Design Standards.
2. The Applicant shall pay all applicable Development Fees associated with platting, including, but not limited to: utility trunk area charges, WAC and SAC, and Park Dedication Fee for each of the two (2) residential lots created with this Plat.
3. The Applicant shall submit Grading and Erosion Control Plans, if required, and obtain all necessary approvals and pay all applicable fees prior to commencing construction on the lots.

9. NEXT MEETING - WEDNESDAY, MARCH 6, 2024 @ 7:00 PM

10. ADJOURN REGULAR MEETING

Commissioner Ibinger moved and Chair Jennrich seconded the motion to adjourn the regular meeting. Motion passed 4-0. The regular meeting adjourned at 7:12 pm.

11. CALL SPECIAL MEETING TO ORDER

Chair Jennrich called the Special Meeting to order at 7:14 pm.

12. PLANNING COMMISSION CANDIDATE INTERVIEW

a. Interview Candidate for Planning Commission

ACTION

Planning Commissioners interviewed Steve Cich for the open seat on the Planning Commission. Upon completion of the interview and discussion, Commissioner Meacham moved and Commissioner Schaefer seconded the motion to recommend to the City Council the appointment of Steve Cich to the Planning Commission. Motion passed 4-0.

13. ADJOURN SPECIAL MEETING

Commissioner Ibinger moved and Commissioner Meacham seconded the motion to adjourn. Motion passed 4-0. Meeting adjourned at 7:56 pm.



NORTH BRANCH —Minnesota—

Ka Bao Jennrich
Chair

Steve Cich
Commissioner

Jim Ibinger
Commissioner

Patrick Meacham
Commissioner

Gary Schaefer
Commissioner

**PLANNING COMMISSION
REGULAR AGENDA
WEDNESDAY, MARCH 6, 2024 @ 6:30 PM
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

MINUTES OF THE PROCEEDINGS OF THE OF THE CITY OF NORTH BRANCH IN THE COUNTY OF CHISAGO AND IN THE STATE OF MINNESOTA

REGULAR MEETING

Wednesday, March 6, 2024

1. CALL TO ORDER

Chair Jennrich called the meeting to order at 6:39 pm.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Chair Ka Bao Jennrich, Commissioner Gary Schaefer, Commissioner Jim Ibinger,
Commissioner Steve Cich

Absent: Commissioner Patrick Meacham

Remote:

Others Present: Community Development Director Jason Ziemer

Notes:

4. AGENDA APPROVAL

Commissioner Ibinger moved and Commissioner Cich seconded the motion to approve the agenda.
Motion passed 4-0.

5. CONSENT AGENDA

a. Approve Agenda

ACTION

No minutes were presented for approval.

6. OPEN FORUM

7. PUBLIC HEARING ITEMS

8. GENERAL BUSINESS

a. Planning & Development 101 Presentation & Discussion

INFO

Community Development Director Ziemer provided a presentation entitled "Planning 101 - Development and Zoning." The presentation walked Commissioners through roles and responsibilities of individual Commissioners and the Commission, in general, as an advisory board to the City Council, and open meeting laws. He also discussed the Pyramid of Discretion in relation to different types of land use and zoning items and where the Planning Commission and City Council have discretion to direct such uses, as well as the planning review process, per state statute, and what city staff look at and for when reviewing development and zoning applications. This was an informational item; there was no action taken.

9. NEXT MEETING - TUESDAY, APRIL 2, 2024 @ 6:3 PM

10. ADJOURNMENT

Chair Jennrich moved and Commissioner Cich seconded the motion to adjourn. Motion passed 4-0. Meeting adjourned at 8:36 pm.



Prepared By:
Jason Ziemer, Community Development Director
Presenter: Jason Ziemer, Community Development Director
Date: 03/15/2024

Board & Commission: Planning Commission

Subject: Public Hearing to Consider Preliminary Plat for Westside Commons 2nd Addition

Overview / Background

GS2, LLC (Applicant) has requested Preliminary Plat approval for Westside Commons 2ND Addition (Plat), subdividing the 28.89-acre vacant parcel located at the southwest corner of Highway 95 and Falcon Avenue (Subject Property). The Applicant is also the owner of the Subject Property. If approved, the Plat would one (1) lot proposed for a commercial use, legally described as Lot 1, Block 1 and Outlot A. No new public rights of way (ROW) are proposed for site. The Plat is proposed for a dental clinic (Development). The Applicant is responsible for platting the property and related platting fees. The Development is a Permitted Use and, therefore, requires a Site Plan review, which is processed administratively, following City Code.

State Statute establishes an automatic 120-day review period for Preliminary Plats. The Applicant has addressed all City staff comments related to the Preliminary Plat and civil plans related to the public improvements. The Final Plat is included with the attached materials; the Planning Commission only reviews Preliminary Plats.

Issue(s) to Consider

- 1. Land Use and Zoning**
- 2. Proposed Preliminary Plat**
- 3. Plat Standards**

Analysis of Issue(s)

1. Land Use & Zoning

The Subject Property is guided Business, per the Comprehensive Plan, and zoned B - Business. For the purpose of plat approval, City staff and Planning Commission may only consider whether the division of land and creation of lots meet minimum lot standards based on the applicable zoning district. That said, the use type of development proposed is allowed by both land use and zoning.

Land Use and Zoning standards are satisfied.

1. Proposed Preliminary Plat

As described above, the Applicant is proposing to re-plat the Subject Property – currently Outlot B of Westside Commons – to create one (1) commercial lot and one (1) new outlot. New public right of way (ROW) for 386th Street was created with the original Westside Commons plat; no new ROW is proposed or required with this Plat. The Applicant is proposing typical Drainage and Utility Easements (DUEs) along property lines for the commercial lot; DUEs are not provided with outlots. The proposed legal description is Lot 1, Block 1 and Outlot B of Westside Commons 2nd Addition.

The Subject Property is a 28.89-acre vacant parcel. Its boundaries include Highway 95 to the north, Falcon Avenue to the east, and 386th Street to the south. The land to the west is relatively unimproved, except for a handful of smaller residential and accessory structures. In addition to the extension of 386th Street from Falcon Avenue west; the Applicant also installed water and sanitary sewer main lines as part of the assisted living development to the south. A new 10-foot trail was also planned for construction with the initial platting and development to the south.

1. Plat Standards

Lots created by plat are required to satisfy specific lot performance standards as established by City Code. The minimum requirements for B zoning are listed in the table below. The maximum building height in this zoning district is 50 feet; the maximum lot coverage for impervious surfaces is 90%. The shortest side of a lot is used to determine minimum standards. Lot width is measured at the front yard setback.

Type	Lot Standards			Setbacks				
	Area (sf)	Width	Depth	Front	Side	Corner	Rear-I	Rear -C
Commercial	5,000	50'	100'	15'	10'	15'	15'	15'

Rear-I and Rear-C mean rear yard setbacks for interior and corner lots.

The Plat proposes the following specific to these standards:

Type	Lot Standards			Setbacks				
	Area (sf)	Width	Depth	Front	Side	Corner	Rear-I	Rear-C
Lot 1, Block 1	42,986	190.46'	232.30'	15'	10'	15'	15'	15'
Outlot A	1,215,373	1,209.86'	1240.81'	--	--	--	--	--

City staff will verify structure, parking lot, drive aisle and other applicable setbacks for the Development at the time of the formal Site Plan application for the dental clinic.

Preliminary Plat standards are satisfied.

Staff Recommendation

City staff recommend approval of the Preliminary Plat request from GS2, LLC for Westside Commons 2nd Addition.

Recommended City Council Action

Motion to recommend to the City Council approval of the Preliminary Plat for Westside Commons 2nd Addition, with conditions as stated.

Voting Requirements:

Voting Options Simple Majority

BOUNDARY SURVEY OF "WESTSIDE COMMONS 2ND ADDITION"

FOR: GS2, LLC PID # 11.00399.03

APPLICANT/OWNER
GS2 LLC
4659 MOCCASIN POINT ROAD
TOWER, MN 55790
(612) 716-0367
STEVEN VANDEN HEUVEL

SURVEYOR
ACRE LAND SURVEYING, INC.
9140 BALTIMORE STREET NE
SUITE 100
BLAINE, MN 55449
(763) 238-6278
JOSHUA P. SCHNEIDER, PLS

ENGINEER
BLOCH ENGINEERING, PLLC
(507) 995-2981
KRYSTLE BLOCH, PE

GRAPHIC SCALE

(IN FEET)

1 inch = 100 ft.

LEGEND

- DENOTES COUNTY MONUMENT
- DENOTES IRON MONUMENT FOUND
- DENOTES IRON MONUMENT SET
- DENOTES UTILITY POLE
- DENOTES TRAFFIC LIGHT POLE
- DENOTES ELECTRIC METER/BOX
- DENOTES CABLE BOX
- DENOTES BITUMINOUS
- DENOTES CATCH BASIN
- DENOTES OVERHEAD WIRE
- DENOTES UNDERGROUND ELECTRIC
- DENOTES UNDERGROUND TELEPHONE
- DENOTES WATERMAIN
- DENOTES SANITARY SEWER
- DENOTES STORM SEWER
- DENOTES EXISTING FENCE
- DENOTES SANITARY SEWER MANHOLE
- DENOTES STORM SEWER MANHOLE
- DENOTES GATE VALVE
- DENOTES FIRE HYDRANT
- DENOTES EXISTING CONTOUR
- DENOTES TEMPORARY EASEMENT (TURN AROUND)

LOCATION MAP
(NOT TO SCALE)

NORTH BRANCH, MINNESOTA

BENCHMARK
MNDOT Horn Point "Otterness 2",
Elevation = 902.872 (NAVD88)

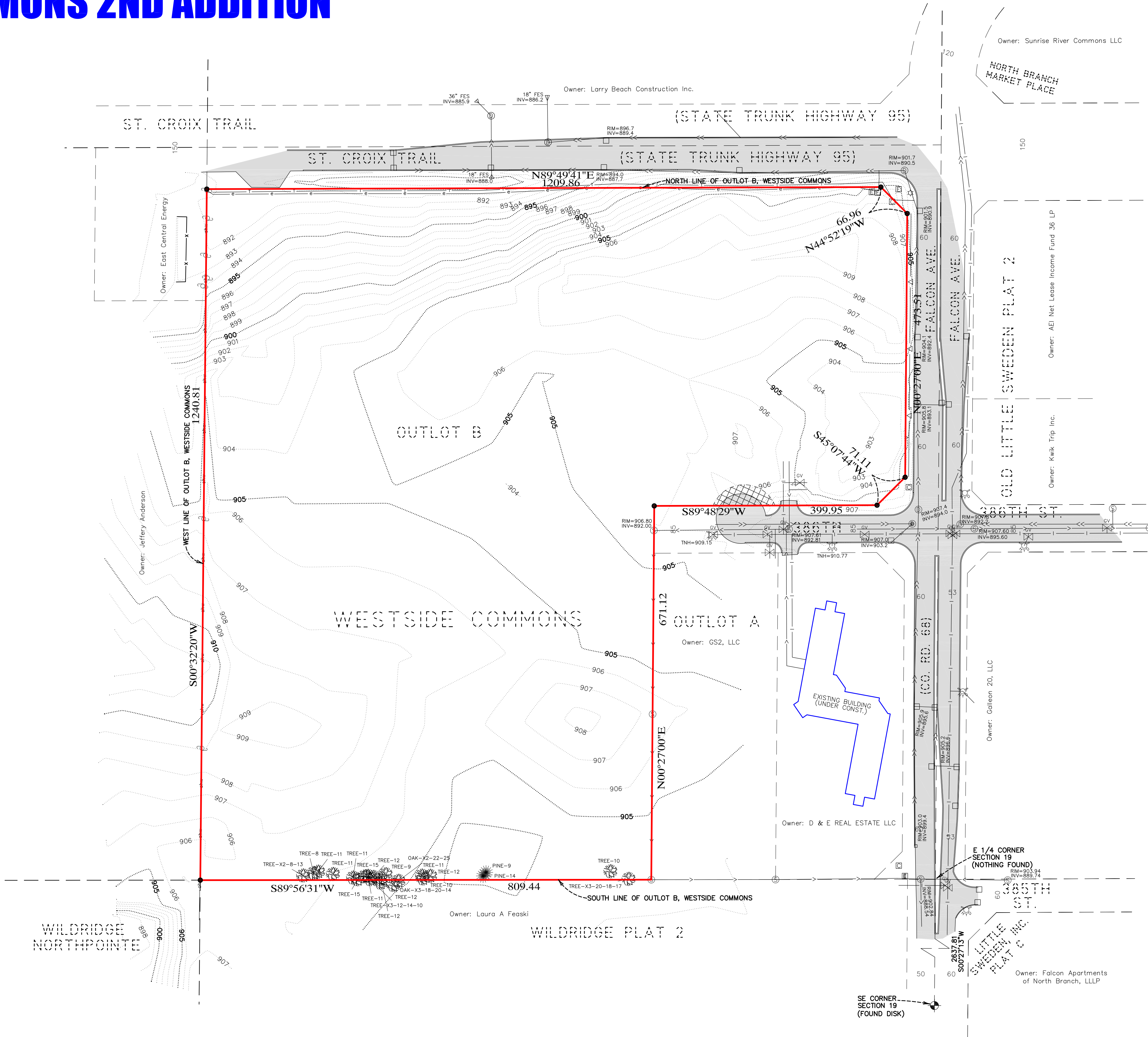
LEGAL DESCRIPTION
OUTLOT B, WESTSIDE COMMONS, Chisago County, Minnesota

- GENERAL NOTES**
- Elevations shown are based on NAVD88, see benchmark.
 - Boundary area of the surveyed premises: ±1,258,358 sq. ft. (±28.89 acres).
 - The City of North Branch has indicated that the surveyed premises shown is Comprehensive Plan Designation: Business.
Zoning standards for the property are the following:
Lot Width (min) = 50'
Lot Depth (min) = 100'
Lot Area (min) = 5,000 sf
Setbacks - Front/Side/Corner/Rear = 15'/10'/15'/15'
Maximum impervious = 90%
 - The surveyed premises has access to 386th Street, a public street.
 - Utilities shown hereon are observed and proposed (designed by others). Excavations were not made during the process of this survey to locate underground utilities and/or structures. The location of underground utilities and/or structures may vary from locations shown hereon and additional underground utilities and/or structures may be encountered. Contact Gopher State One Call Notification Center at (651) 454-0002 for verification of utility type and field location, prior to excavation.
 - Property is located in Zone X, per FEMA FIRM panel 27025C0145D, dated 04/17/2012.
 - Bearing shown are based on Chisago County coordinate system. (NAD83, 96adj)
 - Legal descripton take from title commitment prepared by xxxx, dated xxxx.

I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

PRELIMINARY (FOR COMMENT AND REVIEW ONLY)

JOSHUA P. SCHNEIDER Date: _____ Reg. No. 44655



ACRE LAND SURVEYING
9140 Baltimore Street NE
Suite 100, Blaine, MN
763-238-6278 js.acrelandsurvey@gmail.com

JOB #23187

PRELIMINARY PLAT OF "WESTSIDE COMMONS 2ND ADDITION"

FOR: GS2, LLC PID # 11.00399.03

AREA SUMMARY

LOT 1, BLOCK 1: 42,986 SF/0.99 AC.
OUTLOT A: 1,215,373 SF/27.90 AC.
TOTAL OUTLOT AREA: 1,215,373 SF/27.90 AC.
TOTAL AREA: 1,258,358 SF/28.89 AC.

SITE DATA

ZONING: COMMERCIAL BUSINESS (B)
GROSS AREA: 1,258,358 SF/28.89 AC.
PROPOSED NEW EASEMENTS: 0 SF/0.00 AC.
NET AREA: 1,258,358 SF/28.89 AC.

DEVELOPMENT REGULATIONS

LOT WIDTH (min): 50 FT.
LOT DEPTH (min): 100 FT.
LOT AREA (min): 5,000 SF
FRONT SETBACK: 15 FT.
SIDE SETBACK: 10 FT.
CORNER SETBACK: 15 FT.
REAR SETBACK: 15 FT.
MAXIMUM IMPERVIOUS: 90%

DRAINAGE AND UTILITY EASEMENTS SHOWN THUS:

NO SCALE

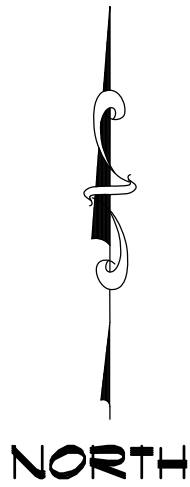
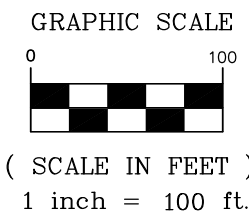
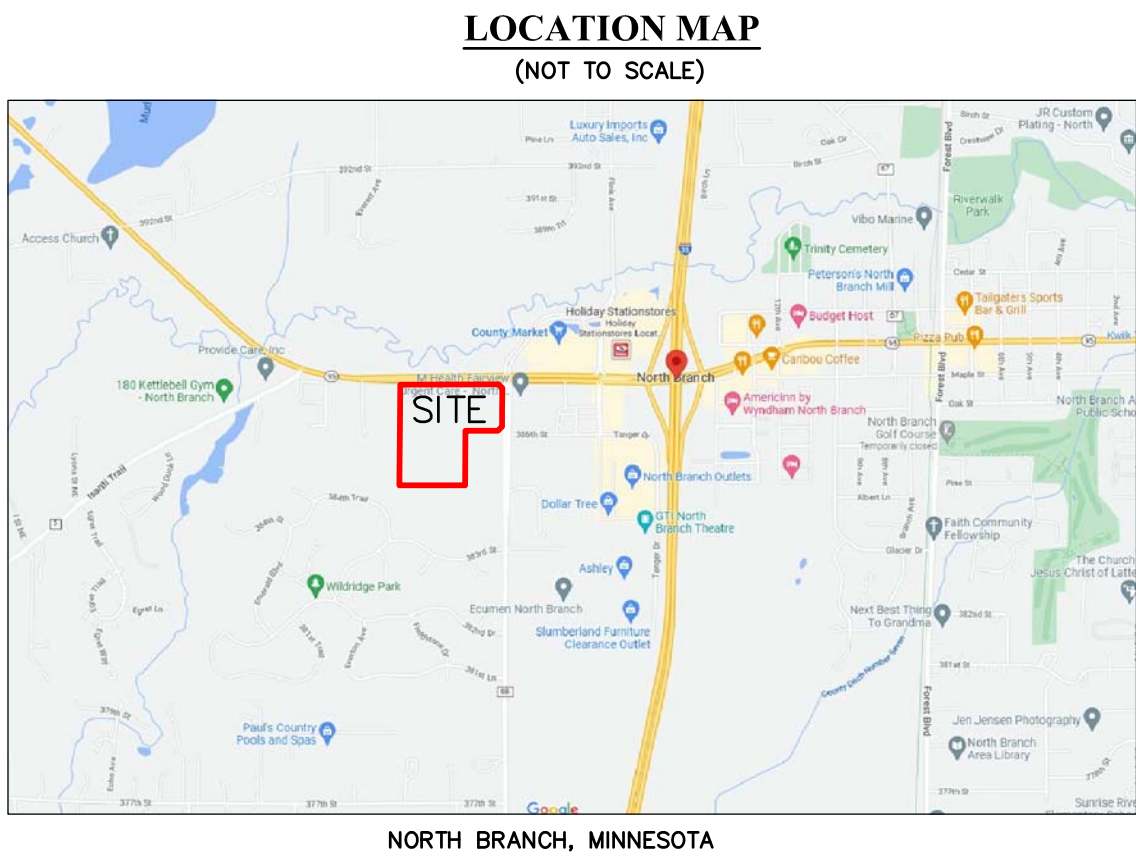
BEING 10 FEET IN WIDTH, AND ADJOINING SIDE LOT LINES, AND 10 FEET IN WIDTH, AND ADJOINING STREET AND REAR LOT LINES, UNLESS OTHERWISE SHOWN ON THE PLAT.

BENCHMARK

MNDOT Horn Point "Otterness 2",
Elevation = 902.872 (NAVD88)

LEGAL DESCRIPTION

OUTLOT B, WESTSIDE COMMONS, Chisago County, Minnesota



LEGEND

- DENOTES COUNTY MONUMENT
- DENOTES IRON MONUMENT FOUND
- DENOTES IRON MONUMENT SET
- DENOTES UTILITY POLE
- DENOTES TRAFFIC LIGHT POLE
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- DENOTES FIRE HYDRANT
- DENOTES TEMPORARY EASEMENT (TURN AROUND)

GENERAL NOTES

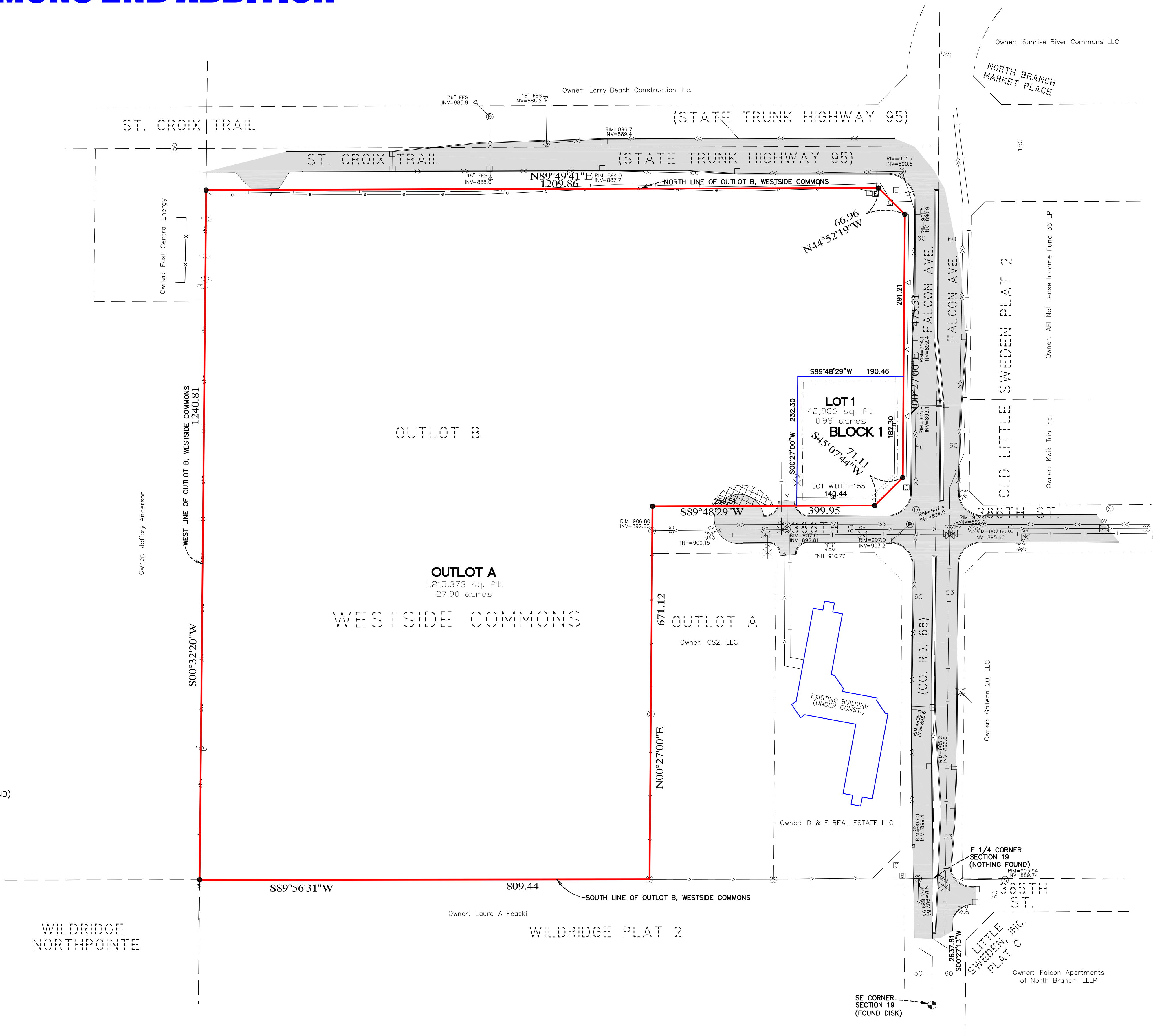
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I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

PRELIMINARY (FOR COMMENT AND REVIEW ONLY)

JOSHUA P. SCHNEIDER Date: Reg. No. 44655



ACRE LAND SURVEYING
9140 Baltimore Street NE
Suite 100, Blaine, MN
763-238-6278 js.acrelandsurvey@gmail.com

JOB #23187

KNOW ALL PERSONS BY THESE PRESENTS: That GS2, LLC, a Minnesota limited liability company, owner and proprietors of the following described property located in the County of Chisago, State of Minnesota, to wit:

Has caused the same to be surveyed and platted as WESTSIDE COMMONS 2ND ADDITION and do hereby dedicate to the public for public use forever the public way, drainage and utility easements and controlled access to Chisago County as shown on this plat.

In witness whereof GS2, LLC, a Minnesota limited liability company has caused these presents to be signed by its proper officer
this _____ day of _____, 20____.

Signed: GS2, LLC

Steven J. Mork, Vice President

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____ by Steven J. Mork of GS2, LLC, a Minnesota limited liability company.

(DO NOT USE STAMP)

Notary Public, _____, County, Minnesota
My Commission Expires _____

I, Joshua P. Schneider do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 550.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20_____.

Joshua P. Schneider, Licensed Land Surveyor
Minnesota License Number 44655

This instrument was acknowledged before me this _____ day of _____, 20____ by Joshua P. Schneider.

(DO NOT USE STAMP)

Notary Public, _____, County, Minnesota
My Commission Expires _____

Approved by the City Council of the City of North Branch, Minnesota, this ____ day of _____, 20____, and is in compliance with the provisions of Chapter 505.03, Subdivision 2, Minnesota Statutes.

By _____ Mayor By _____ Clerk

Pursuant to Chisago County Subdivision Ordinance Number 99-2, I hereby certify that this plat has been checked and approved as to compliance with Chapter 505.021, Minnesota Statutes this ____ day of _____, 20____.

County Surveyor

This plat was recommended for approval this _____ day of _____, 20____.

County Engineer

No delinquent taxes and transfer entered this _____ day of _____, 20____.

County Auditor

I hereby certify that the taxes for the year 20____ on the property described herein are paid this ____ day of _____, 20____.

County Treasurer

Document No. _____

I hereby certify that this instrument was filed for record in the Office of the County Recorder for record on this ____ day of _____, 20____, at o'clock ____ M. and was duly recorded in Chicago County Records.

County Recorder

