

ORDINANCE NUMBER 83

CITY OF TOWER, MINNESOTA

The City of Tower Ordains:

ARTICLE I. AUTHORITY & PURPOSE.

1:00 The following regulations shall be known and may be cited and referred as the Subdivision regulations of the City of Tower.

1.10 Authority. These regulations are adopted under the authority granted in Minnesota Statutes 462.358.

1.20 Purpose. These regulations are adopted for the following purposes:

1. To promote health, safety and general welfare of the residents of Tower.
2. To provide for orderly economic and safe development of land and urban services and facilities.
3. To assure equitable handling of all subdivision plats by providing for uniform procedures.

1.30 Interpretation. In interpretation and application, the provision of this ordinance shall be interpreted as minimum standards for the protection of the public health, safety, and general welfare.

1.40 Severability. In any case on which the provision of this ordinance is declared by the Courts to be unconstitutional or invalid, said ruling shall not affect the validity of the remaining provisions of the ordinance and to this end the provision of this ordinance are declared to be severable.

1.50 Repeal. Any Subdivision Ordinance existing at the time of adoption of this Subdivision Ordinance together with all amendments and supplements thereto and all other ordinances promulgated by the City of Tower which are inconsistent with this ordinance are, to the extent of such inconsistencies and no further, hereby required.

Article II. GENERAL PROVISIONS.

2.00 Jurisdiction. The provision of this ordinance shall apply to all land within the corporate limits of the City of Tower.

2.10 Compliance. After adoption of this ordinance no lot in a subdivision shall be sold, no permit shall be issued to alter or erect any building upon land in a subdivision and no building shall be erected in a subdivision, unless a subdivision plot has been approved and

recorded and until the improvements required by the City Council relative to subdivision have been constructed or guaranteed as provided herein.

2.20 Land Suitability. Land deemed unsuitable for subdivisions because flood hazards, topography, inadequate water, sewer, school, transportation; or other public facilities or factors as determined by the Planning & Zoning Commission and City Council, after appropriate findings of fact, shall not be subdivided or approved by the Planning & Zoning Commission or City Council, unless adequate means to resolve problems are provided by the subdivider.

2.30 Title Opinion. No land within the City of Tower shall be subdivided and offered for sale unless a clear title to the land has been acquired by the subdivider of the land. The subdivider shall present a title opinion to the Planning & Zoning Commission or its designated representative prior to approval of the preliminary plat.

2.40 Improvements. Prior to approval of the final plat of a subdivision the subdivider shall provide all required improvements at his own expense, shall give a bond equal to a qualified engineer's estimate of improvements approved by the City Council or make other financial arrangements acceptable to the City Council to cover the cost of said improvements.

2.50 Dedication & Reservation of Land. The developer shall dedicate five percent (5%) of the total area of the subdivision for public use or make payment to the City in an amount equal to five percent (5%) of the market value of the subdivision. In addition, all streets, right of ways, and public utility corridors shall be dedicated to the City upon acceptance by the City of the final plat.

2.60 Sale of Lots. No lot within corporate limits of Tower shall be sold or offered for sale unless they are within an approved recorded subdivision in compliance with this ordinance, with the following exceptions:

- a. Lots greater than ten (10) acres may be sold for the purpose of agriculture and forestry uses.
- b. Lots sold for the purpose of protection of the natural resource and general welfare.

2.70 Variance. The Planning & Zoning Commission may recommend a variation to the City Council from the requirements of subdivision platting procedures, provisions or requirements, when a group or housing cluster development is proposed or in specific cases when the tract of land to be subdivided contains features which in the judgment of the Planning & Zoning Commission would constitute a hardship. All such recommendations shall be made only after appropriate findings of facts has been completed. The City Council may approve, deny, or amend any recommendation for a variance from the provision of this article. All variances which are granted must be in keeping with the intent and purpose of this Ordinance.

2.80 Amendment. The City Council may amend the provisions of this Ordinance upon recommendation of the Planning & Zoning Commission provided that a public hearing thereon is held.

2.90 Enforcement and Penalties. The City may enforce this Ordinance by mandamus,

injunction, or any other legal means in any court of competent jurisdiction. Any person who shall violate the provisions of this Ordinance shall be deemed guilty of a misdemeanor. Each day following notification by the City or its designated representatives, that violation of this Ordinance continues shall constitute a separate violation.

2.100 Appeals. The decisions of the City Council shall be final, except any persons having an interest affected by said Ordinance or decision shall have the right to appeal to the District Court of the County in which the land is located, on questions by law and fact.

2.110 As used in this Ordinance, the following words, terms and phrases shall have the meaning given herein, unless otherwise specifically defined or unless the context clearly requires otherwise. Throughout the text of this Ordinance, unless the context clearly requires otherwise, the singular shall include the plural and vice versa; the masculine shall include the feminine and vice versa; the words "shall" or "will" are interpreted to be mandatory; the term "may" is interpreted to be permissive.

Article III. DEFINITIONS.

3.10 Alley. A public vehicular way which affords a secondary means of vehicular access to abutting property and which is not intended for general traffic circulation.

3.20 Block. An area of land within a subdivision which is entirely bounded by streets or railroad right-of-way, waterway or exterior boundary of the subdivision.

3.30 Building. A structure having a roof supported by columns or walls and intended the shelter, housing, or enclosure of persons, animals or chattel.

3.40 Building Setback. No building may be erected or placed in the street right-of-way.

3.50 City. The City of Tower.

3.60 City Council. The governing body of the City of Tower.

3.70 Commission or Planning and Zoning Commission. The officially created planning commission of the City of Tower which has been established by ordinance.

3.80 Comprehensive Plan. The comprehensive development plan prepared and adopted by the City indicating the general locations recommended for major land uses, streets, parks, public building, and other public improvements.

3.90 Crosswalk or Pedestrian Way. A municipally owned right-of-way which crosses a block and furnishes pedestrian access to adjacent streets or properties.

3.100 Easement. A grant by a property owner to the use of a strip of land by the public, a corporation or persons for which specific purposes as the construction of utilities, drainage ways and roadways.

3.110 Engineer. The City Engineer or a duly authorized consultant engineer.

3.120 Grade, Percentage of. The rise or fall of a street in feet and tenths of a foot for each one hundred (100) feet of horizontal distance measured at the center line of the street.

3.130 Lot. The smallest unit of a subdivision individually numbered or designated on the plat for purposes of description, recording, conveyance, development and taxation.

3.140 Lot Depth. The mean horizontal distance between the street right-of-way line and the opposite rear line of the lot measured in the general direction of the side lot lines.

3.150 Lot, Double Frontage. A lot having frontage on two parallel or approximately parallel streets.

3.160 Lot Width. The mean horizontal distance between the side property lines of a lot.

3.170 Plat. A map or drawing indicating the subdivisions or re-subdivision of land, intended to be filed for record.

3.180 Right-of Way. Land dedicated and publicly owned for use as a street, alley, or crosswalk.

3.190 Street, Major, or Arterial. A street of considerable continuity, which is used primarily for heavy through traffic between major traffic generation areas.

3.200 Street, Collector. A feeder street which provides connection primarily between arterial streets or arterial streets and minor streets. Collector streets include the principal entrance streets of a residential development and the principal streets for circulation within such development.

3.210 Street, Cul-De-Sac. A comparatively short minor street having one end open to traffic and the other end permanently terminated by a vehicular turn-around.

3.220 Street, Marginal Access. A minor street which is parallel and adjacent to a highway or an arterial street; and which provides access to abutting properties and protection from through traffic.

3.230 Street, Minor or Local. A street which serves primarily as access to abutting properties, and is not intended to carry through traffic.

3.240 Street Width. The street right-of-way width, measured at right angles to the center line of the street.

3.250 Subdivider. A person who submits a plat for the purpose of land subdivision as defined herein. The subdivider may be the owner or authorized agent of the owner of the land to be subdivided.

3.260 Subdivision. The division of a lot, tract or parcel of land into two (2) or more lots, tracts or parcels for the purpose of transferring ownership or building development, or, if a new street is involved, any division or development of a parcel of land. The term shall include

resubdivision of land; provided, however, that the sale or exchange of a small parcel of platted land to or between adjoining property owners shall not be considered as a subdivision.

Article IV. PROCEDURES FOR PRELIMINARY PLAT APPROVAL.

4.00 The following procedures shall be followed in the administration of this Ordinance and no real property within the jurisdiction of this Ordinance shall be subdivided and offered for sale or a plat recorded until a pre-application meeting has been held and a preliminary plat and a final plat of the proposed subdivision have been reviewed by the Planning & Zoning Commission, and until the final plat has been approved by the City Council as set forth in the procedures provided herein. Plans of group developments for housing, commercial, industrial or other uses or for any combination of uses designed for rental purposes shall be presented in the same manner as other plats for the review of the Planning and Zoning Commission and the approval of the County Board.

4.10 Pre-Application Meeting: Prior to the submission of any plat for consideration to the Planning & Zoning Commission under the provisions of this Ordinance, the subdivider shall meet with the Planning & Zoning commission, or any individual to whom the Commission may delegate this responsibility, to introduce himself as a potential subdivider and learn what shall be expected of him in such capacity.

4.20 Preliminary Plat Procedures:

- A. The subdivider shall submit ten (10) copies of the preliminary plat to the Zoning Administrator at least thirty (30) days prior to the date of the public hearing to review the proposed plat.
- B. One copy of the preliminary plat shall be submitted to the following agencies for review and comment.
 - 1. St. Louis County Planning and Zoning Department
 - 2. St. Louis County Highway Department
 - 3. One copy to the City engineer
 - 4. One copy to the County Health Department
 - 5. The Minnesota Department of Transportation
 - 6. One copy to each utility firm (i.e. telephone, gas, electric services) which provide service to the area.
 - 7. Two copies of the plat should be submitted to the City Planning & Zoning Commission.
 - 8. The Minnesota Department of Natural Resources shall be notified of any proposed plats in the shoreland areas consistent with "City of Tower Shoreland Zoning Ordinance #80.
- C. Each reviewing agency shall submit written comments or reactions to the Zoning Administrator at least five (5) days prior to the public hearing.
- D. The Zoning Administrator shall file a written statement indicating the consistency of the proposed plat with the City Comprehensive Plan and Zoning Ordinance, and any

other pertinent City plans or ordinances which will be affected by the proposed subdivision.

- E. A public hearing shall be held for the purpose of review of the preliminary plat. Notification of the public hearing shall be publicized at least ten (10) days in advance of the hearing date in the official City Newspaper. The Planning & Zoning Commission shall review the proposed plat and all comments reviewed from review agencies and the citizens at the public hearing.
- F. Within thirty (30) days after the public hearing the Planning & Zoning Commission shall file written recommendations for approval, disapproval, modification of the proposed plat. These recommendations shall clearly state the reasons for such approval, disapproval, or modifications as the Planning & Zoning.

4.30 Approval of Preliminary Plat by City Council. The City Council shall review the preliminary plat within thirty (30) days of receipt of the Planning & Zoning Commission recommendations. The City Council may hold a public hearing for the purpose of reviewing the plat if it deems necessary. Approval or disapproval or recommended changes of the preliminary plat shall be conveyed to the subdivider in writing within ten (10) days after the meeting of the City Council, at which such plat was considered. In case the plat is disapproved, the subdivider shall be notified of the reason for such action. The approval of the preliminary plat does not constitute an acceptance of the subdivision, but is deemed to be an authorization to proceed with the final plat. This approval of the preliminary plat shall be effective for a period of six (6) months, unless an extension is granted by the City Council. The subdivider may file a final plat limited to such portion of the preliminary plat which he proposes to record and develop at the time, provided that such portion must conform to all requirements of this Ordinance. If some portion of the final plat has not been submitted for approval within this period, a preliminary plat must again be submitted to the Planning & Zoning Commission and the City Council for approval.

Article V. PRELIMINARY PLAT INFORMATION.

5.10 Scale. The preliminary plat shall be submitted at a scale of one (1) inch equal to one hundred (100) feet.

5.20 Identification and Description.

- A. Proposed name of subdivision, which name shall not duplicate or be similar in pronunciation to the name of any plat heretofore recorded in the City.
- B. Location by section, town, range or by other legal description.
- C. Names and address of the owner, subdivider, surveyor and designer of the plan.
- D. Graphic scale.
- E. North-Point.
- F. Date of preparation.

5.30 Existing condition in tract and in surrounding area to a distance of three (300) feet.

- A. Boundary line of proposed subdivision, clearly indicated.
- B. Total approximate acreage.
- C. Platted street right-of-ways' and utility easements.
- D. Boundary lines and ownerships of adjoining land.
- E. Sewers, water mains, culverts or other underground facilities.
- F. Permanent buildings and structures.
- G. Topography, showing lakes, water-courses, marsh areas and contours at vertical intervals of not more than two (2) feet, unless the grade is greater than fifteen (15) percent. All elevation data shall be mean sea level or some other assumed, workable datum.
- H. Soil types, information and tests.
- I. Designation of areas which -before improvements – are subject to inundation or stream overflow. For purpose of information only, the outline of the flood plain, present shore lines, and water elevation.
- J. Any other information requested by the Planning Commission to aid in their review of the plat.

5.40 Subdivision Design Features.

- A. Layout and width of proposed streets and utility easements showing street names, lot dimensions, parks and other public areas. The name of any street hereto used in the City shall not be used, unless the proposed street is an extension of an already named street; in which event the name shall be used. The street layout shall include all contiguous land owned or controlled by the subdivider.
- B. Proposed used of all parcels, and if zoning change is contemplated, proposed rezoning.
- C. Preliminary street grades and drainage plan shall be shown on a copy of the contour map.

Article VI. FINAL PLAT APPROVAL PROCEDURES.

6.10 The owner or subdivider shall file with the City Zoning Administrator at least thirty (30) days before the regularly scheduled Planning and Zoning Commission meeting and within six (6) months of the date of the last approval of the preliminary plat, ten (10) copies of the final plat which shall conform substantially to the preliminary plat as approved. Final plat approval shall become null and void on all plats which are not filed within the time herein specified unless an extension is requested, in writing, to the City Council and for good caused granted by the Council.

6.20 The subdivider may file a final plat limited to such portion of the preliminary which he proposes to record and develop at one time, provided that such portion must conform to all requirements of this Ordinance.

6.30 The City Zoning Administrator shall refer copies of the final plat to the Planning & Zoning Commission, and other agencies for their report as identified in article Iv, Section 4.20 for final review.

6.40 The Planning & Zoning Commission shall check the final plat to see that it is in substantial agreement with the preliminary plat as approved and that it meets all conducted by the Planning ordinances and regulations of the City. In the event the plat involves special problems or is in conflict with City development objectives or with the planning studies being & Zoning Commission, the Commission shall notify the owner or subdivider as to the time and place of the Planning & Zoning Commission meeting at which he will be offered an opportunity to appear.

6.50 When a final plat meets all the conditions of this Ordinance, the Planning & Zoning Commission shall recommend approval to the City Council, and the City Council shall act thereon. Following the final plat approval or disapproval by the City Council, the City Zoning Administrator shall notify the owner or subdivider of the City's action within thirty (30) days thereafter, the final plat, if approved, shall be filed with the County Register of Deeds. Any approval of the final plat, however, by the City shall be null and void if the plat is not recorded with the Register of Deeds of the County within thirty (30) days after the date of approval unless application for an extension of time is made, in writing, during said thirty (30) day period, to the City Council and granted by the City Council. A duplicate and five (5) paper prints of the final plat, after the plat has been recorded with the register of Deeds of the County, shall be filed with the City Clerk.

Article VII. FINAL PLAT INFORMATION.

7.10 Plan for provision of safe and potable water, sewage disposal drainage and flood control where appropriate. If the plat will be serviced by the public water and sewer system, an assessment of the impact of the plat on these facilities shall be made by a professional engineer. A method to finance nay improvement to these facilities necessitated by the addition of the plat, by the subdivider may be required by the City.

7.20 Soil borings, if required by the Planning & Zoning Commission.

7.30 Data required as set forth in Chapter 505, Minnesota Statutes, and also the following requirements:

All interior and exterior boundary lines shall be correctly designated on the plat and shall show bearings on all straight lines, or angles at all angle points and central angel and radii and arc links for all curves. Durable iron monuments shall be set at each angle and curve points on the interior and exterior boundary lines and at all block corners and at all intermediate points on the block or lot lines indicating a change of direction in the lines. The plat shall indicate that the monuments have been set.

7.40 An identification system for all lots and blocks.

7.50 The size (in square feet) and dimensions of all lots.

7.60 Certification by a registered land surveyor to the effect that the plan represents a survey made by him and that monuments and markers shown thereon exist as located and that all dimensional and geodetic details are correct.

7.70 Surveying requirements of the final plat shall be under the regulation of the City Engineer.

7.80 Notarized certification by owner and by any mortgage holder of records, of the adoption of the plat and the dedication of streets and other public areas.

7.90 Certifications showing that all taxes currently due on the property to be subdivided have been paid in full.

Article VIII. DESIGN STANDARDS.

Generally, design standards assure that the layout of the subdivision harmonizes with existing plans affecting the development its surrounding and shall be in conformity with the development objectives of the City.

8.10 Streets.

A. The design of all streets shall be considered in their relation to existing and planned streets, to reasonable circulation of traffic, to topographic conditions, to runoff of storm waters and to the proposed uses of the area to be served.

B. Where the new streets extend existing adjoining streets, their projections shall be at the same or greater width, but in no case less than the minimum required width. Where adjoining areas are not subdivided, the arrangement of streets in new subdivisions shall make provision for the proper projection of streets. When a new subdivision adjoins unsubdivided land susceptible to being subdivided then the new streets shall be carried to the boundaries of such unsubdivided land.

C. The following standards of street design shall be observed by the subdivider:

	Minimum Width (Lot Line to Lot	Maximum Grade	Minimum Grade
Collector Streets (secondary)	66 feet	6%	0.5%
Local Streets (tertiary)	66 feet	6%	0.5%

D. Tangents of at least one hundred (100) feet in length shall be introduced between reverse curves on collector streets and fifty (50) feet on lesser streets.

E. Local streets shall be so aligned that their use by through traffic will be discouraged.

F. Street jogs with center line off-sets of less than one hundred fifty (150) feet shall be avoided.

G. Insofar as practical, streets shall intersect at right angles and no intersection shall be an angle of less than eighty (80) degrees. It must be evidenced that safe and efficient traffic flow is encouraged.

H. Unless as varied by the Planning & Zoning Commission and the City Council, the maxim length of permanent cul-de-sac streets shall be five hundred (500) feet

measured along the center line from the intersection of origin to end of right-of-way. Each cul-de-sac shall be provided at the closed end with a turn-around having a minimum outside roadway diameter of eighty (80) feet, and a minimum street property lies diameter of one hundred (100) feet.

- I. Half streets shall be prohibited except where the City Council finds it to be practical to required the dedication of the other half when the adjoining property is subdivided.
- J. Proposed streets obviously in alignment with existing and named streets shall bear the names of such existing streets. In no case shall the name for the proposed street duplicate existing street names within the same City, including phonetically.
- K. Street surfacing done by the developer shall be approved by the City Engineer.
- L. Private streets shall not be approved nor shall public improvements be approved for any previously existing private street.
- M. Where a proposed plat is adjacent to a major or minor arterial street, the City Council may require the developer to provide local service drives along the right-of-way of such facilities or they may require that lots should back on the thoroughfare, in which case vehicular and pedestrian access between the lots and thoroughfare shall be prohibited.
- N. The street arrangements shall not be such as to cause hardship to owners of adjoining property in platting their own land and providing convenient access to it.
- O. Property lines at street intersections shall be rounded at a radius of not less than twenty (20) feet.

8.20 Easements.

- A. Utility easements at least twenty (20) feet wide shall be provided for utilities where necessary. They shall be centered on rear and other lot lines or within right-of-ways. They shall have continuity of alignment from block to block. At deflection points, easements for pole line anchors shall be provided where necessary.
- B. Where a subdivision is traversed by a water course, drainage way, channel or stream, there shall be provided a storm water easement or drainage right-of-way substantially within the lines of such water course, together with such further width or construction or both, as will be adequate for storm water runoff. The easement shall include not only the stream channel, but also adjoining areas that have been subject to flooding in years of heavy runoff.

8.30 Blocks.

- B. Block lengths shall not exceed one thousand two hundred (1,200) feet and, if possible, shall not be less than four hundred (400) feet in length. In blocks longer than eight hundred (800) feet, a pedestrian crossway with a minimum right-of-way of ten (10) feet shall be required near the center of the block. The use of additional access ways to schools, parks and other destinations may also be required.
- C. A block shall be so designed as to proved two (2) tiers of lots of appropriate depth, unless it adjoins a railroad or limited access highway, and unless the rear lot line abuts a different land use or topographic conditions necessitate a single tier of lots. In these cases, the lot depth shall be at least fifteen (15) feet greater than minimum requirements.

8.40 Lots.

- A. Where possible, side lot lines shall be at right angles to straight street lines or radial to curved street lines. Each lot shall front on a public street or highway. Lots with frontage of two (2) parallel streets shall be permitted only under unusual circumstances.
- B. Minimum lot size shall in all cases conform to zoning regulations in force. Corner lots shall be platted at least fifteen (15) feet wider than the minimum lot width required.
- D. There shall be no direct vehicular access from residential lots to an arterial street, and residential lots shall be separated from arterial streets and railroad right-of-ways by a twenty five (25) foot buffer strip, which may be in the form of added depth or width of lots backing on or siding on the thoroughfare or railroad right-of-way.
- E. Lot remnants which are below the minimum lot size must be added to adjacent or surrounding lots rather than be allowed to remain as an unusable outlot or parcel unless the owner can show plans for the future use of such remnants.

8.50 Natural Features. In the subdivision of land, due regard shall be shown for all natural features which, if preserved, will add attractiveness and stability to the proposed development.

Article IX. REQUIRED IMPROVEMENTS.

Before the City Council approves a final plat, the subdivider shall give satisfactory assurance of the provision of the following requirements.

9.10 Monuments. Steel monuments shall be placed at all block corners, angle points, points of curves in streets and at intermediate points as shown on the final plat. All U.S., state, county or other official benchmarks, monuments or triangulation stations in or adjacent to the property shall be preserved in precise position.

9.20 Streets. All the streets shall be improved in accordance with the engineering specifications established by the City Engineer.

9.30 Water Supply. Where connection with the community water system is possible, the public water shall be used. In other instances, safe and potable water shall be provided by a central distribution system serving the subdivision or by individual wells. In all cases, water shall be supplied in accordance with Minnesota Department of Health Standards.

9.40 Sanitary Sewer. In all cases where sanitary sewer facilities are available, the subdivider shall be required to install sanitary sewers and connect the same to such truck line sewers. In other instances, sanitary sewage disposal shall be by a central system serving the subdivision or by individual systems. In all cases, sewage disposal systems shall be provided in accordance with Minnesota Pollution Control Agency Standards for on site sewage disposal systems.

9.50 Drainage Facilities. Such facilities and easements shall be installed as will adequately provide for the drainage of surface waters.

9.60 Street Name Signs. These shall be placed at all street intersections within or abutting the subdivisions and shall conform to the standard of design accepted for all street name signs by the Planning & Zoning Commission.

9.70 Stop Signs or Yield Signs. These shall be placed at all streets intersecting state highways, or county roads, where the inspection is not of the directional interchange type and as approved by the appropriate State or County highway officials.

9.80 Specifications. All of the required improvements shall conform to engineering standards and specifications as required by the City or appropriate agency.

9.90 Financing. Before a final plat is approved by the City Council, the City Council shall required that the subdivider submit a performance bond or cash escrow agreement to assure the following:

- A. The subdivider shall pay for the cost of all improvements required in the subdivision and the subdivision's share of the costs of any trunk facilities to be extended to the subdivision with the exception of individual wells and individual sewage disposal systems.
- B. Guarantee completion of the required improvements with a two (2) year period.
- C. Payment by the subdivider for all costs incurred by the City for review and inspection. This would include preparation and review of plans and specifications by technical assistants and cost incurred by the City Attorney, as well as other costs of a similar nature. This payment would be in addition to the subdivision fee paid with the submission of the preliminary plan.
- D. The City may elect to install any of the required improvements under the terms of a cash escrow agreement.
- E. The performance bond or cash escrow agreement shall be equal to one and one-quarter (1-1/4) times the estimated cost of the requirement improvements.
- F. If the required improvements are not complete within two (2) year period, all amounts held under the escrow agreement or performance bond shall be turned over and delivered to the City and applied to the cost of the required improvements. Any balance remaining after such improvements have been made shall be returned to the owner or subdivider.

Article 10.

This Ordinance shall take effect and be in force immediately after its adoption and publication.

Introduced by Councilor Mollers on November 9th 1998, and given the first reading.
Given second reading on December 14, 1998, by Councilor Mollers.

Published in the Timberjay on December 19, 1998.

By: _____
Mayor

By: _____
Clerk/Treasurer