



320 SOUTH OAK STREET
SAUK CENTRE, MN 56378
PH: (320) 352-2203 FAX: (320) 352-0121

Office Use Only

LUR Number

Permit Fee Paid

Date Received

SUBDIVISION REVIEW APPLICATION
ALL APPLICATIONS ARE SUBJECT TO A PARK DEDICATION FEE
Please Type or Print Neatly. Attach additional sheets if necessary.

Name of Applicant _____

Address _____

City, State, Zip _____

Phone _____ Alternate Phone _____

Physical Address/Location of Property _____

Legal Description of Property: (Please Attach Metes & Bounds Description)

Parcel ID Number _____ Zoning District _____

Applicant is:

- Legal Owner of Property
- Contract Buyer
- Option Holder
- Agent
- Other _____

Title Holder of Property (if different than applicant):

Name _____

Address _____

City, State, Zip _____

Nature of request:

- Preliminary Plat
- Final Plat
- Planned Unit Development Plan Review

Briefly describe your proposal:

The Planning Commission will review or take action on this request on ____/____/____.
(Applicant or authorized agent must be present at the Planning Commission Meeting).

The City Council will review or take action on this request on ____/____/____.

A. Required information:

1. Name of Plat: _____
2. Location: _____
3. Gross Area: _____
4. Number of Lots: _____

- 5. Current Zoning Classification(s): _____
- 6. Desired Zoning Classification(s): _____
- 7. Current Zoning Classification(s) of Adjacent Parcels: _____
- 8. Name of Pending Street Name(s) Included in Development:

- 9. Name & Address of Land Surveyor/Engineer: _____

B. Does the proposed preliminary plat require rezoning?

_____ Yes, Explain _____
 _____ No

C. Is the proposed preliminary plat consistent with design standards and other requirements of the City of Sauk Centre Subdivision Ordinance, Zoning Ordinance and Comprehensive Planning documents?

_____ Yes, skip to D.
 _____ No, if 'No' applicant must complete items below in italicized print.

The request(s) which I/we desire for our property require a variance from the following section(s) of the Sauk Centre City Code:

Section _____ Section _____ Section _____

Proposed variance(s):

What special conditions and circumstances exist which are particular to the land, structure or building(s) involved which do not apply to the land, structures or building(s) in the same zoning classification (attach additional pages as needed)?

Do any of the special conditions and circumstances result from your own actions (if the answer is yes, you may not qualify for a variance)? _____

What facts and considerations demonstrate that the literal interpretation of the zoning or subdivision code or other City code/plan would deprive you of rights commonly enjoyed by other properties in the same district under the terms of the zoning code (attach additional pages as needed)?

State your reasons for believing that a variance will not confer on you any special privilege that is denied by the code to other lands, structures or buildings in the same district:

State your reasons for believing that the action(s) you propose to take is/are in keeping with the spirit and intent of the code?

State your reasons for believing that a strict enforcement of the provisions of the code would cause undue hardship. Undue hardship means that the property in question cannot be put to a reasonable use if used under the conditions allowed by the code. Economic considerations alone shall not constitute an undue hardship under the terms of this code as referenced in state statutes:

D. Describe the physical characteristics of the site, including but not limited to, topography; erosion and flooding potential; soil limitations; and, suitability of the site for the type of development or use contemplated.

E. Describe the fiscal and environmental impact the proposed development will have on adjacent property owners and the City of Sauk Centre.

F. If Application is for a PUD, provide a statement that generally describes the proposed development and the market which it intends to serve and its demand in relation to the city's Comprehensive Plan and how the development is designed, arranged and operated in order to permit the development and use of neighboring property in accordance with the regulations and goals of the city.

G. Attach completed copy of applicable submittal checklist(s) with application.

I/We understand that any work to be done will require reimbursement to the city for any engineering, consulting, mapping or studies that may have to be done in conjunction with this subdivision. This includes any fees in conjunction with preliminary or final plats. In addition a fee of \$300.00 must be submitted along with the application. By signing this application below, I/We are hereby acknowledging this potential cost. The applicant hereby waives his/her right to review and action within 60 days of submittal of a complete application and understands the city may require additional time for a complete review.

Signature of Owner, authorizing application _____

(By signing, the owner is certifying that he/she has read and understands the instructions accompanying this application.)

Signature of Applicant (if different than Owner) _____

(By signing, the applicant is certifying that he/she has read and understands the instructions accompanying this application.)

INSTRUCTIONS TO THE APPLICANT

Completed applications, with *all* submittal requirements, must be submitted to the Planning & Zoning Department no fewer than **25 days** prior to the meeting date. In order for your application to be accepted as complete, and to have a public hearing scheduled, the following information **must** be submitted:

- _____ 1. This application must be completed, including responses to all parts of this application.
- _____ 2. The required fee must be paid. See Fee Schedule for details.
- _____ 3. Certificate of Survey with the following information, as a minimum unless waived by the Zoning Administrator.
 - Legal description of the property and site address

- Lot dimensions
- North Point and Graphic Scale
- All adjacent streets, easements and alleys
- Location of all buildings, structures, driveways, sidewalks, trails, parking stalls and curbing
- Identification of all setback dimensions from property lines
- Location of all existing and proposed utilities and easements
- Description of floor plans for each story
- Description of each building elevation, exterior building materials and color schemes
- Site grading plan, including erosion and sedimentation control measures and procedures
- Delineations of any shoreland, flood plain or wetland areas on the site
- Identification of any flood plain or wetland encroachments and detailed mitigation plans
- Plans shall be dated and shall bear the name(s) of the preparer(s), including professional registrations or certifications.

- _____ 4. Detailed landscaping plans, illustrating size, types and locations of all materials, a description of site seeding or sodding, a description of the timetable for site landscaping and the identification of any irrigation system.
- _____ 5. Detailed description of any site fencing, including type, location and height

CITY OF SAUK CENTRE PRELIMINARY PLAT CHECKLIST

This checklist must be completed by the Applicant and submitted along with the 'Application for Subdivision Review'. The following items should be included as part of the Preliminary Plat. If any of the following items are not included please provide written reason for the omission. Please contact the Planning & Zoning Office with questions.

- Completed 'Application for Subdivision Review' form
- \$300.00 Fee paid
- 10 full size copies and 1 reproducible 11"x 17" copy of the proposed Subdivision
- Listing of all property owners within 350 feet of the proposed Subdivision
- Required information and/or fees relative to any/all variances and rezoning request

Review of Required Preliminary Plat Data:

(1) Identification and description:

- The name of the proposed subdivision.
- The legal description of the land contained within the subdivision including the total acreage of the proposed subdivision;
- The names, addresses and telephone numbers of all persons, firms and corporations holding interests in the land;
- An indication as to which lands are registered torrens property or abstract property. If land is registered property, a registered land survey shall be required;
- The name, address, telephone number and professional license number and seal of the registered land surveyor who made, or under whose supervision was made, the survey of the proposed subdivision;
- The date of the survey and revision dates for all subsequent submissions;
- North arrow;
- A graphic bar scale or plat, not less than 1 inch equal to 200 feet and north arrow;
- Existing and proposed covenants, liens or encumbrances;
- Elevation benchmarks used for the topographic survey and datum on which they are based;
- Reference to the coordinate system use for the survey; and
- Results of site evaluation, including percolation tests and soil borings.

(2) Existing conditions:

- A vicinity map, at least 4 inches by 4 inches in size on the full size plans, to the Planning Commission showing the relationship of the proposed subdivision to adjacent properties, roads, rights-of-way, and other property and subdivision within 350 of the proposed subdivision, and the relation of the plat to the surrounding zoning districts
- Boundary lines
- Current zoning of land within the proposed subdivision
- All existing survey monuments that have been found
- The location, names and widths of all existing streets, roads and easements within the proposed subdivision and adjacent thereto
- The approximate boundaries of all areas subject to inundation or storm water overflow, and the location, width and direction of flow of all watercourses
- The approximate location of tree cover and general identification thereof
- The location and, where ascertainable, sizes of all existing structures, wells, overhead and underground utilities, railroad lines, municipal boundaries, section lines, township lines and other important features existing upon, over or under the land proposed to be subdivided;
- The location of soil test holes, together with data regarding soil bearing qualities and the like, attesting to the suitability of soils for the specific uses proposed in the subdivision;
- Contours existing and proposed, at 2-foot intervals for a 0 to 5% slope: 5-foot intervals for slopes exceeding 5% up to 30%: 10-foot intervals for slopes in excess of 30%; and spot elevations to determine the general slope of the land, and high and low points thereof. U.S.G.S. data shall be used for all topographical mapping where feasible;
- Areas in the plat which have been designated as shoreland, wetlands and/or flood plains by the Department of Natural Resources, including the high water mark of all wetlands; and
- A delineation of hydric soils within the subdivision. Acreage calculation for buildable land for lots (non-hydric land, non flood plain land and area above the ordinary high water level (OHWL) of lakes, rivers and wetlands, determined using 1 of the following methods:
 1. Non-hydric soils as shown on the Stearns County Geographic Information System (GIS);
 2. Land outside the 100-year flood plain area, as approved by the Watershed District, using 2-foot contour surveys of relevant areas; or
 3. A field delineation of the hydric soils by a registered soil scientist following criteria found in the *United States Army Corps of Engineers Wetland*

(3) Proposed conditions:

- The boundaries of all blocks and lots within the proposed subdivision, together with the numbers and letters proposed to be assigned each lot and block;
- The total number of proposed lots, their minimum, maximum and average size in square footage;
- The layout of proposed streets showing rights-of-way widths, centerline grades of streets, highways, alleys, easements, sidewalks and pedestrian ways within and adjacent to the proposed subdivision and their combined square footage;
- Proposed street names. Proposed streets obviously in alignment with existing and named streets shall bear the names of the existing streets. In no case shall the name of the proposed street duplicate existing street names, including phonetic similarities;
- The location of any improvements which may be required to be constructed beyond the boundaries of the subdivision shall be shown on the preliminary map or on the vicinity map, as appropriate;
- Where the developer owns property adjacent to that which is being proposed for subdivision, it shall be required that the developer submit a sketch plan of the remainder of the property so as to show the possible relationships between the proposed subdivision and the future subdivision. In any event, all subdivisions shall be required to relate well with existing or potential adjacent subdivisions;
- Minimum front, side and rear setback lines on each lot. When lots are on a curve, the width of the lot at the building setback line shall be shown;
- The location, size and proposed improvements for proposed parks, playgrounds and public open spaces; churches or school sites or other special uses of land to be considered for dedication to public use or to be reserved by deed of covenant for the use of all property owners in the subdivision and any conditions of the dedication or reservation;
- Proposed right-of-way widths of alleys, if any, pedestrian ways, trails drainage easements and utility easements;
- Preliminary utility plan including the proposed sizes and locations of water, sanitary sewer and storm water;
- Existing and proposed storm water drainage system including drainage easements; the approximate boundaries of all areas subject to inundation or storm water overflow, and the location, width and direction of flow of all watercourses; and provisions for surface water disposal, ponding, drainage and flood control;
- Preliminary grading, drainage and soil erosion/sediment control plan including proposed temporary and permanent erosion control measures;
- Landscape plan;

- Proposed building pad elevations on each lot; and
- Other information as deemed necessary by the Planning Commission or City Council.

(4) Supplemental information:

Any or all of the supplementary information requirements set forth in this division shall be submitted when deemed necessary by the city staff, consultants, advisory bodies and/or the City Council.

- (a) If zoning changes are contemplated, the proposed zoning plan for the area shall be shown. The proposed zoning plan shall be for information only and shall not vest any rights in the applicant.
- (b) Statement of adequacy of existing or proposed utilities to accommodate or serve the proposed development.
- (c) Estimated costs of proposed required improvements.
- (d) Common interest communities such as condominiums, planned unit developments or cooperatives shall comply with M.S. §§ 515B.1 to 515B.4-118 as it may be amended from time to time.

This document shall become a part of the permanent record relating to the subdivision. If application is deemed incomplete the City shall notify the applicant of said incomplete item(s) within 15 days of receiving the initial application.

FOR OFFICE USE ONLY	
Fee:	\$ _____
Paid:	_____ Yes _____ No
Date App. Submitted:	_____
Review Dates:	
Planner	_____
Engineer	_____
Commission	_____
Date App. Complete:	_____
Date Letter Sent re: Incomplete	_____ (If applicable)