



310 Shamrock Drive, Green Isle, MN 55338 Phone: 507-326-3901

PRELIMINARY PLAT APPLICATION

*Preliminary Plat submittals will be evaluated for completeness using the **Plat Submittal Checklist**. Applicants will be notified within fifteen business days if an application is complete. No public hearing will be scheduled until a complete application has been reviewed for compliance with applicable regulations.*

Street Location of the Property
Description of the Request
<hr/> <hr/>
<i>Note: If the description of request is longer than a few lines, please submit electronically.</i>
Legal Description of the Property
<hr/> <hr/>
Note: If legal description is not provided the application is incomplete. If legal description is longer than a few lines, please submit electronically.
Is property Abstract _____ or Torrens _____
Property Owner (fee owner)
Property Owner _____ Phone _____
Address _____ Email _____
City _____ State _____ Zip _____
Signature _____ Date _____
Note: If property owner has not signed the application, the application is incomplete.
Applicant
Applicant _____ Phone _____
Contact Person _____ Phone _____
Address _____ Email _____
City _____ State _____ Zip _____

CONNECTED ACTIONS *(if applicable)*

Comprehensive Plan Amendment Requested: YES () NO ()

Explain: _____

Rezoning Requested: YES () NO ()

Explain: _____

Planned Unit Development Review Requested: YES () NO ()

Explain: _____

NOTE: Submittal of this application and fees does not preclude the applicant and/or property owner from meeting all the requirements as set out in City Code.

REVIEW PROCEDURE

Pre-Application Meeting: Prior to the preparation of a preliminary plat, the subdivider(s) and/or owners shall meet with the City Zoning Administrator and City Engineer to review applicable ordinances, regulations, and plans regarding the area proposed to be subdivided. The subdivider(s) and/or owners are encouraged to bring any concept drawings that have been prepared.

Sketch Plan Application: Applicants are advised to submit a sketch plan for review and comment prior to submitting a preliminary plat. A separate application and fee are required to initiate this process. Review of sketch plans by the Planning Commission and City Council prior to submitting a preliminary plat is advised for all proposals, especially those that vary from established zoning and subdivision standards and/or require planned unit development review.

Preliminary Plat Review: Plats will be processed in compliance with Minnesota Statute 462.358. The City of Arlington Zoning Administrator will review and comment on complete preliminary plat submittals to assist the applicant in achieving compliance with applicable ordinances. Plats that do not substantially conform with applicable ordinances will not be scheduled for a public hearing until the issues have been resolved and/or will proceed with a recommendation of denial as the end of the review period approaches. The procedure for preliminary plat review is provided in City Code Chapter 27.

Planning Commission Public Hearing: Once a plat application achieves substantial compliance with applicable ordinances, a public hearing will be scheduled to be held by the Planning Commission. A public notice will be issued to the newspaper and property owners within 350 feet of the proposed development site. A sign will be placed on the property indicating that a public hearing will be held. The applicant must provide ten (10) full size copies and one reduction of the revised plat for the Planning Commission to review.

City Council Review: The City Council will review the proposed plat and the recommendations of the Planning Commission. The Application Deadlines & Hearing

Dates handout will be used to determine the meeting date. The applicant must provide ten (10) full size copies and one (1) reduction of the revised plat for the City Council to review.

Final Plat Review: The procedure for final plat review and approval is provided in City Code Chapter 27.

FEES AND APPLICANT ACKNOWLEDGEMENT

Preliminary Plat Application Fees: Application fees shall be paid at the time of application and shall cover such costs as review by the Review Committee, attorney, site inspections, etc. Additional plat escrow fees may be required as the development proceeds toward completion.

Fees	
1. <u>The following fees shall be paid upon submittal of the application:</u>	
<u>FEE DESCRIPTION</u>	<u>AMOUNT</u>
a. Preliminary Plat Fee	\$ 350.00
b. Final Plat Fee	\$ 250.00
c. Special Meeting Request (if needed)	\$ 600.00
Total Application Fee	\$ _____
2. <u>The following fees shall be paid after approval:</u>	
<u>FEE DESCRIPTION</u>	<u>AMOUNT</u>
a. Park Dedication Fee: 10% of estimated market value of buildable area	_____
Applicant Acknowledgement (please sign in the space provided below)	

I hereby submit this Preliminary Plat Application and declare **THAT THE INFORMATION AND MATERIAL SUBMITTED WITH THIS APPLICATION IS COMPLETE AND ACCURATE** per City Ordinances and policy requirements.

I understand that **ONLY COMPLETE APPLICATIONS AND FEES** will be accepted and forwarded on to the Planning and Zoning Commission for public hearing and on to the City Council for approval or disapproval. I understand that the application will be processed in sequence with respect to other submittals.

Applicant's Signature

Date

The following section is for City staff use only:

Fee _____ Date Paid _____ Receipt No. _____
60 Day date _____ 120 Day date _____