



CITY OF PARK RAPIDS
 212 Second Street West
 Park Rapids, MN 56470
 (218) 237-2746

Application # _____
P.I.D. # _____
FEE: \$225 plus \$15/lot
Minor Subd. \$75
(Escrow \$7,500)

PRE-APPLICATION REQUIREMENTS

Prior to the preparation of a preliminary plat, the subdividers or owners shall meet with Planning and Engineering staff to review all applicable ordinances, regulations, and plans in the area to be subdivided. At this time, or at subsequent information meetings, the subdivider shall submit a general development plan and drainage plan. The general development plan may be presented in a simple form, but should include any zoning changes, which would be required and show that consideration has been given to the relationship of the proposed subdivision to existing community facilities that would serve it to neighboring subdivision and development, and to the topography or the site. **All subdivisions will require a park land dedication fee to be paid (5% of the final gross area).**

APPLICATION FOR PRELIMINARY PLAT APPROVAL

Any subdivision of land into two or more lots and, less than five acres in area or 300 feet in width, or if a new street is involved, must be platted in accordance with the provisions of Chapter 151 of the Park Rapids Zoning Ordinance. All plats, re-plats or modification thereof shall be submitted to the Park Rapids Planning Commission and City Council in the manner set forth in the Ordinance, and shall be in conformity therewith, and with such regulations as may be established by resolution of the City Council of the City of Park Rapids, Minnesota. A subdivision will not be approved where a variance from the official controls will later be needed in order to use a lot for its intended purpose. All new subdivisions shall have city sewer and water extended to them unless it has been determined that such service cannot be expected within a five year period. Each lot in a subdivision shall meet the minimum lot size and dimensional requirements prescribed in Chapter 151 of the Ordinance. Subdivisions which include lots that would require holding tanks shall not be approved.

APPLICANT(S): _____ PHONE: (home) _____ (work) _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

ADDRESS OF PROPERTY REFERRED TO, IF DIFFERENT: _____

DESCRIPTION OF REQUEST: _____

LEGAL DESCRIPTION OF PROPERTY: _____

NUMBER OF LOTS: _____ ZONING DISTRICT: _____

NAME(S) OF PROPOSED NEW STREET(S): _____

SIZE OF PROPOSED NEW LOTS:

(1): _____ X _____	Total Sq. Ft: _____	(5): _____ X _____	Total Sq. Ft: _____
(2): _____ X _____	Total Sq. Ft: _____	(6): _____ X _____	Total Sq. Ft: _____
(3): _____ X _____	Total Sq. Ft: _____	(7): _____ X _____	Total Sq. Ft: _____
(4): _____ X _____	Total Sq. Ft: _____	(8): _____ X _____	Total Sq. Ft: _____

(attach sheet of paper for additional lots)

PROCEDURES FOR SKETCH PLAN:

(A) *Plat approval.* The procedure for plat approval is set forth in this section.

(B) *Sketch plan.*

(1) Subdivider's are invited to prepare, for review with the Planning Commission, City Engineer and others as the Planning Commission may direct, a proposed subdivision sketch plan which, in order to be most useful, shall contain the following information:

(a) Site location map showing streets, school locations, commercial centers and other significant developments;

(b) Tract boundaries;

(c) North arrow and scale;

(d) Streets within and adjacent to tract;

(e) Topography and physical features;

(f) Proposed general street design; and

(g) Proposed lot size and orientation.

(2) The sketch plan will be considered as the basis for discussion between the subdivider and the Planning Commission. Submission of the sketch plan shall not constitute formal filing of a preliminary plan. If desired by either the Planning Commission or the subdivider, the sketch plan may be submitted to the Planning Commission for their unofficial review and comments, the intent of which shall be to point out any deficiencies in the plan and to recommend any modifications necessary to bring the plan into conformance with this section.

NECESSARY DATA FOR PRELIMINARY PLAT:

(A) *Size.*

(1) The preliminary plat shall be clearly and legibly drawn.

(2) The size of the map shall not be less than 12 inches by 18 inches.

(3) All subdivision maps shall be drawn at a scale not smaller than a scale of 1 inch equals 100 feet, unless otherwise required by the Council.

(B) *Information required.* The preliminary plat of the proposed subdivision shall contain or have attached thereto the following information:

(1) *Identification and description.*

(a) Proposed name of subdivision, which name shall not duplicate or be alike in pronunciation of the name of any plat theretofore recorded in the County of Hubbard;

(b) Legal description of property to be platted and a survey prepared by a surveyor registered in the State of Minnesota;

(c) Names and addresses of the owner, subdivider, surveyor, and designer of the plan;

(d) North arrow and scale; and

(e) Date of preparation.

(2) *Existing conditions.*

(a) Boundary line of proposed subdivision clearly indicated;

(b) Existing zoning classification;

(c) Total approximate acreage;

(d) Location, widths, and names of all existing or previously platted streets or other public ways, showing the type, width and condition of improvements, if any, and utility right-of-ways, parks and other public open space, permanent buildings and structures, easements and section and corporate lines within the proposed subdivision and to a distance of 100 feet beyond the proposed subdivision;

(e) Location and size of existing sewers, water mains, culverts or other underground facilities within the proposed subdivision and to a distance of 100 feet beyond the proposed subdivision. This data as grades, invert elevations and locations of catch basin, manholes, and hydrants shall also be shown;

(f) Boundary lines of adjoining unsubdivided or subdivided land within 100 feet of the proposed subdivision, the land to be identified by name and ownership;

(g) Topographic data, including an area 300 feet beyond the boundaries of the proposed subdivision, with a vertical contour interval of not more than 2 feet. Water courses, marshes, wooded areas, rock outcrops, power transmission poles and lines and other significant features shall also be shown. United States Geographic Survey data shall be used for all topographic mapping. In the case of a subdivision where no new street is involved, the required topographic map may be waived if it is deemed unnecessary by the City Engineer and the Planning Commission;

(h) In shoreland areas, a line or contour representing the ordinary high water level, the "toe" and the "top" of bluffs, and the minimum building setback distances from the top of the bluff and the lake or river; and

(i) A plan for soil erosion and sediment control both during construction and after development has been completed. The plan shall include gradients of waterways, design of velocity and erosion control measures, design of sediment control measures, and landscaping of the erosion and sediment control system.

(3) *Subdivision design features.*

(a) Layout of proposed streets, showing right-of-way widths and proposed names of streets;

(b) Location and widths of proposed pedestrian ways and utility easements;

(c) Typical cross-sections of proposed improvements upon streets, together with an indication as to the method of disposing of the proposed stormwater runoff;

(d) Approximate centerline gradients of proposed streets;

(e) Locations, size, and approximate gradient of proposed sewer lines, water mains, and service connections;

(f) Layout, numbers, and preliminary dimensions of lots and blocks;

(g) Minimum front and side street building setback lines, indicating dimensions; and

(h) Areas, other than streets, pedestrian ways, and utility easements intended to be dedicated or preserved for public use, including the size of the area or areas in acres.

(4) *Other information.*

(a) Statement of the proposed use of lots, stating the type of residential buildings, with the number of proposed dwelling units; the type of business or industry so as to reveal the effect of the development on traffic, fire hazards, or congestion of population;

(b) Proposed restrictive covenants and a copy of any restrictive covenants pertaining to adjacent properties;

(c) Source of water supply;

(d) Provisions for sewage disposal, drainage, and flood control;

(e) If any zoning changes are contemplated, indicate the proposed zoning plan for the area, including dimensions;

(f) Where the subdivider owns property adjacent to that which is being proposed for the subdivision, the Planning Commission may require that the subdivider submit a preliminary plan for the remainder of the property so as to show the possible relationships between the proposed subdivision and any future subdivisions. In any event, all subdivisions must be shown to relate well with existing or potential adjacent subdivisions; and

(g) Potential re-subdivision and use of excessively deep (over 200 feet) lots must be indicated in a satisfactory manner.

(Prior Code, § 66-216) Penalty, see § 151.999

QUALIFICATION GOVERNING APPROVAL OF PRELIMINARY PLAT:

(A) *Conditional report.*

(1) If a proposed subdivision fails to meet the requirements set forth in this section, the Planning Commission may submit a conditional report to the Council, listing those items in which the proposed subdivision is deficient.

(2) The Council may then, at its discretion, require that the subdivider make any and all necessary changes in the preliminary plan in order to bring it into compliance with the requirements of this section.

(B) *Tentative approval.* The approval of a preliminary plan by the Planning Commission and Council is tentative only, involving merely the general acceptability of the layout as submitted, and is not to be construed as approval of the final subdivision plan.

(C) *Other approvals.* Subsequent approval of the engineering proposals pertaining to water supply, storm drainage, sewerage and sewage disposal, sidewalks, gas and electric service, grading, gradients and roadway widths and the surfacing of streets will be required by the Council and by other public officials having jurisdiction in the matters, prior to the approval of the final plat by the city.

(D) *Flood prone areas.* No plan will be approved for a subdivision which covers an area subject to periodic flooding or which contains extremely poor drainage facilities and which would make adequate drainage of the streets and lots impossible, unless the subdivider agrees to make improvements which will, in the opinion of the City Engineer, make the area completely safe for occupancy and provide adequate street and lot drainage.

(E) *Sewers.* No plat will be accepted that cannot be adequately served with sanitary sewers or other approved disposal systems.

(Prior Code, § 66-217) Penalty, see § 151.999

PARK DEDICATION, OPEN SPACES AND PUBLIC USES:

(A) *Authority.*

(1) Pursuant to M.S. 462.358, as it may be amended from time to time, the City Council, upon recommendations by the Planning Commission, shall require all subdividers requesting platting or re-platting of land in the City of Park Rapids to contribute 5% of final gross area of the subdivision to be dedicated to the public for their use as either parks, playgrounds, public open space, trail systems; or to contribute an equivalent amount of cash, or any combination thereof.

(2) The form of contribution (cash, land, or any combination thereof) shall be decided by the City Council upon recommendation of the Planning Commission.

(3) Stormwater ponding areas may be incorporated into the park land but shall not be consider a part of the park land dedication.

(4) Park dedication will be due at the time of the signing of the final plat.

SUBDIVISION FILING REQUIREMENTS:

After the pre-application meeting, the subdivider shall file this application along with the following information:

1. Completed application.
2. Ten (10) copies of the preliminary plat and one 11” x 17” copy complete with data described in Chapter 151.209 of the Subdivision Ordinance.
3. A copy of a Title Opinion on the Abstract of Title or registered property abstract, certified to date covering the premises to be divided.
4. If the property is not zoned for the proposed use, a petition for rezoning to the precise intended use shall be submitted to the Planning Department with the preliminary plat.
5. Fee of \$225 plus \$15/lot and \$7,500 escrow. Fees must be paid before the item will be placed on the Planning Commission Agenda.

PROCEDURES FOR PRELIMINARY PLAT:

An administratively approved subdivision application will then be scheduled for an appropriate Administrative Review Committee meeting. The applicant will be notified in writing of the results of the meeting, including the amount of the park land dedication fee to be paid.

A public hearing at a Planning Commission meeting shall be arranged within forty-five (45) days of the administratively approval of the application.

A public hearing notice will be published at least ten (10) days before the Planning Commission meeting at which time the item will be heard. Notices will be sent to area residents within a radius of 350 feet of the subject property to notify property owners of the meeting date.

The preliminary plat will then be placed on the City Council Agenda. The City will inform the applicant of the City Council action. If the request is granted, the City will provide the applicant with a copy of the resolution stating the conditions upon which approval is granted. If the application is denied, the City will provide the applicant with an explanation of the basis for denial.

If the preliminary plat is approved by the City Council, applicant may proceed with final plat approval. The final plat must be recorded with the Hubbard County Recorder within six months of the date of City Council approval. **ALL MATERIALS MUST BE SUBMITTED AS STATED ABOVE AND SUITABLE FOR PHOTOCOPYING OR AS AN ELECTRONIC FILE.**

Purpose for Fees and Escrow:

Fees: The application fees are used for staff time for case review and preparation of documents and for postage to mail the required notices to required properties. These fees do not include recording fees or publication fees.

Escrow: The City uses staff to review applications in addition to consultants for engineering, legal and environmental reviews. The escrow is used to pay for costs, including but not limited to, staff review time, consultants, as well as meeting with applicants, neighborhood meetings, preparation of staff reports, preparation of legal documents, publication of the public hearing notice in the Enterprise, and recording and additional publication fees, where required. Once the escrow is used additional escrow funds may be required to be submitted prior to further processing of the request. (See Agreement to pay professional fees)

Acknowledgment and Signature:

The undersigned applicant hereby represents upon all of the penalties of the law, for the purpose of inducing the City of Park Rapids to take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinance of the City of Park Rapids, and the laws of the State of Minnesota, and that the undersigned applicant will pay all fees and charges incurred by the City for the examination and review of this application.

Signature of Applicant(s)

Signature of Property Owner

Date

Date

An application shall only be considered complete if it includes all necessary information regarding applicant's request, application fee, an escrow payment, and an executed agreement to pay city professional fees.

<i>For Office Use Only:</i>	
Approval _____ Denial _____	<i>recommended by the Planning Commission on _____ by _____ (date)</i>
_____ (Chair, Planning Commission)	
Approval _____ Denial _____	<i>by the City Council on _____ by _____ (date) (Mayor)</i>
Complete Application accepted on : _____ (date)	

**ADDENDUM TO DEVELOPMENT APPLICATION
AGREEMENT TO PAY CITY PROFESSIONAL FEES**

Applicant(s) Name

Address of Property Involved

I/we, the undersigned Applicant(s), hereby agree that I/we will pay all fees and charges that may be incurred by the City for planning, engineering, legal, and any other professional services directly related to and incurred by the City during the examination, review and processing of this Application, and during any necessary enforcement action subsequent to this request. I/we understand that the application fee is only an administrative charge intended to defray costs associated with City Staff services and resources required for the processing of this request. I/we agree to deposit the funds in escrow with the City. The City will make every reasonable effort possible to keep these charges to a minimum, yet still provide the needed level of professional services. If direct costs for recording and professional services are in excess of funds placed in escrow, additional escrow funds may be required to be submitted prior to further processing of the request. Otherwise any fees resulting in charges above the escrow funds placed on deposit will be billed and promptly paid by the Applicant(s) prior to the final disposition of the request by the City. If direct costs to the City are less than the sum placed in escrow, then the balance will be refunded to the Applicant(s) upon final disposition of the request by the City.

Signature of Applicant(s)

Date