

City staff use only:
 Project #: _____



1685 CROSSTOWN BOULEVARD N.W. • ANDOVER, MINNESOTA 55304 • (763) 755-5100
 FAX (763) 755-8923 • WWW.ANDOVERMN.GOV

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
<p><i>Note: If the description of request is longer than a few lines, please submit electronically.</i></p>
Legal Description of the Property
<p>Note: If legal description is not provided the application is incomplete. If legal description is longer than a few lines, please submit electronically.</p> <p>Is property Abstract _____ or Torrens _____</p>
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, including:

- Zoning regulations (Title 12),
- Shoreland Management regulations (Title 13, Chapter 4)
- Flood Control regulations (Title 14)
- Scenic River Ordinance (Title 13, Chapter 5)
- Subdivision regulations (Title 11)
- Nuisance Tree regulations (Title 14)
- And other such Ordinances and Policies in place and effect by the City of Andover and any other governmental unit having jurisdiction thereon.

PLAT MONITORING INFORMATION *(if applicable)*

If the proposed development falls within the boundaries of the Metropolitan Urban Service Area (MUSA), please provide the following information to assist with plat monitoring by the Metropolitan Council.

Please provide the acreage for each of the following:

Gross Residential Acres: _____ Public Parks & Open Space: _____

Wetlands/Water Bodies/Ponds at or under 100-Year Flood Elevation: _____

Arterial Roads Right-of-Way: _____ Other: _____

REVIEW PROCEDURE

Pre-Application Meeting: Prior to the preparation of a preliminary plat, the subdivider(s) and/or owners shall meet with the City Planner and City Engineer to review applicable ordinances, regulations, and plans in regard to 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 Andover Review Committee (ARC) 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 11-2-2

The applicant is responsible for demonstrating compliance with the regulations of the appropriate watershed management organization and the Anoka County Highway Department.

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 eight (8) 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 eight (8) 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 11-2-3

Timing and procedure for Public Improvement Projects: Please refer to the **Development Policy Guideline.**

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 Andover Review Committee, attorney, site inspections, etc. Additional plat escrow fees may be required as the development proceeds toward completion.

Fees

1. The following fees shall be paid upon submittal of the application:

<u>FEE DESCRIPTION</u>	<u>AMOUNT</u>
a. Filing Fee	\$ 400.00
b. Final Plat Fee	\$ 150.00
c. Plat Escrow Deposit	(If this escrow does not cover the review costs, then additional billing will occur).
Urban Plat/Per Lot	\$400.00 x _____ lots = _____
Rural Plat/Per Lot	\$750.00 x _____ lots = _____
Commercial/Per Lot	\$1,000.00 x _____ lots = _____
d. Public Notification Sign	\$30.00
Total Application Fee	\$ _____

2. The following fees shall be paid after approval:

<u>FEE DESCRIPTION</u>	<u>AMOUNT</u>
a. Park Dedication Fee:	
Residential	\$4,400.00 per lot*
Commercial/Industrial	\$13,200.00 per acre or 10% of market value of land, whichever is less*
b. Trail Fee:	
Residential	\$900.00 per lot*
Commercial/Industrial	Developer's Responsibility

**As per current Fee Ordinance*

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 _____	