

City staff use only:

Project #: _____

Submitted by: _____



1685 CROSSTOWN BOULEVARD N.W. • ANDOVER, MINNESOTA 55304 • (763) 755-5100
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SKETCH PLAN APPLICATION

Address of Property _____

Legal Description of Property _____

Note: If the legal is not provided, the application will not be considered to be complete.

Property Owner _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip _____

Applicant _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip _____

Description of Request (May attach separate document): _____

Rezoning Request Required YES () NO () Explain _____

REQUIREMENTS FOR SKETCH PLAN SUBMITTAL PROCEDURES

Note: The following is information that all applicants should read and understand.

Pre-Application Requirements: Prior to the preparation of a **SKETCH PLAN**, the subdividers and/or owners shall meet with the City Planner and City Engineer to review all **applicable ordinances, regulations, and plans** in regard to the area proposed to be subdivided. At this time, or at subsequent informal meetings, the subdivider shall submit a Subdivision Sketch Plan for formal discussion between the subdivider and the Planning and Zoning Commission. The Sketch Plan shall be presented in a simple form, and must include:

1. The site location.
2. A sketch of the site showing its general shape and adjacent roadways, waterways, forest areas, and any other significant features of the area.
3. The relationship of the proposed subdivision to:
 - a. Existing community facilities that would serve it, and
 - b. Neighboring subdivisions and developments
4. Topography of the site.
5. The type of development proposed and any zoning changes that would be required.
6. A preliminary road layout and lot arrangement indicating minimum proposed lot size.
7. Aerial photo (most current) with the sketch plan overlay.
8. Proof of sketch submittal to Anoka County Highway Department if applicable.

Fees

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

<u>FEE DESCRIPTION</u>	<u>AMOUNT</u>
a. Sketch Plan Escrow Escrow for services and agree to reimburse city for all services provided.	\$ 1,000.00
b. Public Notification Sign	\$30.00
Total Application Fee	\$ _____

Applicant Acknowledgement *(please sign in the space provided below)*

NOTE: Submittal of this application and fees does not preclude the applicant and/or property owner from meeting all of the requirements as set out in the Andover City Code and any other governmental unit having jurisdiction thereon.

I hereby acknowledge that I have read the foregoing statement and agree and submit that this application is complete and accurate.

Applicant's Signature _____ Date _____

The following section is for City staff use only:

Fee _____ Date Paid _____ Receipt No. _____

Existing or new project number: Existing New Project #: _____

Staff contact: _____

60 Day date _____ 120 Day date _____