



PRELIMINARY PLAT APPLICATION

Date: _____

The Nisswa Planning Commission/Board of Adjustment will require the property owner/developer to submit the following information to the Nisswa Planning & Zoning Administrator by _____ for the Planning Commission/Board of Adjustment meeting on _____.
(application date)

PLEASE NOTE: Applications **WILL NOT** be processed unless all required information for a subdivision is submitted and fees are paid by the application deadline date. We cannot accept the application if any of the following items have not been completed/provided.

I. Name of Applicant: _____ Phone #: _____

Mailing Address: _____

Applicant is: Legal Owner Contract Buyer Option Holder Agent

Title Holder of Property and address: _____

Location (street address) of property involved in this request: _____

Legal description of property involved in this request (if lengthy provide copy of abstract, or certificate of title, or warranty deed): _____

Sec. _____ Twp. 135 Rge. 29 Parcel ID: _____

Zoning District: _____

II. Nature of request (select only one):
 Metes and Bounds Preliminary Plat Final Plat

Note: Preliminary Plat and Final Plat hearings will not be held at the same meeting.

All costs of the City Engineer, City Attorney, Bond Counsel, financial experts and other professional costs borne by the City in writing and/or executing Development Contracts, estimates of costs, inspectors, financial arrangements, assessments and pursuing legal remedies in event of default by the subdivider, and reviewing the proposal, shall be borne by the subdivider.

The Final Subdivision by Plat or Condominium Plat shall be approved by the Planning Commission **and** Council.

Subdivision by metes and bounds shall be approved by the Planning Commission if the resulting parcels are less than 20 acres and 500 feet of width for residential lots or 5 acres and 300 feet for commercial lots, and shall be limited to no more than one split of a parcel into two parcels in a three year period of time. An additional parcel for right of way or commonly owned driveway access may also be allowed.

III. Preliminary Plat or Preliminary Condominium Plat shall contain the following data; along with other reasonable information required by the Commission needed to make a proper evaluation of the proposal.

1. Existing Conditions

- _____ A. Boundary lines with lengths and bearings drawn to exact scale of no less than 1" = 100' taken from a boundary survey by a Licensed Land Surveyor with the legal description of the property, total acreage, name of the fee owner, developer and surveyor, north arrow, and scale.
- _____ B. Topography consisting of
 - _____ 1. Two-foot contour intervals
 - _____ 2. Drainageways
 - _____ 3. 100 year floodplains
 - _____ 4. Wetlands, slopes, and Ordinary High Water Mark
 - _____ 5. Near shore aquatic conditions including depths, types of bottom, sediments, and aquatic vegetation.
- _____ C. Tree cover limits, specimen tree locations.
- _____ D. Location of adjoining streets, wetlands, structures, and property lines within 200' of subject parcel, including acreage of any property owned by the developer not included in the preliminary plat.
- _____ E. Significant historical sites.
- _____ F. Date of boundary survey, topography, and proposed plat.
- _____ G. Zoning district of the subject and each adjoining parcel.

2. Proposed Design

- _____ A. Layout of proposed streets, walkways, blocks, lots, buildings if known, drawn to same scale as existing data.
- _____ B. Dimensions scaled to nearest 5' of all lot lines, street widths, easement widths and lakeshore lengths.
- _____ C. Areas of proposed lots.
- _____ D. Structure setbacks lines from streets, lot lines, and Ordinary High Water Mark.
- _____ E. Proposed Green Space, with area shown.
- _____ F. Proposed public dedication areas other than streets or walkways, with area shown.
- _____ G. Proposed City sewer or water system connections and extension, existing and proposed, with grades shown.
- _____ H. Potential locations and estimated depth to water table for all proposed onsite sewage disposal systems, two per lot.
- _____ I. Information regarding adequacy of domestic water supply.

- _____ J. Proposed drainage plan with runoff computations prepared by a licensed engineer
- _____ K. Erosion control plan, both during and after construction activities.
- _____ L. Proposed street standards and profiles.

- _____ M. Potential principal structure and accessory structure locations and elevations.
- _____ N. Extent of anticipated vegetation and topographic alterations.
- _____ O. Proposed covenants.
- _____ P. Name of subdivision and proposed street names.
- _____ Q. Stages of development proposed.

- 3. Evidence of authority to subdivide the parcel consisting of fee ownership or written concurrence of fee owners.
- 4. Other information may be required depending upon the circumstances.

IV. Application shall be accompanied by non-refundable application fee made payable to the City of Nisswa for \$500.00 + \$25.00 per lot. This fee does **not** cover the land use permit which must be filed separately, if approved.

V. The subdivider shall submit six copies of proposed plat or condominium plat **and** one 8-1/2x11 or 11x17 copy of proposed plat or condominium plat.

VI. Signature of Owner(s), authorizing application: _____
 (By signing, the owner(s) is certifying that they have read and understood the submission requirements and application)

AND

Signature of Applicant (if different than owner): _____
 (By signing, the applicant is certifying that they have read and understood the submission requirements and application)

 Planning & Zoning Administrator

 Date Received

_____ Copy of subdivision ordinance provided to applicant.