

GENERAL INFORMATION

1. Applicant

Name:				
Street:	City:	State:	Zip:	
Business Telephone:	Fax:			
Email:				

2. Property Identification Number (PID) for this application:

3. Property Address for this application:

Street:	City:	State:	Zip:	
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4. Project Name and Project Description:

5. Property Owner

Same as the Applicant

Name:				
Street:	City:	State:	Zip:	
Business Telephone:	Fax:			
Email:				

6. Project Contact (Architect, Designer, Engineer, Land Surveyor, or Landscape Architect, if applicable)

Name:	Role in Project:			
Company:				
Street:	City:	State:	Zip:	
Business Telephone:	Fax:			
Email:				

City Use Only

Received by:	Date Received:	Date Complete:
Permit No.:	Fee:	Date Paid:
Other:	Escrow:	Date Paid:

7. Additional Design/Engineering Professional (if applicable)

Name:	Role in Project:		
Company:			
Street:	City:	State:	Zip:
Business Telephone:	Fax:		
Email:			

8. Environmental Assessment Worksheet (EAW) Requirements

An Environmental Assessment Worksheet (EAW) may be required if:

- The project exceeds one of the mandatory EAW thresholds
- A responsible government unit (RGU) orders a discretionary EAW
- An RGU orders an EAW as a result of a citizen petition

1) Mandatory Thresholds

Environmental review rules stipulate “mandatory thresholds” that trigger required Environmental Assessment Worksheets for many different types of projects. These thresholds can be found in Minnesota Administrative Rules Section 4410.4300, which establishes a series of threshold tests to determine when an EAW is required. If the size and location of the project requires an environmental review, the developer must coordinate with the City of Northfield to complete an EAW.

2) Required Material

The process of completing an EAW involves a high degree of environmental analysis and is regulated by the Minnesota Environmental Quality Board. Relevant statutes outlining the responsibility of the Minnesota Environmental Quality Board and other State agencies related to the process of preparing an EAW, can be found in Minnesota Statutes Section 116C. The Environmental Quality Board provides application materials on its website:

<https://www.eqb.state.mn.us/content/environmental-review-information-practitioners-and-proposers>

Please download and complete all required application materials from the website above.

Escrow Acknowledgment

It is City policy to have all costs associated with the review of land use applications reimbursed by the applicant. The escrow fee must be submitted along with the application. The escrow fee covers all staff time and outside service costs that are incurred in reviewing the application.

The applicant must submit the required escrow before the City will begin the review of the application. The City will reimburse itself from the escrow deposit for all costs incurred in reviewing the land use application. If there is deemed to be an inadequate balance in the escrow account to pay for all review costs, the City will notify the Contact Person listed on the application form of the need for an additional escrow deposit. **If needed, this additional escrow deposit must be made before review of the application will continue.**

Any balance remaining in the escrow account will be reimbursed to the applicant upon the occurrence of any of the following events: (1) Issuance of a Zoning Certificate of Approval; (2) the application is withdrawn by the applicant; or (3) the application is denied by the City for any reason. The City is not responsible for paying interest on the escrow funds deposited as part of the review of the land use application.

By signing this agreement, the property owner, applicant, and contact person acknowledge that additional escrow fees may be necessary, and that this additional escrow fee will be submitted to the City before the review of the land use application continues.

Property Owner:

Name:
Signature:
Date:

Applicant:

Same as the Property Owner

Name:
Signature:
Date:

Contact Person:

Name:	Signature:	Date:
Street:	City:	State: Zip:
Telephone:	Fax:	
Email:		

Notice

Review of a Land Development Application and the decision to approve, approve with modifications, or deny the application will be based on the standards and criteria found the Northfield Land Development Code. These standards and project review criteria reflect the Comprehensive Plan of the City of Northfield, and stipulate the minimum and/or maximum requirements necessary to safeguard public health, safety, aesthetics, and general welfare.

Approval of this Land Development Application does not absolve the applicant from obtaining all other applicable permits, including but not limited to, stormwater management permits, building permits, Minnesota Department of Transportation access permits, and/or other applicable permits and approvals.

I (We) certify that I (we) have submitted all the required information to apply for approval of a Land Development Application and that the information is factual.

Signed by:

_____ Date: _____

Property Owner(s) (Note: No other signature may be substituted for the Property Owner's Signature.)

AND:

_____ Date: _____

Applicant

_____ Date: _____

City Acceptance