

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. Annexation Petition Requirements

- A boundary survey, certificate of survey, or similar survey instrument prepared by a land surveyor licensed to practice in Minnesota, clearly illustrating the parcel or parcels to be annexed. *(A legal description, metes and bounds description, or similar document may substitute a survey document when determined in advance by the City Planner.)*
- A map or general plan illustrating existing buildings, natural features (including, but not limited to trees, geologic features, watercourses and water bodies, and wetlands), and similar features impacting development on the property to be annexed.
- A general contour map indicating existing contour lines at a minimum of 10-foot intervals. Where applicable, a delineation of existing floodplain boundaries, including floodway, floodway fringe, and/or general floodplain boundaries as approved by the Minnesota Department of Natural Resources.
- A map clearly indicating the length of the proposed annexation, which is adjacent to and contiguous with an existing city boundary.
- A map illustrating the location and size of existing city infrastructure which is proposed to be extended to serve the annexed property, including:
 - Water mains
 - Sanitary sewer mains
 - Storm sewer improvements
 - Street and road improvements, including right-of-way width

Note: A letter, memorandum, or similar document indicating that the applicable Township Board of Supervisors has been notified of the proposed annexation must accompany this annexation petition to the City.

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