

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. Major Subdivision Preliminary Plat Requirements (check all items included in application):

Submission Requirements:

Applicants must provide six (6) copies of the Major Subdivision Final Plat materials on a sheet size not to exceed 24" x 36". Each copy must include a complete set of all supporting documentation as specified on this checklist. Applicants must also provide one (1) additional set of materials reduced to a sheet size of 11" x 17", and one (1) electronic file compatible with AutoCAD or in the dxF format.

Note: the plat shall be rendered in a 10, 20, 30, 40, 50, or 60 scale, with the selected scale and a North arrow shown on each sheet of the plat.

The Final Plat must be prepared by a Land Surveyor registered in the State of Minnesota in compliance with Minnesota Statutes Section 462.358, Minnesota Statutes Section 505, and all other applicable state statutes and requirements.

Please see the Northfield Land Development Code (LDC) for more information regarding the procedures, approval criteria and other important information related to this application process.

General Plan Information

- 1) Each sheet of the plat must be numbered and the total number of sheets must be included on the plat.
- 2) The Final Plan must include a location map showing a one-mile radius of the platted area.

Identification and Description

- Provide the name of the subdivision. The name must not duplicate any existing subdivision within Rice or Dakota Counties.
- Provide a complete legal description of the property, including section, township range, county, city, and state, as well as a clear description of the boundaries of the property, with mathematically precise angular and linear dimensions.
- Provide the exact location of existing property monuments and monuments set as proposed in the Final Plat. Describe the locations of such monuments in reference to existing official monuments, including angles and distances to such reference points or monuments.
- Provide the name(s) of the recorded owners and any agent having an interest in the property along with the name of the surveyor, engineer, and/or designer of the plat.

Existing & Proposed Streets, Public Right-of-ways, and Easements Submitted Drawings must show:

- The location and name(s) of existing streets, public right of ways, parks, and other features, including accurate dimensions in feet and decimals of feet, including length of radii and/or arcs of all curves in sufficient detail to reproduce the plat on the ground.
- The location of all proposed streets, public right-of-ways, and areas proposed to be dedicated for parks, trails, and opens space. Drawings of proposed streets must include accurate dimensions in feet and decimals of feet, including length of radii and/or arcs of all curves in sufficient detail to reproduce the plat on the ground.
- Clearly labeled names for all existing and proposed streets. Proposed street names may not duplicate or be similar to existing street names within the City limits.
- Clear indication of location, width, and purpose of all existing and proposed easements that are dedicated or proposed to be dedicated to the City.

Lots, Blocks, Floodplain delineation, and Outlot Designation Submitted drawings must show:

- The location of all existing and proposed lots and outlots, with accurate dimensions in feet and decimals of feet, including length of radii and/or arcs of all curves in sufficient detail to reproduce the plat on the ground.
- A number designation for all lots and a letter designation for all outlots, with notation that the outlot shall be unbuildable as provided for in the Land Development Code
- All blocks created within the plat of subdivision shall be clearly numbered with a number placed in the center of the block.
- Floodplain boundary(ies) or the floodway and floodway fringe(s), if applicable.

Reports, Statements and Certifications Submitted materials must include:

- A title report prepared by a title company indicating owners and encumbrances, if any, on the property.
- A statement dedicating all easements for the purpose indicated.
- A statement dedicating all streets, alleys, and all other public areas proposed to be dedicated as part of the plat.
- Certification by the Registered Land Surveyor in the form required by Minnesota Statutes section 505 as amended.
- Certification indicating that all taxes and special assessments due on the property have been paid in full.
- Copies of any certifications required by all other applicable county or state officials.
- Signatures, along with notarizations as applicable, of all fee owners, deed vendees, mortgage holders, and all other parties who have an interest in the property, as provided for in Minnesota Statutes 505 as amended.
- Signature space for final plat approval by the Mayor and other city officials, as required by state statutes and the Northfield Land Development Code.
- All other information required by Minnesota Statutes 462.358 and Minnesota Statutes 505 as amended.

Other Attachments and Documents

- Where a proposed major subdivision includes the creation of a Home Owners Association (HOA), three (3) copies of all HOA documents must be submitted along with all other documents required for Final Plat review.
- Three (3) copies of a signed Development Agreement as required by the Land Development Code indicating the responsibility of the developer to install the public improvements necessary to serve the proposed plat of subdivision.
- A financial guarantee in the form of a letter of credit, cash escrow, or some other form of financial guarantee satisfactory to the City insuring the installation of the public improvements as part of the plat of subdivision.

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