

CITY OF EMILY
LOT SPLIT/SUBDIVISION/REZONING APPLICATION

APPLICATION:

- A. Applicant shall complete Subdivision/Rezoning Application and submit to the Zoning Administrator.
- B. Preliminary Plat applications shall be completed at least to the minimum standards of the Ordinance.
- C. Final Plat applications shall be completed as per the requirements of the Planning Commission from the Preliminary Plat Hearing and the minimum standards of the Ordinance, Crow Wing County and the State of Minnesota.
- D. Submittals for Metes and Bounds Subdivisions (lot splits) shall conform to the minimum requirements of a Preliminary Plat if either the proposed new parcel or the remnant is less than 10 acres. A survey, showing topography, of both lots must be submitted.
- E. If any of the parcels contain structures with an SSTS, a Sewer Compliance Inspection must be submitted.
- F. Applicants shall submit 3 copies of the proposed Subdivision on 11x17 size paper and at least 1 copy of the proposed subdivision on Plat size paper.**
- G. All applications must be submitted 30 days prior to the Planning and Zoning meeting in which applicant wishes to be heard.
- H. The City Staff shall, based on submittals, compute the subdivision permit fee. This fee shall be paid by the applicant at the time of application.

REVIEW:

- A. The Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Applicant will be notified where additional information is needed.
- B. After receipt of a completed Subdivision Application and supporting documents, the Zoning Administrator shall schedule a Public Hearing date on the Planning Commission's agenda for the earliest possible opening. Applicant will be notified by mail of the date and time of the Public Hearing.
- C. City Staff will prepare a Staff Report on the application. The Staff Report will be available for public review at City Hall no later than one week prior to the scheduled meeting date.
- D. The City Fee Schedule is based on average processing and review costs for all applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits. The City may withhold final action on any application and/or hold the release of such permits until all fees are paid.

ACTION:

- A. The Planning Commission shall hold a Public Hearing on the application.
- B. At the conclusion of the Public Hearing, and after consideration of the testimony presented, the Planning Commission shall make a recommendation to the City Council.
- C. The City Council shall consider the Planning Commission's recommendation at the next scheduled Council meeting.

APP # _____
Date _____
Fee _____
(for office use only)

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Name of Applicant _____ Phone _____

Property Address (E911#) _____ Local Phone _____

Mailing Address _____ E-mail _____
(if different than above)

City, State, Zip _____

Applicant is:		Title Holder of Property <i>(if other than applicant)</i>
Legal Owner	<input type="checkbox"/>	_____
Contract Buyer	<input type="checkbox"/>	(Name)
Option Holder	<input type="checkbox"/>	_____
Agent	<input type="checkbox"/>	(Address)
Other _____		_____
		(City, State, Zip)

Signature of Owner, authorizing application (required): _____
 By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): _____
 (By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Location of property involved in this request:

Property ID # _____ Zoning District _____
 (8 digit # on tax statement)

Nature of request (select only one):

- Sketch Review
- Preliminary Plat
- Final Plat
- Metes and Bounds
- Rezoning Proposed New Zoning District _____

Note: Applicants may apply for Preliminary Plat and Final Plat at the same time, but they must be on separate applications. Preliminary Plat and Final Plat hearings will not be held at the same meeting. The effective date of Final Plat application will be the date of Preliminary Plat approval.

LOT SPLIT/SUBDIVISION/REZONING CHECKLIST

- _____ Completed application, signed by property owner
- _____ Fee
- _____ Sewer Compliance Inspection Report
- _____ All current City charges paid
- _____ Survey
- _____ Site Plan with the minimum information outlined in the Ordinance (unless waived by P&Z Administrator):

CITY OF EMILY PLANNING AND ZONING OFFICE CONTACT INFORMATION

Planning and Zoning Administrator: Steve Jones
Zoning Clerk: Sue Fahrendorff
P. O. Box 68
Emily, MN 56447

Phone: (218) 763-2480 (Emily Office)
(320) 841-1793 (cell)

Fax: (218) 763-2481

Email: zoning@emily.net steve.jones@sourcewell-mn.gov

