

CITY OF PEQUOT LAKES
SUBDIVISION/REZONE APPLICATION

APPLICATION:

- A. Applicant shall complete Subdivision/Rezone Application and submit to 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, Boundary Line Adjustments 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 5 copies of the proposed subdivision on 11x17 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, if applicable. 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 the week prior to the scheduled meeting date.
- D. The City Fee Schedule is based on average processing and review costs for land use 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 a land-use application and/or hold the release of a construction permit until all fees are paid.

ACTION:

- A. The Planning Commission shall hold a public hearing on the application, if applicable.
- 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, if applicable.
- C. The City Council shall consider the Planning Commission's recommendation at the next scheduled Council meeting.

APP # _____
SF # _____
Date _____
DWSMA _____

**CITY OF PEQUOT LAKES
SUBDIVISION/REZONE APPLICATION**

Name of Applicant _____ Phone _____

Mailing Address _____ Email _____

City, State, Zip _____

Applicant is:

Legal Owner ()

Contract Buyer ()

Option Holder ()

Agent ()

Other _____

Title Holder of Property:

(Name)

(Address)

Signature of Owner, authorizing application: _____
(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:

Parcel ID No. _____ Zoning District _____
(8 digit # on tax statement)

Nature of request (select only one):

Preliminary Plat ()

Final Plat ()

Metes and Bounds ()

Rezoning ()

Boundary Line Adjustment (X)

CHECKLIST

- _____ Completed application, signed by property owner
- _____ Fee
- _____ Sewer Compliance Inspection Report
- _____ All current City charges paid
- _____ Certificate of Survey
- _____ Site plan with the minimum information outlined in the Ordinance (unless waived by City Planner):

CITY OF PEQUOT LAKES CONTACT INFORMATION

City of Pequot Lakes:

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Zoning Administrator
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City Planner:

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Community Development Administrator
Sourcewell
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