

CITY OF PEQUOT LAKES
SUBDIVISION/REZONING APPLICATION

APPLICATION:

- A. Applicant shall complete Subdivision/Rezoning 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 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.
- E. If any of the parcels contain structures with an ISTS, a Sewer Compliance Inspection must be submitted.
- F. Applicants shall submit 14 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.
- I. Please see the Checklist attached on Page 4.**

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 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.
- 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 _____
DWSMA _____

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

Name of Applicant _____ Phone _____

Mailing Address _____ Email _____

City, State, Zip _____

Applicant is:		Title Holder of Property:
Legal Owner	<input type="checkbox"/>	_____
Contract Buyer	<input type="checkbox"/>	(Name)
Option Holder	<input type="checkbox"/>	_____
Agent	<input type="checkbox"/>	(Address)
Other	_____	

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 _____

Nature of request (select only one):

- Preliminary Plat
- Final Plat
- Metes and Bounds
- Rezoning

***** Please see the Checklist attached on page 4.**

CITY OF PEQUOT LAKES CONTACT INFORMATION

City of Pequot Lakes:

Dawn Bittner, Zoning Specialist
4638 Main Street
Pequot Lakes, MN 56472
Phone: 218-568-6699
Fax: 218-568-5860
Email: dbittner@pequotlakes-mn.gov

City Planner:

Justin Burslie
Planning and Zoning Specialist
Sourcewell
202 – 12th Street NE
Staples, MN 56479
Phone: 218-895-4151
Email: justin.burslie@sourcewell-mn.gov

***** Please see the Checklist on Page 4.**

CITY OF PEQUOT LAKES
FINAL PLAT CHECKLIST

***** The following information must be received by the City at least thirty (30) days prior to the next Planning Commission meeting.** The City then has ten (10) days to determine if the application is complete or not. If the application is determined incomplete, applicant will be notified.

_____ Completed application.

_____ Fee (\$250.00) **

The Final Plat shall include the following:

_____ Conformance with Preliminary Plat approval.

_____ Prepared by Registered Surveyor with signatures of Mayor, Clerk, etc.

_____ Dedication to public of easements, ROW, walkways and land to be public.

_____ Drainage & Utility easements over natural drainageways & wetlands.

_____ Reservation of private streets in Outlots.

Additional submittals or considerations:

_____ Covenants.

_____ Concurrent Documents:

1. Title Opinion (less than 60 days old).
2. Financial security.
3. Development Agreement.

_____ 9 copies of Final Plat.

_____ Plat Check.

_____ All City and County charges paid.

The following takes place once the application has been determined complete:

_____ City publishes Public Hearing Notice in newspaper

_____ City mails Public Hearing Notices to neighboring parcel owners within 350 feet of _____ subject property.

_____ One week prior to Planning Commission meeting, Staff Report will be available at City Hall or on the website.

_____ Planning Commission meeting: Planning Commission holds a public hearing and may continue the hearing as it deems necessary to allow all factual input it deems necessary to allow a decision.

_____ The Planning Commission shall recommend the approval, where applicable, of the Final Plat to the City Council within the required timeframe and the findings shall be sent to the subdivider.

_____ The City Council shall review the findings and recommendations of the Planning Commission at their next regular meeting and make the final determination.

**** When costs associated with processing or reviewing an application exceed the original application fee, the applicant shall reimburse the City for any additional costs.**