



City staff use only:
Project No: _____

1685 CROSSTOWN BOULEVARD N.W. • ANDOVER, MINNESOTA 55304 • (763) 755-5100
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PRELIMINARY PLAT APPLICATION

*Preliminary Plat submittals will be evaluated for completeness using the **Plat Submittal Checklist**. Applicants will be notified within ten business days if an application is complete. No public hearing will be scheduled until a complete application has been reviewed for compliance with applicable regulations.*

Street Location of Property _____

Legal Description of Property _____

Is property Abstract _____ or Torrens _____

Note: If legal description is not provided the application is incomplete. If legal description is longer than a few lines, please submit electronically.

Property Owner _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip _____

Signature _____ Date _____

Note: If property owner has not signed the application, the application is incomplete.

Applicant _____ Phone _____

Contact Person _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip _____

Description of Request _____

CONNECTED ACTIONS (if applicable)

Comprehensive Plan Amendment Requested: YES () NO ()

Explain: _____

Rezoning Requested: YES () NO ()

Explain: _____

Planned Unit Development Review Requested: YES () NO ()

Explain: _____

NOTE: Submittal of this application and fees does not preclude the applicant and/or property owner from meeting all of the requirements as set out in Ordinance No. 10, the Subdivision and Platting Ordinance; Ordinance No. 8, the Zoning Ordinance; Ordinance No. 214, the “Tree Ordinance”; Ordinance No. 107, the Flood Plain Ordinance; Ordinance No. 223, the Scenic River Ordinance; Ordinance No. 108, the Shoreland Management Ordinance and other such Ordinances and Policies in place and effect by the City of Andover and any other governmental unit having jurisdiction thereon.

PLAT MONITORING INFORMATION (if applicable)

If the proposed development falls within the boundaries of the Metropolitan Urban Service Area (MUSA), please provide the following information in acres to assist with plat monitoring by the Metropolitan Council.

Gross Residential Acres: _____ Public Parks & Open Space: _____

Wetlands/Water Bodies/Ponds at or under 100-Year Flood Elevation: _____

Arterial Roads Right-of-Way: _____ Other: _____

REVIEW PROCEDURE

Pre-Application Meeting: Prior to the preparation of a preliminary plat, the subdivider(s) and/or owners shall meet with the City Planner and City Engineer to review applicable ordinances, regulations, and plans in regard to the area proposed to be subdivided. The subdivider(s) and/or owners are encouraged to bring any concept drawings that have been prepared.

Sketch Plan Application: Applicants are advised to submit a sketch plan for review and comment prior to submitting a preliminary plat. A separate application and fee are required to initiate this process. Review of sketch plans by the Planning Commission and City Council prior to submitting a preliminary plat is advised for all proposals, especially those that vary from established zoning and subdivision standards and/or require planned unit development review.

Preliminary Plat Application Fees: Application fees shall be paid at the time of application and shall cover such costs as review by the Andover Review Committee, attorney, site inspections, etc. Additional plat escrow fees may be required as the development proceeds toward completion.

<u>FEES</u>	<u>AMOUNT</u>
Filing Fee	\$ 400.00
Final Plat Fee	\$ 150.00
Plat Escrow Deposit	If this escrow doesn't cover review costs, additional billing will occur.
Urban Plat/Per Lot	\$400.00 x <u> </u> lots = <u> </u>
Rural Plat/Per Lot	\$750.00 x <u> </u> lots = <u> </u>
Commercial/Per Lot	\$1,000.00 x <u> </u> lots = <u> </u>
Public Notification Sign	\$30.00
 Total Application Fee	 \$ <u> </u>

Park dedication and trail fees are required to be paid on a per unit basis at the time of Final Plat as follows:

Park Dedication Fee:	Residential	\$3,475.00 per lot*
	Commercial/Industrial	\$10,424.00.00 per acre or 10% of market value of land, whichever is less*
Trail Fee:	Residential	\$885.00 per lot*
	Commercial/Industrial	Developer's Responsibility

*As per current Fee Ordinance

Preliminary Plat Review: Plats will be processed in compliance with Minnesota Statute 462.358. The Andover Review Committee (ARC) will review and comment on complete preliminary plat submittals to assist the applicant in achieving compliance with applicable ordinances. Plats that do not substantially conform with applicable ordinances will not be scheduled for a public hearing until the issues have been resolved and/or will proceed with a recommendation of denial as the end of the review period approaches.

The applicant is responsible for demonstrating compliance with the regulations of the appropriate watershed management organization and the Anoka County Highway Department.

Planning Commission Public Hearing: Once a plat application achieves substantial compliance with applicable ordinances, a public hearing will be scheduled to be held by the Planning Commission. A public notice will be issued to the newspaper and property owners within 350 feet of the proposed development site. A sign will be placed on the property indicating that a public hearing will be held. The applicant must provide eight (8) full size copies and one reduction of the revised plat for the Planning Commission to review.

City Council Review: The City Council will review the proposed plat and the recommendations of the Planning Commission. The Application Deadlines & Hearing Dates handout will be used to determine the meeting date. The applicant must provide eight (8) full size copies and one reduction of the revised plat for the City Council to review.

Final Plat: The procedure for final plat review and approval is provided in Ordinance 10, Section 11.01.

Timing and procedure for Public Improvement Projects: Please refer to the **Development Policy Guideline.**

I hereby submit this Preliminary Plat Application and declare **THAT THE INFORMATION AND MATERIAL SUBMITTED WITH THIS APPLICATION IS COMPLETE AND ACCURATE** per City Ordinances and policy requirements.

I understand that **ONLY COMPLETE APPLICATIONS AND FEES** will be accepted and forwarded on to the Planning and Zoning Commission for public hearing and on to the City Council for approval or disapproval. I understand that the application will be processed in sequence with respect to other submittals.

Fee _____
Date Paid _____
Receipt No. _____
60 Day date _____

Applicant's Signature Date

120 Day date _____