



City of Grant
P.O. Box 577
Willernie, MN 55090
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MINOR SUBDIVISION

Application Date:	
Fee: \$400	Escrow: \$4,000

A minor subdivision is any subdivision containing not more than two lots fronting on an existing street, not involving any new street or road, the extension of municipal facilities, or the creation of any public improvements. Minor Subdivisions include lot combinations, lot rearrangements, and exchange of lands.

PARCEL IDENTIFICATION NO (PIN):		LOT SIZE:
PROJECT ADDRESS:	OWNER: Name: Address: City, State, Zip: Phone: Email:	APPLICANT <i>(If different from Owner)</i> : Name: Address: City, State, Zip: Phone: Email:
BRIEF DESCRIPTION OF REQUEST:		
APPLICABLE ZONING CODE SECTION(S): Please review the referenced code sections for a detailed description of required submittal documents, and subsequent process. 1. Chapter 30; Section 30-9		

Required Signatures

*** Note: All parties with a fee interest in the real estate must sign this application before the City will review for completion! ***

Applicant

Name: _____
(Please print)

Address: _____

City, State, Zip: _____

Phone: _____

Cell Phone: _____

Email: _____

Signature: _____

Date: _____

Fee Title Property Owner *(If different from Applicant)*

Name: _____
(Please print)

Address: _____

City, State, Zip: _____

Phone: _____

Cell Phone: _____

Email: _____

Signature: _____

Date: _____

Checklist

Please review the attached checklist. Completeness depends on whether or not the applicable checklist items are fulfilled and submitted with your application.

Review Deadline and Timeline

All applications must be received by the deadlines as posted on the City's website. Failure to submit by the date shown may result in a delay in the scheduling of the application for public hearing. Meeting the deadline does not guarantee that an application will be heard at the next meeting. To improve likelihood of appearing on an agenda, it is recommended that applications be submitted earlier than deadline.

According to Minnesota State Statute 462.358 a Minor Subdivision Application has a Statutory review period of 120 days. During the review period the City has the ability to request additional information to assist in its review, and such request shall not impact the review timeline once an application has been deemed complete.

Review and Recommendation by the Planning Commission. The Planning Commission shall consider oral or written statements from the Applicant, the public, City Staff, or its own members. It may question the Applicant and may recommend approval, disapproval, or table by motion the application. The Planning Commission may impose necessary conditions and safeguards in conjunction with their recommendation.

Review and Decision by the City Council. The City Council shall review the application after the Planning Commission has made its recommendation. The City Council is the only body with the authority to make a final determination and either approve or deny the application for minor subdivision.

Application for Planning Consideration Fee Statement

(Please read carefully and understand your responsibilities associated with this land use application)

The City of Grant has set forth a fee schedule by City Ordinance as posted on the City's website. The City of Grant often utilizes consulting firms to assist in the review of projects. The consultant and city rates are available upon request. By signing this form, the Applicant accepts sole responsibility for any and all fees associated with the land use application from the plan review stage; the construction monitoring stage; and all the way to the release of any financial guarantees for an approved project. In the event the Applicant fails to make payment of all fees associated with the project, the City of Grant will assess any unpaid or delinquent fees related to this application or project against the subject property. If a project is denied by the City Council or withdrawn by the Applicant, the fees associated for the project until such denial or withdrawal, remain the Applicant's responsibility.

I/WE UNDERSTAND THE FEE STATEMENT AND RESPONSIBILITIES ASSOCIATED WITH THIS LAND USE APPLICATION:

Applicant

Fee Title Property Owner

(if different from the Applicant)

Signature

Signature

Printed Name

Printed Name

Date

Date

Minor Subdivision Permit Checklist:

The following materials must be submitted with your application in order to be considered complete. If you have any questions or concerns regarding the necessary materials please contact the City.

COPIES: One (1) Electronic copy of full submission; Two (2) 11x17 half scale scalable hard copy plan sets.

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- ☐ **Site Plan:** Technical drawing demonstrating existing conditions and proposed changes.

All plans must be to-scale, scalable, and include a north arrow.

- Name, address, phone number for owner, developer, surveyor, engineer
- Streets within and adjacent to the parcel(s) including driveway access points
- Proposed lot sizes (with dimensions) indicating setbacks for newly created lots
- Buildable area with acres and square footage identified
- Soil tests for the installation of an on-site septic system
- Septic system and well location
- Building locations and dimensions with setbacks
- Name of subdivision with lot and block numbers of property, if platted

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- ☐ **Existing Conditions:**

- Aerial
- Wetland delineation (if applicable)
- Buildable area
- Topographic contours at 2-foot intervals, and bluff line (if applicable)
- Waterbodies, Ordinary High Water Level, and 100 year flood elevation

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- ☐ **Landscape Plan (if applicable):** All plans must be to-scale, scalable, and include a north arrow.

- Landscape plan identifying species and size of trees and shrubs
- Screening plan

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- ☐ **A certificate of survey,** by a registered land surveyor for each parcel will be required. The survey must show newly created lots and the original lot, limits of any wetland, one acre of buildable area, and elevation of the building site above any lake, stream, wetland, etc.

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- ☐ Statement acknowledging that you have contacted the other governmental agencies such as Watershed Districts, County departments, State agencies, or other that may have authority over your property for approvals and necessary permits.

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- ☐ Minor Subdivision submittal form completed and signed by all necessary parties.

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- ☐ Paid Application Fee: \$400

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- ☐ Paid Escrow*: \$4,000 *Any remaining funds, after expenses, are returned to the Applicant. Expenses incurred over \$4,000 will be billed to the Applicant.

Materials that may be required upon request:

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- ☐ Full scale plans at a scale not smaller than 1"=100'

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- ☐ **Stormwater plans.** Stormwater plans may be requested depending on the proposal of the Minor Subdivision.

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- ☐ **Wetland Delineation.** If the proposed minor subdivision is near a potential wetland boundary or setback, delineation may be required to fully evaluate and approve, or deny, the subdivision.
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